

Watkins Community Center (WCC) Usage Guidelines

Multi-Purpose Room

"This facility is the result of the vision and cooperative efforts of many of the citizens of the Honea Path area. We hope that you will appreciate and respect WCC as much as we do. Please enjoy your stay with us and come back to visit with us soon."

WCC Board of Directors

Reservations

All fees are described in the attached **WCC Facility Use Fee Schedule**. Because reservations prevent any additional reservation of the selected facility, **RESERVATION DEPOSIT FEES ARE NON-REFUNDABLE**.

Reservation Date(s): _____ Reservation Time period: _____

Room Type: _____

Purpose: _____

Reservation Deposit Amount: _____

USE FEE BALANCE DUE WHEN REQUESTING ROOM KEY.

Room Use Fee (minus deposit): _____

Microphone/Cable Use Fee: _____

Cleaning Deposit: _____

Total Balance Due: _____

ALL ROOMS ARE ACCESSIBLE ONLY DURING THE TIME PERIOD INDICATED ON THIS FORM.

Revised February 2023

Facility Use Fee Schedule

Watkins Community Center is made available for the maximum benefit of the community. It is the desire of the Board of Directors to keep the facility in good repair so that the Center will be available for future generations. The following schedule has been set to cover the cost of operations, maintenance and upkeep of the facility.

Classrooms:

Schedule	Monday-Sunday	Reservation Deposit
2 hours	\$35.00	\$35.00
4 hours	\$65.00	\$35.00
8 hours	\$100.00	\$45.00

Multipurpose Room:

Schedule	Monday-Sunday	Reservation Deposit
4 hours	\$180.00	\$90.00
8 hours	\$250.00	\$125.00
2 ½ Day Special Event Package	\$575.00	\$250.00*

A \$65.00 cleaning deposit must be paid at the time the room is reserved. The cleaning deposit will be refunded after the date of use provided that the multipurpose room was properly cleaned as required by the WCC Usage Guidelines.

*(The reservation for the package will begin at 12:00 noon for the first day, followed by 2 full days' usage, ending at midnight on the last day. Room cleaning must be completed by midnight of the last day).

Microphone and Cable \$50.00

Payment of Fees

Payment may be made by cash or check. Checks should be made payable to **Watkins Community Center**. Reservations are not final until the **non-refundable** deposit is received.

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Usage Guidelines:

1. The key to the WCC facility (and microphone & cable, if applicable) may be picked up at Town Hall during normal business hours: 8:00 a.m. – 4:00 p.m., Monday through Friday, the day before the event. For weekend events, the key must be picked up on Friday. The balance of the facility use fee is due before the key and microphone equipment are released. Set-up of the space is included in the amount of time reserved.
2. Alcoholic beverages are prohibited in the building and on the grounds. Tobacco products (including vaping products) are prohibited in the building.
3. **DO NOT nail, staple, or place tape on the walls, ceiling, or floor. DO NOT damage the facility in ANY manner. Damages incurred may be interpreted as vandalism and may result in legal consequences. All deposits will be held until any damage issues are resolved.**
4. Dispose of all trash and food debris in the outside garbage bins provided behind the kitchen. If you choose to have your cleaning deposit refunded, the area utilized must be cleaned according to the **attached guidelines**. If you would like for the area used to be cleaned by our professional, you must note below at the time the deposit is made. At this point, the deposit will not be refunded. Please check the appropriate selection:
 - a. I will be responsible for cleaning the facility _____
 - b. I would like for the facility to be cleaned by the WCC professional and understand that the deposit will be forfeited _____**Refund of cleaning deposit option applies only to Multi-Purpose Room use.**
5. Reset heat setting to 60° F. or air conditioning setting to 80° F., according to the season.
6. Turn off all lights and appliances in the kitchen area **with the exception of the refrigerator and the ice maker**.
7. Make sure that everyone is out of the facility before leaving.
8. After locking the facility, the key should be immediately returned to the drop box that is the Town water payment drop box by the Town Hall entrance door. Microphone equipment should be returned inside the Town Hall office the first business day after facility usage.
9. Please report any damage or needed repairs as soon as possible to Town Hall in person or by calling 864-369-2466 during normal business hours.

10. The undersigned agrees to reimburse WCC for any damages, intentional or unintentional, caused by the undersigned or guests of the undersigned during the use of the facility.
11. WCC is not responsible for any personal injuries or property damage or loss (such as damage to vehicles, etc.) which occur on the WCC premises. In case of emergency, dial 911.
12. WCC is not responsible for any acts of nature which may cause inconvenience or cancellation of your function.
13. All deposits will be refunded once the facility has been cleaned, any damage repaired with a final inspection, key and microphone equipment returned in working condition.

WARNING: UNDER NO CIRCUMSTANCES IS THE USE OF SMOKE CREATING DEVICES PERMITTED ANYWHERE WITHIN THE CONFINES OF THE BUILDING!

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Multi-Purpose Room Cleaning
(Initial each completed item)

- ___ All trash must be placed in plastic bags, tied securely, and deposited in the outside garbage bins behind the kitchen.
 - ___ Tables must be "broken down" and placed in the storage room to the right of the front door. Chairs must be folded and placed on rolling racks. Leave these racks positioned in the multi-purpose room by the walls next to the windows. Remember to bring in racks that may have been moved to the hallway.
 - ___ Kitchen must be cleaned and floor damp mopped with **clear water** only, but only if used.
 - ___ Sinks and tables in kitchen should be cleaned, if used.
 - ___ All food must be removed from the refrigerator and warming units and taken from the building.
 - ___ Turn off all appliances with the **exception of the refrigerator and the ice maker.**
 - ___ If food and beverages are served, the hardwood floor in the multi-purpose room should be initially **dry** mopped and then **lightly damp** mopped. The mop should contain a minimal amount of **clear water** only. Otherwise, dry mop only.
 - ___ Restroom toilets should be flushed and all trash removed.
 - ___ Make sure that all water faucets are turned off.
 - ___ Reset heat setting to 60° F. or air conditioning setting to 80° F., according to the season.
 - ___ Turn off all lights including the restrooms behind the stage and in the kitchen. **Do not** turn off the hallway restroom lights. Those lights are automatic.
 - ___ Lock all exterior doors.
 - ___ Report any damages. Please explain the nature of the damage on the back of this page.
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EACH ITEM MUST BE INITIALED AS COMPLETE.

Responsible Party: (print name) _____

Address: _____

_____ Phone: _____

Signature: _____ Date: _____

Return this form to Town Hall within 2 business days in order to receive a refund of cleaning deposit.

Refund Amount Approved: \$ _____

Clerk's Initials: _____

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Acknowledgement of Receipt of Watkins Community Center Usage Guidelines

Date: _____

Responsible Party

Print Name: _____

User Signature: _____

Mailing Address: _____

Email Address: _____

Telephone: _____

Secondary Contact: _____

Telephone: _____

Witness: _____

NOTE: Information on this page must be given at the time the reservation and deposits are made.

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