**Watkins Community Center (WCC) Usage Guidelines**

**Classrooms**

 “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:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose:   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reservation Deposit Amount:  \_\_\_\_\_\_\_\_\_\_\_\_

**USE FEE BALANCE DUE WHEN REQUESTING ROOM KEY.**

Room Use Fee (minus deposit):   \_\_\_\_\_\_\_\_\_\_\_\_\_

Cleaning Deposit:                         \_\_\_\_\_\_\_\_\_\_\_\_\_

**Total Balance Due:**                     \_\_\_\_\_\_\_\_\_\_\_\_\_

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

**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

**A $20.00 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 classroom was properly cleaned as required by the WCC Usage Guidelines.

**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.

**Usage Guidelines:**

1. **The keys to the WCC facility 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 keys must be picked up on Friday. The balance of the facility use fee is due before the keys 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. 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:
	1. I will be responsible for cleaning the facility \_\_\_\_\_
	2. I would like for the facility to be cleaned by the WCC professional and understand that the deposit will be forfeited \_\_\_\_\_
5. Set the desired room temperature on the wall thermostat according to the instructions next to the thermostat. **Do not readjust the thermostat when leaving. It will reset automatically.**
6. Turn off room lights when leaving.
7. After locking the facility, the keys should be immediately returned to the drop box that is the Town water payment drop box **by the Town Hall entrance door**.
8. Please report any damage or needed repairs as soon as possible to Town Hall in person or by calling 864-369-2466, ext. 2, during normal business hours **and** email the community center at contactwcchp@gmail.com.
9. 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.
10. 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.
11. WCC is not responsible for any acts of nature which may cause inconvenience or cancellation of your function.
12. All deposits will be refunded once the facility has been cleaned, any damage repaired with a final inspection, and key is returned.

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

**Classroom Cleaning**

(Initial each completed item)

\_\_\_\_ All trash must be placed in plastic bags, tied securely, and deposited in the outside garbage dumpster behind the kitchen. Bags and brooms are located in the corner closet next to the classroom door.

\_\_\_\_ All food and drink must be removed from the building.

\_\_\_\_ Clean and organize tables and chairs. Tables and chairs must remain in room being used.

\_\_\_\_ **Do not readjust thermostat when leaving.**

\_\_\_\_ Turn off lights in the classroom upon leaving and lock the classroom door.

\_\_\_\_ Lock all exterior doors, if all other classrooms and the multipurpose room are vacant.

\_\_\_\_ Report any damages. Please explain the nature of the damage below:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**EACH ITEM MUST BE INITIALED AS COMPLETE.**

Responsible Party: (print name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Return this completed form to Town Hall with keys.** This form must be returned within two (2) business days in order to receive a refund of the cleaning deposit.

Refund Amount Approved: $\_\_\_\_\_\_\_\_\_\_\_ Clerk’s Initials\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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.**