

## **EDISTO BEACH CIVIC CENTER FACILITY USE GUIDELINES**

The Edisto Beach Civic Center welcomes civic, political, business, social groups, and others to its facility. The auditorium, the gallery/lobby area, two multi-purpose rooms, and/or the grounds may be scheduled for use provided:

- such use does not interfere or conflict with previously scheduled programs or normal operation of the Center.
- such use is in accordance with local, state, and federal laws and ordinances governing the Center; and
- such use conforms to applicable policies, guidelines, and procedures in effect at the Center.

The Edisto Beach Civic Center reserves the right to deny a request, reassign space, or cancel reservations. Such refusal, reassignment, or cancellation may be for, but is not limited to, any one of the following reasons:

- lack of available or suitable space.
- the proposed event interferes or conflicts with previously scheduled programs or normal operation of the Center.
- the organization or individual failed to abide by the terms and conditions of the Center during a prior event within the last three years.
- the organization or individual misused or damaged the property during a prior use.
- a determination that the event could be disruptive, hazardous to persons or the Center, or is unlawful or a breach of peaceful circumstances.

## **RESERVATION PROCEDURES**

The Facility Manager is: Phyllis McElveen, Special Projects Coordinator  
Town of Edisto Beach  
2414 Murray Street Edisto Beach, SC 29438  
Telephone: 842-869-2505 or 843-603-0009  
Fax: 843-869-3855  
Email: PMcelveen@townofedistobeach.com

1. The use of the Edisto Beach Civic Center is prohibited except by prior written approval.
2. A Facility Use Application must be completed and approved prior to scheduling any event. A Facility Use Application may be obtained by contacting the Facility Manager or visiting the Town website at [www.townofedistobeach.com](http://www.townofedistobeach.com)
3. A Facility Use Application must be submitted at least ten (10) days in advance of the event.
4. The agenda for the event must be submitted in writing along with the Facility Use Application. The agenda should include proposed activities, tentative time schedule, and earliest time when access will be required (arrangements for access to the building must be coordinated with the facility manager).

## **LIABILITY ISSUES**

1. Individuals and organizations reserving the Center are responsible for all damages to the equipment, facility, and grounds that occur as a result of the event. Failure to pay fees for damaged property will result in the loss of future rental privileges.
2. Insurance coverage and a signed indemnification agreement shall be required for groups or organizations. Coverage is required for any rental. The renter will need to provide evidence of comprehensive insurance liability coverage in the minimum amounts of \$1,000,000 each claim, \$1,000,000 each occurrence, and \$500,000 property damage. Such insurance will name both the requesting organization and the Edisto Beach Civic Center, Town of Edisto Beach, Colleton County and Colleton County School District, including their agents, assigns, and contracted agents, as insured's. The Center reserves the right to require limits above this when it may be determined that higher limits are justified. The Center also reserves the right to approve the insurance provider, and a copy of the policy or certificate must be received by the Facility Manager at least three (3) business days (excludes federal, state, holidays and weekends) prior to the event.
3. The user assumes all responsibility and liability for vehicles parked on the Center grounds or elsewhere for an event.

4. The user agrees to indemnify and hold harmless the Edisto Civic Center, Colleton County, the Colleton County School District, the Town of Edisto Beach, Edisto Beach Town Council, the Edisto Chamber of Commerce, and the Edisto Art Guild, their officers and employees, from any and all claims of any kind whatsoever, damages, losses and expenses, including attorney's fees and litigation costs, by user's agents, employees, contractors, guests, invitees, attendees, and/or all other third parties arising out of the user's event at the Center. The Edisto Civic Center, Colleton County, the Colleton County School District, the Town of Edisto Beach, Edisto Beach Town Council, the Edisto Chamber of Commerce, and the Edisto Art Guild do not indemnify or hold harmless anyone associated with a scheduled event.
5. The user assumes all responsibility and liability in relation to copyright license for videos, music, or theatrical performances, which includes royalty fees for play production, or any music used in the production.

### **OTHER POLICIES**

1. The Edisto Beach Civic Center prohibits on and within its property the possession or use of unsafe items and materials that create conditions at the facility, which may be potentially dangerous to life, property, or which may be disruptive to the essential operations of the Center. This includes, but is not limited to, firearms, explosive devices, hazardous chemicals, improper mechanical equipment, etc.
2. The Edisto Beach Civic Center will be always under the control of the Facility Manager or other authorized personnel.
3. The right is reserved at all times for any and all designated employees of the Town of Edisto Beach, Colleton County or the Colleton County School District to enter the premises.
4. The facility is not opened, nor does any event begin, without the permission of the Manager or other authorized personnel.
5. No person will be permitted inside any room in excess of the established seating capacity. No additional chairs may be placed in hallways or any other portion of the facility without the prior written permission of the Facility Manager. The capacity of the facility is 150.
6. The renter is responsible for the conduct of all attendees. All attendees are expected to stay out of all unauthorized areas and to refrain from using unauthorized equipment. Authorized areas include only public restrooms and the reserved classroom/gallery/auditorium/ kitchen areas. Authorized equipment includes only equipment the user has specifically received written permission to use.

7. The Edisto Beach Civic Center is a smoke-free facility; therefore, smoking is strictly prohibited anywhere on the property (building, porches, decks, parking lots, woods, etc.) except as follows: Two ash stands are located outside the front entrance. The renter and the Manager will discuss and agree upon placement of the ash stands and the associated smoking area for the particular event.
8. No subletting of the facility in part or in whole is allowed except with prior written approval of the Manager.
9. No collections of donations, whether for charity or otherwise, shall be made, attempted, or announced on the premises without prior approval of the Facility Manager.
10. Alcohol may be used only when approved by obtaining proper licensing and liability insurance. A copy of all documents must be given to the Facility Manager prior to the event.
11. All aspects of providing food and beverages are the responsibility of the renter.
12. No eating utensils, trash bags, tablecloths, office supplies, or any other supplies or equipment is provided. The renter is responsible for providing all supplies as needed.
13. Food and beverage concessions in conjunction with an event are permitted.
14. No painting of props is allowed within the building.
15. Bubbles or real (not artificial) flower petals may be used for weddings/parties, but only outside of the building. No rice, birdseed, streamers, or confetti may be used in the Center or on its grounds. Balloons may be used but must be properly disposed of at the conclusion of the event. Helium balloons or Chinese lanterns may not be released inside or outside.
16. Nails, thumbtacks, etc. are strictly prohibited and cannot be used to attach decorations to the walls or ceilings. Use of tape or contact squares must be approved prior to the event. All decorations must be removed at the end of the event. Failure to do so may result in a charge for cleaning.
17. No animals, except for service animals, are permitted within the facility.
18. The Edisto Beach Civic Center is not responsible for any personal or other property brought to, used, or left at the Center. Excess storage is limited for renters and/or organizations other than Civic Center employees, as such; all renters/organizations using the facility will be responsible for storing accessories offsite unless prior arrangements have been made through the Facility Manager.

19. Advance arrangements must be made with the Manager to leave items for later pickup after an event.
20. To ensure return of the full security deposit, the renter agrees to leave the building in structurally the same condition as which it was found. The renter is to take out anything which was brought in and empty the trash in the dumpster provided. If the facility is adjudged to be excessively dirty an additional fee may be assessed and deducted from the security deposit.
21. No publicity or media announcements will connect the Edisto Beach Civic Center, Colleton County, Colleton County School District, the Town of Edisto Beach, Edisto Beach Town Council, or the Edisto Chamber of Commerce as sponsors or partners in any event without the expressed written approval of each body.
22. The Center reserves the right to amend, adjust, or revise these Facility Use Guidelines and procedures at any time.
23. Application must be accompanied by the signature page attached stating you have read, understand and agree to the terms of the guidelines.
24. The Edisto Beach Civic Center is managed by the Town of Edisto Beach where we support the use of products other than Single-use plastic bags, single-use polystyrene food containers, single-use polystyrene carryout cups and plastic straws and polystyrene coolers while on the property.

**EDISTO BEACH CIVIC CENTER  
FACILITY USE GUIDELINES  
AGREEMENT**

I have read and understand the preceding guidelines and am attaching this signature page to my application.

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Name of Applicant (Print)

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Signature of Applicant

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Date