TOWN OF CLOVER
PARKS AND RECREATION DEPARTMENT

FACILITY RENTAL POLICY

Every effort will be made to make the facilities of the Clover Parks and Recreation Department (CPRD) available for rent by citizens, businesses and organizations (hereinafter "Sponsor") for special events and activities. However, CPRD scheduled athletic programs; maintenance, repairs and improvement activities, and weather may cause certain facilities to be unavailable from time to time. Furthermore, it should be understood that the Clover Parks and Recreation Department cannot provide facilities and services without charge if such events and activities generate an additional expense to the CPRD or any other Town department and/or creates an undue liability to the Town.

Requests for reservation of a shelter, field or facility should be made to CPRD at least two (2) weeks in advance. If alcohol is planned to be sold or consumed on-site, the request must be made at least ninety (90) days in advance. All required fees must be paid at the time of application. Sponsor and guests shall follow all Town of Clover Park Rules.

All youth must be adequately and properly chaperoned by responsible adults (age 21 and over) at the rate of one chaperone per ten (10) youth. For gatherings greater than 75 people, open to the public and/or include high risk activities, additional permits will be required. See Special Event, Inflatables, Alcohol and/or Fireworks/Open Burning Policies for more information on additional requirements.

The sale of any items (food, clothing, etc.) or any planned admission fee or other charges must be pre-approved by CPRD. Vendors are required to present valid licenses to operate, e.g. Town business license, Hospitality Tax, SCDOR Retail License, etc. CPRD reserves the right to deny permission for the sale of items and/or charge of an admission fee.

If fees are charged for team registrations or for spectator admissions, the Sponsor shall pay the Town five (5%) percent of the proceeds in addition to the required rental fee. Additional fees due to the Town from registrations and admissions must be paid within ten (10) days after the event.

Cancellations

All refunds are subject to approval by the Recreation Director. For small events, a 48-hour cancellation notice is required to be eligible for a full refund.

Cleaning and Damages

In the event that Sponsor does not, in the sole opinion of CPRD staff, properly clean the premises and/or if damage or loss has occurred to the premises, Sponsor shall be responsible for reimbursement of costs to clean-up and make necessary repairs. The Sponsor's privilege to use any other Town facility may be suspended. In the event that it becomes necessary for the Town of Clover to initiate legal action for recovery of any amount due, the Sponsor agrees to consent to jurisdiction in the courts of York County for a lawsuit to enforce this provision. The Sponsor additionally agrees to pay any and all costs and attorneys' fees associated with such collection efforts as outlined above.

Hold Harmless and Indemnification

Sponsor hereby shall assume all risks incident to or in connection with the permitted activity and shall be solely responsible for damage or injury, of whatever kind or nature, to person or property, directly or indirectly arising out of or in connection with the permitted activity or the conduct of Sponsor's operation. Sponsor hereby expressly agrees to defend and save the Town harmless from any penalties for violation of law, ordinance, or regulation affecting its activity and from any and all claims, suits, losses, damages or injuries directly or indirectly arising out of or in connection with the permitted activity or conduct of its operation or resulting from the negligence or intentional acts or omissions of Sponsor or its officers, agents and employees.

Clover Parks and Recreation Department Director has the right to waive any and all parts of this Policy.