



TOWN OF YEMASSEE FACILITY RENTAL APPLICATION Process Narrative

Town of Yemassee
Attn: Administration Department
101 Town Circle
Yemassee, SC 29945-3363
(843)589-2565 Ext. 3
www.townofyemassee.org

The following process narrative is intended to provide Applicants with an understanding of the respective application process, procedures, and Facility Rental Application requirements for rentals of Town of Yemassee facilities. While intended to explain the process, it is not intended to repeal, eliminate, or otherwise limit any requirements, regulations or provisions of the Town of Yemassee Town Code, rules and/or regulations. Compliance with these procedures will minimize delays and assure expeditious application review.

Step 1. Reservation Request	Required
Applicant submits a reservation request by confirming with Reception the facility is available on the desired day, completing the facility rental application, remitting the necessary security deposit and facility rental payment to the reception desk. Upon receipt, staff will update the municipal calendar and the reservation will be complete.	
Step 2. Site Visit	Required
Applicant will be shown the facility to be rented by Town Staff and review policies.	
Step 3. Key Pickup	Required
The day previous to the rental, the applicant will pickup the key-card for access to the facility. Staff will conduct a walk through of the building with the applicant to ensure the facility is ready for rental and that no issues are noted. The applicant will sign out the key-card for the duration of their rental.	
Step 4. Rental Day	
The applicant will have use of the facility for the entire day of the rental. The applicant will have contact numbers in the event an urgent issue arises at the facility during the rental.	
Step 5. Return Key, Complete Post Event Walkthrough	Required
The next business day after the rental, the applicant will return the key-card to the Yemassee Municipal Complex. Staff and the applicant will conduct a post event walk through to ensure the building had no damage and was cleaned in an appropriate fashion after the event. Upon a satisfactory walk-through, Staff will complete a security deposit reimbursement form and forward to the Finance Department for processing.	
Step 6. Finance Department Issues Security Deposit Refund	Required
As soon as Finance Department receives a refund request from the Reception desk, a reimbursement check will be issued to the name on the facility rental application and mailed to the address on file.	
Step 7. Renter Receives refund check	Required
The applicant should receive a reimbursement check within two business days after the key-card is returned and the Finance Department receives a refund request form.	
NOTICE	
If the applicant has not received the reimbursement check within five days, please contact the Finance Department at (843) 589-2565 Ext. 3	



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Applicant Information	
Applicant Name: _____	Organization Name: _____
Town Resident: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, home address: _____	Sponsor Name: _____
Mailing Address: _____ _____	Town Business License #: _____
<b style="color: red;">IMPORTANT! <b style="color: red;">Security deposits will be mailed to this address!	Non-Profit 501 or 503 Organization? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If yes, attach supporting documentation verifying non-profit status [e.g. letter from IRS])</i>
Mobile Phone #: _____	Federal Tax ID #: _____
Alternate Phone #: _____	E-mail: _____
Function Information	
Function Name: _____	
Facility(s) Requested: <div style="margin-left: 40px;">Harold Peebles Athletic Park (29240 Pocotaligo Rd)</div> <div style="margin-left: 40px;">Yemassee Community Center (10 Mixon St)</div>	
Set Up Date(s): _____	Set Up Start Time: _____
Function Start Date(s): _____	Function Start Time: _____
Function End Date: _____	Function End Time: _____
Breakdown Date(s): _____	Breakdown End Time: _____
Open to the Public: <input type="checkbox"/> Yes <input type="checkbox"/> No	Fundraiser: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, beneficiary: _____
Beer/Wine Served: <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, a waiver must be requested in writing and is subject to approval or denial by Yemassee Town Council. Alcohol may not be sold under any circumstances	
Music: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, check all that apply: Live: <input type="checkbox"/> Yes <input type="checkbox"/> No Acoustic: <input type="checkbox"/> Yes <input type="checkbox"/> No Recorded/DJ: <input type="checkbox"/> Yes <input type="checkbox"/> No Amplified: <input type="checkbox"/> Yes <input type="checkbox"/> No Other: _____	Notice - Any music must be at a reasonable volume as to not disturb the properties surrounding the facilities
	Expected Attendance: _____

Detailed function description providing: food & beverages and other items sold or distributed, approximate number of persons, and vehicles participating, entertainment, music, etc. (attach extra pages if necessary)

The Town reserves the right to require submittal of a Special Event Application and issuance of a Special Event Permit in concurrence with the Facility Rental Application.

Minimum Requirements for Submittal

1. Completed Facility Rental Application
2. Acknowledgement and demonstration of compliance with the Town of Yemassee Ordinances, rules, and regulations.
3. All information required on the Application Checklist.
4. Applicable fees per the Town of Yemassee Schedule of Rates & Fees.
5. Checks made payable to the Town of Yemassee.

Disclaimer: The Town of Yemassee assumes no legal or financial liability to the applicant or any third party whatsoever by approval of this Facility Rental Application.

I hereby acknowledge by my signature below that the foregoing application is complete and accurate and that I am the responsible party of this function. As applicable, I authorize the subject property to be posted and inspected.

I acknowledge by my signature below that I have read and understand all of the applicable ordinances and rules pertaining to the function and participating vendors; including important aspects which function holder shall be expected to comply.

Applicant Signature: _____ **Date:** _____

For Office Use

Application Number:

Date Received:

Received By:

Approved By: _____ Date: _____

Special Event Application Required: ☐ Yes ☐ No

Colin J Moore

Mayor

Peggy Bing-O'Banner

Mayor Pro Tempore

Matthew Garnes

Town Clerk



Council Members

Alfred Washington

Stacy Pinckney

David Paul Murray

Yemassee Community Center
Addendum
Rules & Regulations

Reservations

All reservations must be made at the Yemassee Municipal Complex with the Town Clerk or their designee.

- Reservations must be made at least ten (10) days in advance and no earlier than ten (10) months in advance.
- Reservations will be on a first come first serve basis and deposits must be paid to reserve a date.
- The Receptionist shall be notified of any reservation that is to be cancelled.
- Cancellations made ten (10) days prior to the rental period are allowed.
- No refunds of the fee paid shall be made for any cancellation after that time.
- Refunds are not issued for adverse weather events
- Deposit checks will be issued within five days of the rental to the mailing address indicated on the facility rental application if the building is cleaned and picked-up after your event.
- The business day before your event you are required to acquire the access card for the building and the card shall be returned the following business day to receive a security deposit refund.
- Fees for rental and security deposits are routinely set by the Town of Yemassee. To verify the current fees required, please review the current Schedule of Rates & Fees

Activities & Supervision

- Any fundraising activity must receive permission to do so from the Town of Yemassee.

Yemassee Municipal Complex

101 Town Cir P.O. Box 577 Yemassee, SC 29945-0577

Telephone (843) 589-2565 Fax (843) 589-4305

www.townofyemassee.org

- Music is permitted inside the Yemassee Community Center only and shall not be played in a loud fashion that can be heard outside by neighboring residents. Persons in violation of this may be subjected to a citation from the Yemassee Police Department for Violation of Town Ordinance.
- Decorations are permitted however no decorations shall be hung from light fixtures.
- Decorating and removal of decorations must be accomplished within the period reserved and shown on the rental agreement.
- Smoking is strictly prohibited inside the Yemassee Community Center
- Animals (except for Service Animals) are not allowed in the Yemassee Community Center.
- The person in charge of the event must be 18 years of age or older for events that are non-alcoholic activities. For activities that include alcohol, the person in charge must have attained the age of 21.
- No sale, admission fee, donation, contribution, or other charge shall be collected when intoxicating liquor or fermented malt beverages are consumed.
- It shall be the responsibility of the renter to obtain any necessary permits or licenses required and to abide by all state laws, as well as any town ordinances, resolutions, and policies.
- It shall be the responsibility of the renter to ensure that the size of the group assembling does not exceed the maximum occupancy of 75 persons as dictated by the Hampton County Fire Marshall
- Employees and Agents of the Town of Yemassee shall have the right to enter the premises at any time.
- The Town of Yemassee is not responsible for any articles left, lost or stolen on the rented premises.
- The Town of Yemassee shall not be liable for any injuries, death or property damage arising out of the use of the Yemassee Community Center and the renter agrees to hold the Town harmless.

Cleanup Protocol

It shall be the responsibility of the Renter to clean the facility as follows:

- Wipe, clean & dry all tables, chairs, counters, and appliances so they are clean.
- Gather garbage from the interior cans and take out to the Trash cans outside the building under the back awning.

- Sweep the floors.
- All food must be removed
- Stove top, oven and countertop must be wiped down.
- All decorations are to be removed.
- All lights are to be turned off.
- All doors should be closed and properly locked.
- When you are finished, the building should look clean for the next group that has it reserved.
- The renter agrees to pay for additional damages from misuse or failure to properly lock the building and/or additional time required to clean and/or restore the facility.

In the event of an after-hours issue, please contact the Town of Yemassee Public Works Director at (843) 589-2565 Ext. 7