

# HORRY COUNTY PARKS AND RECREATION FACILITY RULES AND REGULATIONS

## 1. RESERVATIONS

The Parks and Recreation Department will assign one person to be in charge of the calendar that reserves any facility. There will be only one (1) calendar register. It will be located in an easily accessible location so that reservations may be made in person, email, fax or by telephone. A deposit is required to insure the reservation. Reservations are taken on a first come, first serve basis. All users of the facilities or parks must be at least eighteen (18) years of age to reserve facilities.

## 2. DEPOSIT AND FEE REQUIREMENTS

A security deposit of \$50.00 must be paid to reserve any facility. The remaining fee must be paid to Horry County Parks and Recreation ten (10) days in advance of using the facility or park. The security deposit is refundable after inspection and a representative of the Parks and Recreation Department determined that no additional cleaning is required and the facility nor its equipment was damaged. Payment may be made by cash, check, or money order and must be made payable to Horry County Parks and Recreation. The fee and security deposit will refund if the reservation is cancelled with seven (7) days prior to the date reserved. If your cancellation is six (6) days or less, prior to your reservation, only the security deposit will be refunded. The deposit will be returned to the user within two (2) to four (4) weeks after cancellation.

## 3. CHECK OUT PROCEDURES BEFORE AND AFTER USE OF FACILITY

The facility must be left in the same condition as it was found. All tables and benches must be wiped off, if needed. All garbage must be removed from the facility. All fields must be cleaned from trash and infields raked at the end of usage. If this is not done, your deposit will not be returned. Instead, your deposit will be used to offset the cost of cleaning and repairing the facility.

## 4. DECLARATION OF RESPONSIBILITY

I understand the Facility Rules and Regulations. I agree to be held personally accountable for deposits. I agree that I and/or the organizations I represent will abide by these rules and all existing Governmental rules and regulations, permits, licenses, etc., to any facility or park. Any violation to these rules and regulations will face the responsibility of immediate termination of this agreement and additional liability charges. **DRUGS OR ALCOHOL ARE FORBIDDEN FROM ANY FACILITY MANAGED BY HORRY COUNTY GOVERNMENT.**

**Any and all users of the facility shall at all times fully indemnify and hold harmless Horry County Government, their employees, agents, and successors and assign, from any liability arising from any activity at the facility or actions and inaction's so taken and from any and all liability whatsoever that may arise in connection with the use of the said facility.**

\_\_\_\_\_  
Signature: Group / Organization

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature: Individual

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Type of Activity for the Facility

\_\_\_\_\_  
Witness: Parks and Recreation Staff

\_\_\_\_\_  
Date