CRABTREE MEMORIAL GYMNASIUM
RENTAL RULES AND REGULATIONS

- Customers must complete the Facility Use Application below and provide a deposit.
- Please abide by requested time of rental. Allow for set-up and clean-up time in your request.
- Customers are not allowed to smoke in the building or on the grounds.
- A minimum janitorial fee of $100 will be charged for any rental event attended by 50 or more people. If your rental event has less than 50 attendees, you may elect to clean the facility yourself. Customers that clean after their function are responsible for sweeping floors and cleaning bathrooms. Mopping the floors is required only if there are spills.
- Customers are responsible for proper disposal of garbage accumulated during their function. *(Dumpster is located in rear of building.)*
- The facility must be returned to the exact condition in which you found it unless directed otherwise.
- Customers are responsible for any damages to the facility.
- Customers are not allowed to use any equipment that belongs to the center unless noted in the terms of the rental agreement or by written consent of center staff.
- Customers are not allowed to nail anything to the doors, walls or partitions.
- Customers are not allowed to hang items from the ceiling.
- No sparklers or other fireworks are allowed on the property. Fireworks are illegal within the city limits of Myrtle Beach.
- Customers are not allowed to use smoke machines or burn candles inside the building. **NO EXCEPTIONS!**
- Alcohol is not allowed during normal business hours.
- All alcohol must be served in plastic cups. **NO EXCEPTIONS!**
- Customers are responsible for understanding and enforcing center rules and monitoring participant activity during the function.
- Customers agree to follow instructions of center staff.

I understand these rules and regulations and agree to abide by them.

_____________________   ________  _____________________   _________
Applicant Signature     Date   Center Staff Signature   Date
CRABTREE MEMORIAL GYMNASIUM RENTAL FEE SCHEDULE

Gymnasium Rental

<table>
<thead>
<tr>
<th>Civic Rate</th>
<th>Non Civic Rate</th>
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<tbody>
<tr>
<td>City Resident</td>
<td>Non City Resident</td>
</tr>
<tr>
<td>$75.00 per hour</td>
<td>$130.00 per hour</td>
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<tr>
<td>$300.00 per day</td>
<td>$505.00 per day</td>
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<table>
<thead>
<tr>
<th>Civic Rate</th>
<th>Non Civic Rate</th>
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<tbody>
<tr>
<td>City Resident</td>
<td>Non City Resident</td>
</tr>
<tr>
<td>$120.00 per hour</td>
<td>$205.00 per hour</td>
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<td>$400.00 per day</td>
<td>$670.00 per day</td>
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Small Meeting Room Rental (Includes 4 tables and 40 chairs)

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<thead>
<tr>
<th>Civic Rate</th>
<th>Non Civic Rate</th>
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<tbody>
<tr>
<td>City Resident</td>
<td>Non City Resident</td>
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<tr>
<td>$20.00 per hour</td>
<td>$35.00 per hour</td>
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If additional tables and chairs are needed, they must be provided by the renter. Setup and delivery of additional tables must be coordinated with the city.

Half of the total event fees are due at the time of rental application submittal. The total rental amount is due 30 days prior to an event. In the situation where the event is booked within 30 days prior to the rental date, total rental fees are due at the time of application submission. The following conditions must be agreed upon prior to rental:

- Walls, floors, tables and chairs are undamaged.
- All trash is placed in cans provided.

Staffing Fees and Labor Costs – Additional fees for services in connection with the use of facilities are as follows. The rates are the same for civic and non-civic users. Staffing fees charged for facility rentals during non business hours will include overtime and or holiday rates.

- Basic Labor during regular business hours $20.00/hour/person
- Overtime Rate during non business hours $30.00/hour/person
- Holiday Rate (on a City Holiday if staff is available) $50.00/hour/person
- Clean-Up Costs may be charged per site, depending on the amount of clean-up required. ($200.00 - $1,200.00)

Civic is defined as:
1. Government Agency
2. Registered Civic Organization (Rotary, Jaycees, etc.)
3. Church Organizations
4. Any other organization registered through the State of South Carolina as a charitable organization.
5. Individual requesting the use of a facility for a "Not For Profit" function.

City Resident rates are charged to those who live in the city or own businesses inside city limits. Be prepared to show proof of residency with a valid driver's license or other picture identification with the home street address listed. Copy of business license or tax bill can be shown for proof of business ownership.
CITY OF MYRTLE BEACH
FACILITY USE APPLICATION

APPLICANT NAME: _________________________________________________________

PHONE: ___________________________ PHONE: _______________________________
(Residence)     (Business)

ADDRESS: ________________________________________________________________

CITY____________________________________STATE____________ZIP______________

EMAIL ADDRESS: __________________________________________________________

ORGANIZATION: ___________________________________________________________

ADDRESS: _________________________________________________________________

CITY_____________________________________STATE______________ZIP___________

FACILITY TO BE USED: ______________________________________________________

BEGINNING DATE: ________  TIME:  _______   ENDING DATE:  _______ TIME:  _______

DETAILED DESCRIPTION OF ACTIVITY: _____________________________________
___________________________________________________________________________

• THE SALE OR DISTRIBUTION OF ALCOHOLIC BEVERAGES IS STRICTLY PROHIBITED,
UNLESS APPROVED BY THE PARKS, RECREATION, & SPORTS TOURISM DIRECTOR.

• VEHICLES ARE NOT PERMITTED TO STOP, STAND OR PARK OTHER THAN IN DESIGNATED
PARKING, LOADING OR UNLOADING ZONES EXCEPT WITH THE SPECIFIC WRITTEN
PERMISSION OF THE POLICE DEPARTMENT (TO BE ATTACHED TO THIS DOCUMENT).

• THE CITY RESERVES THE RIGHT TO APPROVE OR DISAPPROVE THE TYPE, NUMBER AND
PLACEMENT OF ALL STRUCTURES, INCLUDING BUT NOT LIMITED TO TENTS, BOOTHS,
DISPLAYS AND COOKING APPARATUS.

• IT IS AGREED AND UNDERSTOOD THAT PERMITTEE IS SOLELY RESPONSIBLE FOR THE
CONDITION AND CLEANLINESS OF FACILITY USED DURING THE TERM OF THIS PERMIT AND
AGREES TO RETURN SAID PROPERTY IN THE SAME CONDITION AS FOUND, REASONABLE
WEAR AND TEAR EXCEPTED.

• PERMITTEE AGREES TO ARRANGE FOR AND ASSUME THE COST OF PROVIDING SECURITY
AND CROWD CONTROL WHEN SUCH IS DEEMED NECESSARY BY THE CITY.

• PERMITTEE AGREES TO CONDUCT ALL ACTIVITIES IN COMPLIANCE WITH THE LAWS OF THE
STATE OF SOUTH CAROLINA AND ALL APPLICABLE CITY ORDINANCES.

• PERMITTEE AGREES TO PURCHASE AND MAINTAIN IN FORCE FOR THE FULL TERM OF THIS
PERMIT A COMPREHENSIVE BROAD FORM GENERAL LIABILITY POLICY PROVIDING A
COMBINED SINGLE LIMIT OF LIABILITY (CSL) OF $1,000,000 PER OCCURRENCE FOR BODILY
INJURY AND PROPERTY DAMAGE. IN ADDITION:

  1. The City of Myrtle Beach shall be named as an “additional insured” and the policy endorsed to
     require that the City be provided thirty (30) days written notice in the event of coverage
     modification or cancellation.

  2. A certificate of insurance will be provided to the City ten (10) days prior to the beginning date of
     the event permitted herein.

  3. Additional limits may be required to address special or unusual hazards.

• PERMITTEE AGREES UPON DIRECTION OF THE CITY TO IMMEDIATELY CEASE ACTIVITY IN
THE EVENT OF INSURANCE CANCELLATION UNTIL PROOF OF COVERAGE SATISFACTORY TO
THE CITY IS RESUBMITTED.
• PERMITTEE AGREES TO PROTECT, DEFEND, INDEMNIFY, AND HOLD THE CITY, ITS OFFICERS, EMPLOYEES AND AGENTS FREE AND HARMLESS FROM AND AGAINST ANY AND ALL LOSSES, PENALTIES, DAMAGES, SETTLEMENTS, COSTS, CHARGES, PROFESSIONAL FEES, INCLUDING BUT NOT LIMITED TO ATTORNEYS FEES AND OTHER EXPENSES AND LIABILITIES OF EVERY KIND AND CHARACTER ARISING OUT OF THE USE OF THE CITY’S FACILITIES BY THE PERMITTEE, ITS OFFICERS, AGENTS, SUB-CONTRACTORS, EMPLOYEES, AND/OR INVITEES.

• PERMITTEE AGREES AND UNDERSTANDS THAT THE CITY MAY REVOKE AND TERMINATE THIS PERMIT UPON A FINDING BY THE CITY THAT PERMITTEE’S USE OF THE FACILITY IS DETRIMENTAL TO THE SAFETY, WELFARE, HEALTH OR BEST INTERESTS OF THE CITIZENS OF THE CITY OF MYRTLE BEACH.

• PERMITTEE UNDERSTANDS THAT VENDORS, PERSONS, OR BUSINESSES PARTICIPATING IN THE EVENT OR PROVIDING PAID SERVICES TO THE ORGANIZER OF THE EVENT MAY BE REQUIRED TO PURCHASE A CITY OF MYRTLE BEACH BUSINESS LICENSE. IT IS THE APPLICANT’S RESPONSIBILITY TO ENSURE THAT EACH PERSON OR BUSINESS IS IN COMPLIANCE WITH THE BUSINESS LICENSE ORDINANCE. ANY QUESTIONS REGARDING THIS REQUIREMENT SHOULD BE DIRECTED TO THE CITY BUSINESS LICENSE OFFICE AT 843-918-1200.

____________________________________
APPLICANT SIGNATURE                       DATE

ALCOHOLIC BEVERAGES REQUESTED:   YES_______NO_______

APPROVED:______DISAPPROVED:______CONDITIONS:

_______________________________________________________________________________
REASON FOR DISAPPROVAL:
_______________________________________________________________________________

PARKS, RECREATION & SPORTS TOURISM DIRECTOR’S SIGNATURE
____________________________________________________________

APPROVED:______DISAPPROVED:______CONDITIONS:

_______________________________________________________________________________
REASON FOR DISAPPROVAL:
_______________________________________________________________________________

PARKS, RECREATION & SPORTS TOURISM STAFF SIGNATURE
____________________________________________________________

APPROVED:______DISAPPROVED:______CONDITIONS:

_______________________________________________________________________________
REASON FOR DISAPPROVAL:
_______________________________________________________________________________

POLICE DEPARTMENT OFFICER SIGNATURE
____________________________________________________________
Section 19-127(h) of the Code of Ordinances of Myrtle Beach provides: In consideration of current demands on public resources made during the month of May, no special event permit, noise variance, or facility use permit with outdoor vending, merchandise, or food or beverage sales, as otherwise permitted by law, may be issued from May 1 through midnight of May 31 of every year, if such permit or variance overlaps or coincides with an unpermitted rally that is held forth as occurring on specified days and is reasonably perceived by the council acting in its discretion as being held in furtherance of or to take advantage of an unpermitted rally, to include either five days before or five days after the time of the rally as set forth.

ADA Notice: The City of Myrtle Beach will not discriminate against qualified individuals on the basis of disability in its services, programs or activities. The city will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy its programs, services and activities. For more information, contact Docshee Moore at Canal Street Recreation Center (843-918-1465), Sam Vititoe at Pepper Geddings Recreation Center (843-918-2280), Rob Cardella at Crabtree Memorial Gymnasium (843-918-2355), Kevin Morris at The General Reed Recreation Center (843-918-2380), Blake Goss at the Train Depot (843-918-4906), Rhonda Edge for Parks and Picnic Shelter rental (843-918-2330) or ADA Coordinator Angela Kegler (843-918-1113).
Please complete this form in its entirety. If a question does not apply, please write N/A.

Applicant’s Name: _____________________________________________________

**Event Information:**

Event Name: _________________________________________________________

Date & Time of Event: _________________________________________________

Date & Time of Set-Up: __________ Date & Time of Breakdown: ______________

Public or Private Event: __________ Expected Attendance: ________________

Number of your staff who will be present: ________________________________

Will this be catered, have bands or have any other outside vendors? (Y/N) ______

If yes, please explain: _________________________________________________

____________________________________________________________________

**Details of Event:**

Is your group or organization registered as non-profit (Y/N)? ________________

Is your event being sponsored by or for the benefit of a charity, religious organization, 501(c)3 corporation, civic group, fraternal organization, or mutual benevolent aid association (Y/N)? __________ If yes, please provide the name of the organization and attach a signed statement from that organization on its letterhead affirming the sponsorship or benefit to the organization. ________________________________

Will this event have an admission fee, require tickets, charge for food and beverage, or collect money for any purpose (Y/N)? ______ If yes, please explain: ______________________

____________________________________________________________________

Do you plan to serve or allow guests to bring alcoholic beverages (Y/N)? ______

Do you plan to decorate (Y/N)? ______ What type of decorations? ____________

____________________________________________________________________

Do you plan to display signage (Y/N)? ______ If yes, what and where? __________

____________________________________________________________________

Do you plan to have any structures such as tents, stages, etc. (Y/N)? ____________

If yes, what kind, when will they be installed and who will install these structures?

____________________________________________________________________

Do you plan to cook on-site (Y/N)? ______ If so, how? ______________________

____________________________________________________________________

Please describe set up requirements: ______________________________________

____________________________________________________________________

Do you plan to have entertainment (Y/N)? _____ If yes, what kind and who? _______
Are you requesting closing of streets (Y/N)? __________ Which ones? __________

What is your plan for parking? ____________________________________________

What is your plan for clean up? __________________________________________

Do you plan to use the electricity provided in the facility/park (Y/N)? __________  
(If yes, please fill out the electrical attachment.)

Do you plan to hire off-duty police or private security (Y/N)? _______If yes, who and  
how many? __________________________________________________________

Has security been approved by Myrtle Beach Police Department? ________________

What is your plan in case of medical/police emergency? _______________________

Please explain all activities you plan to do at the facility: ______________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

What area of the park/facility do you plan to use? ____________________________

____________________________________________________________________
Site Plan: (If it's a birthday party or family reunion, site plan is not required.)

Applicant Signature: ________________________________ Date: ______________
What equipment do you plan to use that needs electricity? (If possible, give wattage and voltage for each.)

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Watts</th>
<th>Volts</th>
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<tbody>
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- Not all parks have electric circuits available. Please ask when filling out the application if the park you want to rent has electricity available.

- Equipment such as coffee makers, popcorn poppers, cotton candy machines and other cooking equipment or motor driven equipment may need to be on a circuit by itself. Please contact staff prior to your event to see if all of your equipment listed can be accommodated by the available electricity.

- If any of your equipment needs 240 volts, please check with staff to see if it is available.

- If 240 volt service is available, a licensed electrician must make any electrical “taps” required to make that equipment work.

- If a band is performing at your event and requires more than the 120 volt convenience outlets provided, please contact staff prior to tapping into the panel box. As listed above, a licensed electrician must make that tap.