



Central-Clemson Recreation Center Rental Terms

Payments and Fees

- Payment in full is due before the reservation is scheduled. Payments can be made via card, cash or check (make checks payable: CITY OF CLEMSON). Payments can be made in person, over the phone or via your self-service account.
- A \$75.00 cleaning deposit in the form of a credit card, debit card or bank account number will be required when you book the event. If the space is not clean your account will be charged \$75.00 after a staff member inspects the area. You are responsible for: wiping down all tables and chairs, removing all trash, stacking the tables and chairs along the wall, sweeping the floor, and damp mopping the floor if needed. CCRC staff will assist you in making sure you have what you need.
- Beyond the cleaning fee, you are financially responsible for any damage done to the rental space or equipment, including but not limited to chairs, tables, floor, and walls. In the event of damage, you will be notified by CCRC of the damages and the cost for repairs and/or replacement will be charged to your billing information left on file.
- Residents rate apply only to those living inside the Town of Central or City of Clemson city limits. A valid ID must be shown as proof.
- All rental rates are per hour with the exception of party packages which are two hours.

Cancellations and Refunds

- The Central-Clemson Recreation Center reserves the right to cancel a rental at any time for any reason. When possible, the Central-Clemson Recreation Center will strive to give renters 72 hours notice, but cannot guarantee this.
- In the event that the Central-Clemson Recreation Center cancels a rental the renter will be given the option to move the rental to an available day/time or a full refund will be given. Refunds will be mailed to the address listed on the rental agreement form.
- Rentals that are cancelled by the renters at least 7 full days prior to the rental date will receive a refund of 75% of their payment. Refunds will be mailed to the address listed on the rental agreement form.
- NO REFUND will be given for rentals canceled by the renter 6 or fewer days prior to the rental date. In the event of a cancellation 6 or fewer days prior to the rental date, the renter will be eligible to reschedule the rental to another available date, within a year of the original rental. After a year has passed the rental will be forfeited.

Additional Information

- A minimum 24 hours notice is required for all rentals.
- Completing the rental request form does not guarantee your rental will be scheduled.
- There is a limit of 75 individuals in the dining hall.
- The dining hall is the only area where food or drinks are allowed.
- Party package rentals include one hour in the first area (Gym/Dining Hall) followed by one hour in the second area (Gym/Dining Hall/Pool).
- If using both the gym and pool, you must use the Gym first followed by the pool.
- Bathing suits must be worn in the pools. No street clothes are permitted in the pools.
- Pool rentals or parties with over 20 individuals may be required to pay for an additional lifeguard.
- Individual rentals may be scheduled back to back or simultaneously at the discretion of the Central-Clemson Recreation Center.
- 30 minutes will be given before and after each party for setup and cleanup. If you need additional time for setup or cleanup you must rent additional time.
- Any rental by an organization, group, or individual where the renter will charge an admission or participation fee must possess a valid and current Town of Central Business license. These may be obtained by contacting the Town of Central Town Clerk at 864-639-6381 during business hours M-F, 8:30 am - 5:00 pm.
- Any rental where an admission fee or participation fee is charged or an organized group or organization uses the facility for specialized activities must provide the facility, at least 1 day ahead of rental time, an additional Insured Certificate from their Insurance Carrier listing the Town of Central, City of Clemson, and the Central-Clemson Recreation Center as additional insured for \$1,000,000 Liability Coverage.
- Rental guests are only allowed in specified rental areas plus restrooms. Renters are not allowed in the weight room.
- The Town of Central, the City of Clemson, and the Central-Clemson Recreation Center are not responsible for any injuries received while participating at the Central-Clemson Recreation Center. Participation in all activities is completely voluntary, and all participants are responsible for their own welfare. We strongly recommend that each participant have personal medical insurance coverage.