

Saluda Center Facilities Use Agreement

64 Greenville St, Saluda, NC28773

Facility Description

The Saluda Center offers two rooms for public use upon Board approval:

Front Room: Multi-purpose room with table seating for up to 25 people, suitable for meetings and small exercise programs.

Party Room: Includes kitchen and dining room with table seating for up to 80 people, or capacity for 100 people standing/sitting without tables.

Maximum Combined Occupancy: 120 people

Reservation Priority

Facilities are made available with the following priority system:

1. **First Priority:** Scheduled Saluda Center activities
2. **Second Priority:** Community use, especially offerings for senior citizens
3. **Third Priority:** Private events

2025 Use Fees

- **Standard Rate:** \$35 per hour (4-hour minimum: \$140)
- **Front Room Only** (no kitchen access): \$35 per hour
- **Refundable Security Deposit:** \$100 (refundable upon satisfactory facility restoration)

Reservation Requirements

- **Payment:** Full use fee must be paid at least 72 hours prior to event
- **Documentation:** Signed facilities use agreement and security deposit required for confirmation
- **Board Approval:** All reservations subject to Board approval
- **Time Limit:** All events must conclude and premises vacated by 10:00 PM
- **Report:** Immediately report any problems (leaks, equipment failures, etc) to XXXX

Facility Access and Supervision

- A Board member will open the facility at the agreed start time
- A Board member will inspect the property following the event
- Users must remain on premises during entire rental period

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User Responsibilities

Cleaning and Restoration

- Leave premises clean and in original configuration
- Restore all tables, chairs, and furnishings to original positions
- Remove all food, decorations, and trash
- Security deposit returned only after satisfactory inspection

Supervision and Care

- Children must be supervised at all times
- Musical instruments are not to be touched without express permission
- Do not adjust heating/air conditioning controls without Board permission
- Report any damage or concerns immediately to Board representative
- **Ensure the door is locked upon exit**

Prohibited Items and Activities

- Products exceeding 20% alcohol-by-volume
- Illegal drugs, firearms, and fireworks
- Smoking and vaping anywhere on Saluda Center property
- Sale of alcoholic beverages (wine and beer consumption permitted at private events)

Cancellation Policy

- **More than 72 hours:** Full refund of use fee
- **Within 72 hours:** 50% refund of use fee
- **Security deposit:** Fully refundable if no damage occurs

Liability and Responsibility

- User assumes full responsibility for any damage or loss to facilities or contents
- User assumes responsibility for actions of all guests during rental period
- Saluda Center is not responsible for items left by guests
- Saluda Center is not responsible for guest actions at or after leaving the facility

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Kitchen Use

Will meals be catered? ☐ YES ☐ NO

If yes, caterer's contact information:

- Name: _____
- Phone: _____
- Email: _____

Party responsible for cleaning and restoring space: ☐ Our group ☐ Caterer ☐ Other: _____

Event Information

Event Name: _____

Date: _____

Time & Duration: _____

Organization (if applicable): _____

Individual in Charge: _____

Phone: _____

Email: _____

Postal Address:

Payment Summary

Item	Amount	Paid Today	Remaining
Use Fee	\$_____	\$_____	\$_____
Security Deposit	\$100.00	\$_____	\$_____
Total	\$_____	\$_____	\$_____

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Agreement Acknowledgment

I/We have read, understand, and agree to all conditions of use of the Saluda Center facilities outlined in this agreement.

Responsible Party Signature: _____

Print Name: _____

Date: _____

Phone: _____

Postal Address:

****For Office Use Only****

Saluda Center Board Approval: _____

Approved By: _____

Date: _____

Payment Method: ☐ Cash ☐ Check ☐ Credit Card ☐ Online ☐ Other: _____

Receipt Number: _____

Notes:
