



**Sanatan Temple and Cultural Center of South Carolina  
P.O. Box 80814, Charleston, SC 29416**

Today's date: \_\_\_\_\_

To Whom It May Concern: Thank you for your interest in renting out the STCC Community Center. This packet shall be used to request information and/or reserve the Community Center for your event. Please read and sign the enclosed contract and return it to the STCC Executive Committee at the address listed below with the required checks as explained in the contract. These checks must be personal checks from a STCC member in good standing, hereinafter referred to as "responsible party" who shall be held responsible for all actions of his/her guests and attendees.

Please deliver these checks to: STCC of SC, P.O. Box 80814, Charleston, SC 29416

The Community Center is rented on a first come, first serve basis, provided that there is no conflict with a STCC-sanctioned event at the Temple and/or Community Center. This means that after the member confirms availability of the Community Center with a member of the Executive Committee of STCC of SC, on the day he/she wants to use it, the facility(s) will be reserved in his/her name for the specific date and time upon receipt of the required checks for the facility(s) to be reserved.

You will be contacted the week of the event by an Executive Committee member to schedule a time to meet at the Community Center to do a walk through and receive the keys. Any outstanding issues and/or questions shall be taken care of at that time. If after the event the Community Center is left in appropriate condition, you will receive your security deposit back. If there is any issue with the condition of the Community Center, you will hear from an Executive Committee within a week after your event. Please feel free to call if you have any questions.

Thank you!

Regards,

Executive Committee STCC of SC

Tel: (843) 608-8599

email: [stccofsc@gmail.com](mailto:stccofsc@gmail.com)

web: <http://www.stccofsc.org>



## Application for Reservation of the STCC Cultural Center

The attached Rules and Regulations for Use of the Cultural Center are a part of this agreement.

STCC member requesting rental (please print): \_\_\_\_\_

Address: \_\_\_\_\_

Event date: \_\_\_\_\_ Event setup time: \_\_\_\_\_

Event start time: \_\_\_\_\_ Event end time: \_\_\_\_\_

Number of people expected: \_\_\_\_\_ (Maximum capacity 200)

Event type (please briefly explain):  
\_\_\_\_\_  
\_\_\_\_\_

### To be completed by a STCC Representative

Date reservation received: \_\_\_\_\_ Date checks received: \_\_\_\_\_

Approved: \_\_\_\_\_ Not approved: \_\_\_\_\_ Reason for non-approval: \_\_\_\_\_

Date Community Center Rental Fee check (see schedule) Received: \_\_\_\_\_ Date

Security Deposit check (see schedule) Received: \_\_\_\_\_

This agreement is made by and between STCC Member/Responsible Party and STCC of SC on \_\_\_\_\_ . The above mentioned renter is a member of STCC in good standing. The security deposit will be returned provided that the STCC Community Center is left in same or better condition as found at the time of rental and/or that it is rental ready at end of this event. A walk through will be conducted with the renting party by a Representative of STCC of SC prior to and after the proposed event to verify the condition of the Community Center to assess any damages or cleaning requirements. Repair of damages beyond the responsible party's security deposit amount will be charged to the responsible party and must be paid within seven days of invoice. If no damages occurred, and no other actions took place that would otherwise preclude it, then the responsible party's security deposit will be returned.

I have read and understand the rules and regulations as established by the STCC and agree to abide by them as written/amended. I also agree to use good judgment in the renting of the Community Center.

Signature of Renter: \_\_\_\_\_

Name (Print): \_\_\_\_\_

# STCC of SC Community Center Rental Agreement, Rules and Regulations

## A. General Rules for Use of the STCC Community Center

1. The Temple building is not a part of this rental agreement. However, if the Temple is open for the general public during the event you are welcome to visit the Temple. No shoes are allowed in the Temple area. Office area(s) are off limits to rental agreement participants.
2. STCC Constitution and By Laws (available for review at our website [www.stccofsc.org](http://www.stccofsc.org)) prohibit use of alcohol and non-vegetarian food including fish in the building and all STCC-owned property surrounding the building including the parking lot. Charleston City Police Department has jurisdiction to enforce violation of this rule.
3. No pets are allowed in the STCC Community Center.
4. Smoking is not allowed in the STCC Community Center or the Temple. Violation will result in automatic forfeiture of security deposit plus an additional cleaning fee and charges for any and all damages to furniture and/or fixtures.
5. The STCC Community Center is for the exclusive use of its members who are in good standing. The renter agrees not to engage in commercial use of the space or to sub-let to a non-member. Activities or events scheduled and attended by a STCC member deemed commercial in nature are those events which provide a forum or venue for the sale, exchange or promotion of any product or service. The Executive Committee has the sole discretion to determine whether an activity or event is sponsorship of a commercial event.
6. Fee Schedule:

Event	Fees (Non-refundable)	Deposit (Refundable)
Marriage ceremony	\$ 1,000	\$ 500
Engagement ceremony	\$ 500	\$ 400
>50 participants	\$ 300	\$ 250
<50 participants	\$ 150	\$ 250

7. **The Executive Committee may, in its sole discretion, waive the rent for certain uses of the facility that are organized by registered non-profits and do not involve any fund-raising.**

## B. Policies and Procedures for Renting the Community Center

8. Use of the STCC Community Center is by reservation only and with prior approval of the Executive Committee.
9. Only STCC members in good standing may rent the facility for the use of their family and guests. Member must be at least twenty-one (21) years of age and present at all times during the event. If it is found that a responsible adult is not present at the event, STCC and/or its representative reserves the right to cancel the rental agreement on-the-spot to assure safety of participating minors.
10. The renter is responsible for assuring that there is no damage to property or items missing from the Community Center at the end of the event. Please remove and/or clean any debris from all areas used, including, but not limited to, kitchen floors, counters, refrigerator, cabinets, etc. All objects on

floors, including bathrooms, must be picked up and spills cleaned up.

11. All trash and garbage should be bagged and placed in appropriate containers located in or around the Community Center. Excess amount that will not fit in the containers provided on site should be hauled away by the renter.
12. The renter must return the keys to the STCC Community Center after a walk-through with a representative of STCC. If it becomes necessary to hire a professional cleaning service the cost of such service will be deducted from the security deposit. Balance will be returned within one week after the keys are returned.
13. Any activity in which the age of most participants is under eighteen (18) years old, a responsible adult shall be present at all times. Minors must be supervised to assure their safety. This is the sole responsibility of the renter.
14. Food served must be hygienic and strictly vegetarian in accordance with STCC By-Laws.
15. The renter is solely responsible to guarantee the safety of his guests attending the event. STCC is not liable for injuries or adverse events occurring during or following the event
16. Furnishings and plants are not to be moved and no decorations (inside or out) are permitted without prior approval of the authorized STCC representative noted on the STCC Community Center Reservation Form. Approved furnishings and plants must be returned to their original position and/or decorations must be removed immediately after the event. Renter bears responsibility for all event-related damage to inside and/or outside of the property.
17. No tape, nails, thumbtacks or any other objects shall penetrate any of the painted wall or wood surfaces.
18. All items brought to STCC Community Center prior to event must be removed from the STCC Community Center after the event. STCC is not responsible for any personal property that is left behind in the facility.

### **C. City of Charleston Legal Requirements**

19. The Community Center offers 45 parking spaces for vehicles behind the building and on the side lawn. The Handicapped parking sign must be observed 24/7
20. Overflow parking can be arranged at nearby Churches on Orange Grove Road and nearby Shopping Centers by prior arrangement. Roadside parking is not allowed in the neighborhood and subject to towing at owner's expense.
21. Being in a residential neighborhood the use of the Community Center is subject the City of Charleston Noise ordinance. There will be no loud music played after 9:30 pm. All events must end by 12:30 AM. Violation of this rule risks full loss of security deposit.
22. Fire Department regulations limit indoor occupancy 200 persons.

Approved by the Board of Trustees of STCC of SC May 7, 2016.  
Subject to periodic review and revision.