

**South Carroll Swim Club
South Carroll Club Lease Policy**

1. The South Carroll Club (SCC) room is intended to provide income for the club to offset the capital costs and operating expenses of the facility.
2. Operation of the SCC and leasing of the facility for events is currently overseen by the Board of Directors.
3. South Carroll Swim Club (SCSC) members and community non-members may lease the room for wedding receptions, birthday parties, anniversary celebrations, meetings, banquets or other activities in accordance with the fee schedule and leasing policies established by the SCSC Board of Directors.
4. All SCC events must end by 11:00 P.M., unless otherwise approved on the Lease Agreement.
5. The set occupancy for the room as dictated by the Fire Department is 175 people.
6. Leasing of the SCC **DOES NOT** include access to the pool or grounds.
7. Rentals are for four (4) hour blocks of time. Each additional hour is assessed at \$50.00/hr

Fee Schedule	Room Rental	Cleaning Fee	Security Deposit (Refundable)
Midweek (Monday through Wednesday)	\$350. ⁰⁰	\$125. ⁰⁰	\$500. ⁰⁰
Weekend / Caterer (Thursday through Sunday)	\$700. ⁰⁰	\$125. ⁰⁰	\$500. ⁰⁰

Note that a midweek event that employs a caterer will be charged the weekend / caterer rate.

General Guidelines for SCC Room Rental

Lessee shall have use of the tables and chairs supplied with the facility. The commercial kitchen equipment including the combination stove/ovens, fryers, and dishwasher may not be used without a licensed caterer with a valid contract and appropriate fees. Lessees are responsible for all set-ups and must clean and replace all equipment to its original location before leaving the building. No equipment may be removed from the building.

When alcohol and/or food are to be served at an event, the Lessee or caterer must provide all required certificates of insurance and county permits. Evidence of liquor liability and required permits must be submitted to the SCSC representative **at least two weeks prior to the event.**

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No glue, nails, screws, tape, wire, or other devices are to be used to secure decorations. Only free-standing decorations are permitted.

No rice, confetti, litter, birdseed or other substitute is to be used or thrown **INSIDE** the facility. Birdseed may be used or thrown outside the building as long as all bags and containers are appropriately collected and disposed of following the event. No bubbles of any kind are to be used inside the building.

If candles are used they must be set in a protective container to contain wax run off and flame. The caterer and SCSC management reserve the right to extinguish any candle that appears to be a fire hazard. Only battery operated candles may be used on windowsills.

Refundable deposits are returned within fifteen (15) business days after the event. Any unpaid balance or damage charges will be deducted from the deposit.

The building is handicap accessible via the front entrance or the side entrance next to the pool guardhouse. Handicap lavatories are available just off the main foyer.

A payphone is provided outside by the lifeguard office.

In the event of a power failure or fire, vacate the building immediately. Fire extinguishers are located throughout the building.

Emergency Information:

Police:	410-386-3000
Fire Department:	410-848-4343
Club location:	1900 W. Liberty Road, Taylorsville MD 21157

Fire Exit signs are posted over each exit of the building. No equipment, furniture, or other obstructions are to be placed in front of building exits.

First Aid: A basic first aid kit is located in the kitchen and the coat closet.

A SCSC official or the designated caterer is solely responsible for changing thermostats throughout the building. Problems should promptly be brought to the attention of the designated manager. Special lighting needs should be arranged in advance and included in the final lease agreement.

For complete lease requirements, review the SCC Lease Agreement.