

OAK GROVE CIVIC CLUB
584 OAK DRIVE
LEXINGTON, SC 29073
803-957-7676

RULES & REGULATIONS

1. Permission for the use of the building must be obtained from an authorized representative at the Lexington County Tennis Complex. 803-957-7676.
2. Renters must be at least 21 years of age.
3. Contract must be signed by the person renting the building. You may not rent the building for someone else.
4. MAXIMUM occupancy for Small room = 50 people; Large room = 175. If you violate this rule you will be asked to leave immediately.
5. Fees for the use of the building must be presented, *in person*, to an authorized representative at the Lexington County Tennis Complex, 425 Oak Drive, Lexington, SC 29073.
6. A \$50, **non-refundable** deposit, is required to hold the rental date.
7. A security deposit of _____ is required and will be forfeited for failure to abide by ANY of these Rules & Regulations and permission to use the building in the future will be denied.
8. Money Orders for the deposit, rental fee or security deposit should be made out to LCRAC.
9. There will be an automatic forfeit of the full security deposit if a complaint is made either to LCTC or the Police *for any reason*.
10. If any room is simply **entered**, other than the room rented, there will be an automatic forfeit of the full security deposit.
11. Doors and windows MUST remain closed when heat or air are on.
12. All activities must be kept INSIDE THE BUILDING. That includes bars, bands and cooking.
13. Cooking in the building is ONLY PERMITTED ON THE STOVE LOCATED IN THE KITCHEN. No cooking outside.
14. ABSOLUTELY NO ALCOHOLIC BEVERAGES ARE ALLOW OUTSIDE. If anyone is found drinking or partying outside the building, they will be told to leave immediately.
15. ABSOLUTELY NO DECORATIONS OF ANY NATURE ON **ANY WALLS or CEILING**. Decorations are limited to the stage or tables. No nails or glue may be used to secure any decorations or other items. ABSOLUTELY NO CONFETTI or GLITTER or decorations WITH GLITTER may be used. .
16. Tables, counters, sink, stove and bathrooms must be cleaned and left in the same, or better condition then when they were found. Floors must be swept and mopped using one CUPFUL (provided) of the Pine Scope cleaner, provided, with 4 gallons (as indicated by black line in yellow bucket) of hot water. Please ring out the mop and hang it in the kitchen sink, as you found it.
17. All tables must be replaced AFTER the floors are swept and mopped. The tables in the LARGE room are to be put back as per photo. Chairs in the LARGE room are to be stacked on the chair racks.
18. The tables in the SMALL room must be placed on the table rack. Chairs in the SMALL room must be placed on the chair racks.
19. There are 4 empty/clean trash cans in the kitchen. 4 trash bags are provided for your convenience on the kitchen counter. Additional trash bags are the renters responsibility.
20. All garbage must be placed in trash bags and put IN the dumpster outside the building. Trash CANNOT be left outside the dumpster under no circumstances.
21. ALL trash cans must be **empty and CLEAN** and left OUTSIDE the front of the building in the upside down position to air.
22. All windows and doors must be secured before leaving. All lights must be turned off.
23. The building must be cleaned and vacated by 11:00 p.m. on the same day of your event.
24. Outside grounds must be clean and free of ANY DEBRIS.
25. We reserve the right to inspect the property, on the day of the event, if we feel these rules have been broken, you will be asked to leave immediately and forfeit your security deposit.
26. Any damages to the building or its contents will be billed separately.
27. The keys must be returned to the lock box (see photo) when finished and the lock must be secured. There is a \$100.00 charge for lost keys.