



Filipino Community Center of Charleston, South Carolina Inc.  
8747 Salamander Rd.  
North Charleston, SC 29406  
[www.fccofcharleston.com](http://www.fccofcharleston.com)

**RENTAL AGREEMENT AND RELEASE FOR THE USE OF  
THE FILIPINO COMMUNITY CENTER OF  
CHARLESTON, SC INC. BUILDING (FCC)**

1. **Agreement:** Each owner renting the Filipino Community Center building will sign a rental agreement and release prior to renting the place.
  2. **Alcoholic Beverages:** Alcohol beverage may not be served to minors or intoxicated persons at the common area.
  3. **Smoking:** No smoking is permitted within the FCC building at any time.
  4. **Membership Current:** The owner must be current member of FCC or any other organization. Proof of membership is required.
  5. **Music:** Music, and/any other noise, must be kept at a level that cannot be heard in the surrounding houses in the area. The renter of the FCC building will be responsible for seeing that there are no loud noise from the guests either coming or leaving the function at the building.
  6. **Clean Up of the FCC building:** The owner who rents the FCC building will be responsible for cleaning the building and any other area used, including all equipment and furniture immediately after the function ends. The vacuum and mop are located in the storage room. All other cleaning supplies, trash bags, toilet paper, paper towels etc. are not provided. Please bring your toilet supplies.
    - a. No confetti or glitter is permitted in the building at anytime.
    - b. Do not put tape or other sticky material on the walls, doors or fans at anytime.
    - c. Decorations are not to be hung on the ceiling fans at anytime.
    - d. Keep tables and chairs away from the walls at all times to avoid damage to paint.
- There are trash cans available outside of the building, please use these containers !



To dispose of trash, all disposable placed in the trashcan must be first in plastic waste bags or some type of sealed container. No individual raw disposables are to be placed in the trashcans.

**FCC is not responsible for lost or stolen items.**

7. **Damage:** The owner of the rental of the FCC building will be responsible for the repair or replacement of any damage done to the building, or its furniture, kitchen appliances, equipments, walls, floor or window coverings.

8. **Assumption of Risk:** Indemnity-owner agrees to indemnify and hold harmless the Association, its officers, directors, agents and members, past, present, and future, from any and all charges, claims, costs, causes of actions and liability ( including but not limited to, attorney's fees) for any injury, to either person or property, suffered by the owner, family members, agents sevants, guests, invitees or any member of the Association or any other person which arise from or are in anyway related to the agreed upon function, activity, rental or use of the FCC building whether or not caused by the Association negligence.

9. **Electricity:** All lights and appliances are to be turned off and any thermostat that were changed for the event must be returned to the original sitting when the function is over.

10. **Door Locked:** The owner will be sure all doors are locked when the function is over.

11. **City Code:** All applicable city and fire codes apply.

12. **Occupancy Limit:** No more guests than the code permits are allowed at any function.



13.. **Violation:** Violation of these rules will determined by the Board and officers in their sole discretion. Violations will subject the owner to any corrective or enforcement action authorized by the Association's governing documents or by law and penalties may include without limitation the loss of use rights for the FCC building for one year.

14. **Set Up:** There is no set up before your event and no clean up the day after.

15. **Cleaning Fee:** A Two Hundred (\$200.00) dollars fee will be assessed to the renting owner if the FCC building is not left in a clean condition. The Association will keep your deposit.

16. **Hours:** All functions must end by 11:30 PM. Gate will automatically lock at 12:00PM (Midnight)

Please note: 1. Two (2) separate checks are required. One for the rental see lists and one for the security deposit or \$200.00. Please make check payable to The Fililpino Community Center of Charleston and mail to PO Box 41833, North Charleston, SC 29423.

Reservations will be taken on a "First Come First serve" basis. Once the building is reserved, you will have 15 days to submit payment and rental agreement otherwise your booking will be released.

**Signature** \_\_\_\_\_ **Address** \_\_\_\_\_

\_\_\_\_\_  
**Telephone #** \_\_\_\_\_ **Date of Rental**

\_\_\_\_\_  
**FCC Organization Approval** \_\_\_\_\_ **Title** \_\_\_\_\_

**Check #** \_\_\_\_\_ **Amount** \_\_\_\_\_ **Date Received** \_\_\_\_\_