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Hilton Head Island, SC 29925  
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[www.hhpsd.com](http://www.hhpsd.com)

## Community Room Reservation Application

**\*\*\*IMPORTANT: Hilton Head Public Service District does not charge for the use of our Community Room. We do kindly ask that you consider making a donation to the *Bucks for a Better Island* fund in your organization's name. Most organizations contribute at least \$20 per meeting.\*\*\***

*Please Print or Type*

Today's Date: \_\_\_\_\_

Date Requested: \_\_\_\_\_

Time Requested (include set-up, breakdown, and clean-up time) \_\_\_\_\_ To \_\_\_\_\_

**\*You will not have access to the room before your requested start time.**

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone No: \_\_\_\_\_ Fax No: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

No. of People Expected: \_\_\_\_\_

Is this a nonprofit organization or a for-profit business? \_\_\_\_\_

Is this meeting open to the general public: Yes \_\_\_\_\_ No \_\_\_\_\_

Will you be advertising this meeting publicly (in newspaper, etc.)? Yes \_\_\_\_\_ No \_\_\_\_\_

Will your attendees be required to pay money for anything related to this meeting?  
Yes \_\_\_\_\_ No \_\_\_\_\_ If so, what is the nature of the charge? \_\_\_\_\_

Types of Activities Planned: \_\_\_\_\_

Are you authorized to commit the organization to follow the guidelines set by the District for the use of the Community Room and assume responsibility for any damages that may occur? Yes \_\_\_\_\_ No \_\_\_\_\_

## ACKNOWLEDGEMENT STATEMENT

I have read and understand the guidelines for use of the Hilton Head Public Service District's Community Room. I hereby commit our organization to follow these guidelines and assume responsibility for any damages that may occur during this and all of our future reservations.

I understand that failure to comply with these guidelines will result in the organization being refused future reservations.

I understand that the District will not assume responsibility for lost, stolen, or damaged property.

I understand I will not have access to the office building until the time I have scheduled on my request.

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Signature

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Name of Organization

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Job Title/Position

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Date

## **COMMUNITY ROOM GUIDELINES**

### **Availability**

1. The Community Room is reserved solely at the discretion of the District.
2. The District reserves the right to grant or cancel any reservation at any time.
3. The Community Room is available daily from 7:30 am to 10:00 pm.
4. Meetings are scheduled on a first-come-first-served basis.
5. Reservations can be made up to 4 months in advance.
6. Reservations are limited to one per month per group.

### **Cost Recovery Permitted:**

1. Organizations may seek funds from attendees to recover the cost of materials provided during an event (e.g., books for a course; speaker's fee; food and beverage costs).

### **Prohibited Activities**

1. Fundraising, including political and/or commercial, and commercial solicitation are not allowed.
2. Private functions (e.g., wedding receptions, birthday parties, anniversary parties, family reunions) are not allowed.
3. Organizations may not charge admission to the Community Room.
4. Alcoholic beverages are not permitted.
5. Nothing may be taped, tacked, nailed, or glued to the walls or doors.
6. Smoking is not permitted in the building. Sand urns are located outside the front door to accommodate smokers.
7. Pets, with the exception of trained service dogs, are not permitted on the premises.

### **Capacity**

1. The maximum capacity of the Community Room is 100 people.

## **Reservations**

1. The application must be filled out completely and the acknowledgement statement must be signed by a representative 18 years old or older whose standing in the organization carries the authority to commit the organization to follow the guidelines set by the District and assume responsibility for any damages.
2. Requested time must include set-up, break-down, and clean-up time. Each group must be out of the meeting room at the end of their allotted time.

## **Set-Up**

1. The group is responsible for arranging the furniture as desired and returning each piece to its original location.

## **Food And Beverages**

1. Food and non-alcoholic beverages may be served.
2. A mini-refrigerator is available in the kitchenette for temporary food storage. All food must be removed by the organization before leaving.

## **Children**

1. Children must be under constant and adequate supervision at all times.

## **Clean-Up**

1. All items brought into the facility by the organization must be removed by the organization by the end of the allotted time.
2. All trash must be properly bagged and removed from the premises by the organization.
3. All tables and counters must be thoroughly wiped if food and/or beverages are served.
4. All items (paper, napkins, etc) must be picked up from the floor. It is not necessary to vacuum.
5. Any spills that occur must be reported to a District employee immediately. If spills occur before or after District hours when no one is on duty, reasonable attempts to clean the spill and prevent staining must be made by the organization (cleaning products are located under the sink in the kitchenette). A voicemail

must then be left at 843-681-5525 informing staff of the location and type of stain and the method used to clean it.

**Equipment/Supplies/Facilities**

1. Chairs, tables, a projection screen, a table top lectern, and an easel stand are provided. The lectern, easel stand, extra tables and chairs are located in the storage closet at the front of the room. The button for the projection screen is located on the wall at the front of the room.
2. A kitchenette with a sink and mini-refrigerator is located in the room.
3. Trash bags and cleaning supplies are located under the sink in the kitchenette.
4. Restrooms are located in the lobby.

## ***Bucks for a Better Island is neighbors helping neighbors***

Hilton Head Public Service District does not charge for the use of our Community Room. We do kindly ask that you consider making a donation to the ***Bucks for a Better Island*** fund in your organization's name. **Most organizations contribute at least \$20 per meeting.**

Hilton Head Public Service District's ***Bucks for a Better Island*** is a program administered by the Deep Well Project to provide qualified applicants with assistance in meeting water and sewer related costs, including such things as emergency pump-outs of septic tanks, utility bills, and sewer connection costs.

The District is seeking to provide access to the public sewer system for the approximately 10 percent of our customers who currently lack access. ***Bucks for a Better Island*** will provide a crucial source of funding to help low-income, elderly and disabled property owners cover the cost of connecting to the sewer system.

Sewer service helps safeguard both public health and our fragile island environment, by eliminating the need for septic systems, which are ill-suited for the types of soils we have on Hilton Head Island. Failed septic systems can pollute nearby surface waters, and even expose people to harmful bacteria and viruses. Sadly, Hilton Head Island has experienced at least 40 septic system failures in the past three years.

Bucks for a Better Island has a history of proven results. The program has helped qualified applicants meet their utility bills, pay for emergency pump-outs of septic systems, and helped with other water and sewer related costs for residents in need. Now, ***Bucks for a Better Island*** will play an even more crucial role – helping residents in need connect to the public sewer system.

## ***Bucks for a Better Island is neighbors helping neighbors***

## ***Hilton Head PSD Reclaimed Water Plant Tours***

Welcome to Hilton Head Public Service District. We're glad your organization has chosen our Community Room for your meeting space.

Your organization can schedule a tour of Hilton Head Public Service District's Reclaimed Water Plant as part of your visit to our facility.

Our state-of-the-art Reclaimed Water Plant plays a crucial role in protecting the environment and our water resources here on Hilton Head Island. Wastewater from the District's public sewer system enters our Reclaimed Water Plant here on Oak Park Drive and goes through a state-of-the-art treatment process. The end product – Reclaimed Water – is sold to 11 different golf courses here on the island and used for irrigation – reducing the need to use precious groundwater for irrigation. Reclaimed Water also is used to provide our vital wetlands on the island with a source of water, helping to maintain the delicate balance of our island ecology.

If your organization is interested in taking a tour, please let us know, and we will try to schedule a tour for before or after your meeting time.

Welcome to Hilton Head Public Service District. We're glad you're here.