

The Walhalla Depot & Premises are Under Video Surveillance

**RULES & REGULATIONS FOR USE OF  
OLD SAINT JOHN'S MEETING HOUSE (OSJ)  
WALHALLA DEPOT (DEPOT)**

**\*\*KEEP THIS COPY\*\***

The OSJ and Depot buildings are provided by the City of Walhalla for use by citizens of Walhalla and others for recreational, events and fellowship purposes. Please be aware that rental of the properties do not include the park or adjoining grounds.

The OSJ and Depot buildings are **each** rented out on an hourly basis with a minimum of four-hours (4). The rental amounts are based on four hour increments and are \$200 per increment. When renting both the OSJ and Depot buildings for an event, the rental of the OSJ is reduced by half. *Example: If you rent the OSJ and Depot buildings for 4 hours, the rental of both would be \$300. Eight hours would be \$600 and all day, \$900.*

**The City of Walhalla, its agents and employees, specifically DISCLAIM any and all liability and/or responsibility for any loss and/or damage to personal property and/or personal injury incurred in connection with any activities conducted on or engaged in the entire Depot Complex.**

**Wifi is available. Log on: Depot Guest Password: thedepot**

The individual making the reservation for use of the premises **will be held responsible** for the building and premises, all equipment in the building, facilities in the building and premises around the building. Upon expiration of the time period being rented, the building and premises must be left in a clean condition and in good working order. Tables and chairs **do not** have to be taken down. All **floors must be swept** and all **trash placed in the trashcans provided outside.**

The individual renting OSJ or the Depot must be on site during the reservation time. No one is allowed to rent OSJ or the Depot for another individual.

Rental property and other items brought to the premises by the user **cannot** be left anywhere on the premises for pick up at a later time. To do so would interfere with the next party renting the premises.

The upstairs of the Depot are **OFF LIMITS** to anyone. **DO NOT** allow children to play upstairs. Materials and equipment stored upstairs are not for use by the renter.

The closet area of the Depot is **off limits** to anyone. Materials and equipment stored, is for City of Walhalla use only.

If the premises of OSJ or the Depot are not left in a clean and orderly condition, the individual and/or group responsible for renting the facilities **will be charged** an additional \$100 for cleanup and **may lose** the privilege to rent the facilities in the future.

Reservations are scheduled on a first come, first served basis. Clubs will be scheduled on a year-to-year basis, with the year running from January 1 to December 31. **It is the responsibility of the individual/club to confirm their reservation.** Refund of rentals will be given only if cancellation is reported within **one month** of the original date/time of use and with the original copy of the signed contract. Kitchen facilities, tables and chairs at the Depot are provided as a courtesy **only** and **are not** guaranteed to suit every need.

**KEY PICK UP & RETURN:** Beginning June 1, 2018 keys for the Depot and Old Saint Johns will be picked up and returned to the Walhalla Fire Department located at 207 N. E. Broad Street in Walhalla.

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**Use restrictions are as follows:**

All persons using the premises must obey all laws of South Carolina and all City of Walhalla Ordinances.

**No smoking** or use of tobacco products are allowed inside the OSJ or Depot building or outside the premises.

**No one** is to remove covers on the thermostat or to change temperature settings. The City of Walhalla sets the thermostats at a comfortable setting for winter and summer months.

**No pets** allowed anywhere on the premises.

**No food or drink** is allowed in OSJ.

Individuals making the reservations shall be responsible for all damages to the premises and/or equipment and shall make payment for the repair or replacement within ten (10) days of receipt of the statement costs.

Individual making reservations **must** be onsite during the hours rented. **No one** is allowed to rent the facility for another person/club/organization.

**No rough play**, use of skates and/or skateboards will be allowed on the premises.

**No one** is to move the piano from the designated areas of either the OSJ or Depot.

**No confetti, birdseed, or rice is to be used inside the facilities. If balloons are used in the Depot, they are to be removed from the facility.**

There should be **no loud noise and/or music** that constitutes a nuisance as determined by the Chief of Police or his designated representative.

**No taps and/or tap shoes** shall be used anywhere inside the Depot building or on the decks or walking path.

Picnic tables **must remain** under the Gazebo.

Any/All damages to building and/or premises shall be immediately reported to the Chamber or through the Police Department or City Hall.

**The use of nails, screws and staples is prohibited** inside the OSJ or Depot buildings and the deck. Thumb tacks may be used in the Depot if removed after use.

The City of Walhalla **is not** responsible for the activities held on the premises and the user(s) therefore specifically agrees not to hold the City of Walhalla, its agents and employees, responsible for any abuse, damage or accident that occurs within the use period.

**Please do not leave any of the doors open while air conditioning/heating unit is on.**

**IMPORTANT!!!**

**Remember to leave the Depot facility clean, floors swept; tables and counter damp wiped, trash taken-out, lights turned off and all doors locked upon leaving the building.**

