

**APPLICATION FOR RESERVATION OF
DARLINGTON COUNTY OWNED FACILITIES**

Please complete this application and forward to the individual assigned to reserve the specific county building (see reverse side) **a minimum of two (2) weeks prior to the proposed event.**

Today's Date: _____

1. Building/Room Requested: _____

2. Date Requested: _____ Beginning/Ending Time: _____
(Not available for use after 9 p.m.)

3. Name of Organization/Individual: _____

4. Type of Program: _____

5. Will Admission Be Charged? Yes _____ No _____

6. Proceeds To Be Used For: _____

7. Name, Address, & Telephone Number of Contact Person:

Name: _____

Address: _____

Phone #: (Home) _____ (Work) _____ (Other) _____

I agree to personally assume the responsibility for all charges, liability, and to insure enforcement of all rules governing the care and use of Darlington County owned facilities.

Signature of applicant

Fee Schedule

Building/Room: \$15 per hour (minimum 2 hours)
Kitchen: \$50 (to be used only during reserved hours)

Fee: _____

Approve _____ Disapproved _____
Name/Title _____ Date _____

- * **Make check payable to Darlington County Treasurer**
- * **NO reservation will be made until receipt of application and payment.**
- * **NO alcoholic beverages allowed on county property.**
- * **County facilities are not available for use after 9 p.m.**
- * **This form must be on the premises at all times.**
- * **Premises will be monitored.**

BUILDINGS

Courthouse Lobby/Grounds/Grand Jury Room/Courtroom
Society Hill Center (Banquet Room/Kitchen)
Robert L. Grooms Building (Banquet Room/Kitchen/Parking)

Mozingo Building Conference Room & Parking Lot

Darlington County Government Outreach Center
Courtroom & Parking Lot

Darlington Health Department Auditorium

Courthouse Annex/EMS Building - Council Chambers &
Parking Lot

Lake Darpo Club House

Darlington County Library Meeting Room & Parking Lot

CONTACT PERSON

County Administrator's Office
1 Public Square, Room 210
Darlington, SC 29540
398-4100 (phone) 393-8539 (fax)

Clemson Extension Agent
350 Russell St., Room 220
Darlington, SC 29532
393-0484

Magistrate
Post Office Box 1765
Hartsville, SC 29551
332-9661

Deputy Registrar
Post Office Box 147
Darlington, SC 29540
398-4400

EMS Director
1625 Harry Byrd Highway
Darlington, SC 29532
398-44505

Recreation Director
300 Sanders Street
Darlington, SC 29532
398-4700

Library Director
204 N. Main Street
Darlington, SC 29532
398-4940

Buildings Person	Fee Schedule	Contact
Courthouse Grounds & Lobby Admin. Office, 398-4100	No Charge	County
Grand Jury Room, Courthouse Admin. Office, 398-4100	\$30 first 2 hours & \$15 ea. additional hour	County
Courtroom, Courthouse Admin. Office, 398-4100	\$50 first 2 hours & \$20 ea. additional hour	County
Society Hill Center (Banquet Rm) Admin. Office, 398-4100	\$30 first 2 hours & \$15 ea. additional hour	County
Society Hill Center Kitchen Area Admin. Office, 398-4100	\$50 first 4 hours; \$100 above 4 hours	County
Robert L. Grooms Bldg. (Banquet Rm) Admin. Office, 398-4100	\$30 first 2 hours & \$15 ea. additional hour	County
Robert L. Brooms Bldg. Kitchen Area Admin. Office, 398-4100	\$50 first 4 hours; \$100 above 4 hours	County
Mozingo Building, Conference Room Ext. Office, 398-0484	\$30 first 2 hours & \$15 ea. additional hour	Clemson
Darlington County Gov't Outreach Magistrate's Office, 332-9661 Center Courtroom, Hartsville	\$30 first 2 hours & \$15 ea. additional hour	
Darlington Health Center Auditorium Registrar, 398-4400	\$30 first 2 hours & \$15 ea. additional hour	Deputy
Courthouse Annex / EMS Building Director, 398-4450 Courtroom	\$30 first 2 hours & \$15 ea. additional hour	EMS
Lake Darpo Club House Recreation Director, 398-4700	\$50 per day	
Darlington County Library Meeting Rm Director, 398-4940	\$30 first 2 hours & \$15 ea. additional hour	Library