

Santee Wateree RTA – Room Reservation Form

129 S. Harvin Street, Sumter, SC 29150



Date Submitted: _____

Agency/Individual(s): _____ Signature: _____

Title: _____ Contact Person if different from above: _____

Phone Number: _____ Fax No.: _____

Room Needed: Conference (15 max) Training (55 max) Board (108 max) Pavilion (108 max)

Date needed: _____ Time (# of hours) needed: _____

Meeting Title: _____

Equipment Needed/Requested: Overhead Projector TV/VCR Projection Screen (only Board/Training/Conference rooms)

No. of Attendees: _____ Sign Needed: Yes _____ or No _____ (Board/Training/Conference Rooms Only)

Sign Info. For Board Room Only: _____

Fax completed form to Trish Drakeford: 803-938-9867 – If there is a conflict with dates, rooms, etc. you will be notified. **DO NOT** release meeting information without receiving a confirmation from the SWRTA of the room availability. ***Weekend rentals are between the hours of 10am through 10pm which includes cleanup.***

Please Note: If children under twelve (12) will be at this event please don't leave children unattended.

*Do not use equipment in the rooms unless you have already been designated to do so, and have been instructed on how to use the said equipment. **If Food is going to be required during the meeting or event, please make sure the area is cleaned, trash removed with chairs and tables returned to its original arrangement. Be sure to sweep & mop up any food spills on floors and wipe down all tables used as well as pick up any trash left outside around the building. If you are late more than 20 minutes, without contacting the agency (individual opening) you can be charged a fee of \$25 if not approved or forfeit your rental agreement.***

There will be absolutely no affixing of anything to the inside walls, windows or door frames. Any damages that may occur to any portion of the room or equipment will be charged to the organization or individual(s) hosting the event. ***Please keep in mind, the deposit is non-refundable and the balance of the rental has to be paid at least a week prior to the event.***

Signature: _____ Date: _____

For SWRTA Use Only

Date Received: _____ Received By: _____

SWRTA Representative Scheduled to Be On Site: [Randy Smith 803-968-5417](tel:803-968-5417)

SWRTA Contact Person: [Trish Drakeford 803-934-0396 ext. 103](tel:803-934-0396)

Revised 12/2015