



Enriching Lives &
Connecting Communities

Athletic Tournament Rental Fee

Athletics
Policy No. 5025

Policy Revision Date: December 16, 2013
Last Revised: March 19, 2012

Policy Statement

As a service to the communities we serve, the Richland County Recreation Commission Board may grant on a rental basis the use of recreation facilities to responsible and properly organized local and community groups.

GUIDANCE:

1. In an effort to maximize the use of our athletic fields and bring tournaments to Richland County, the Athletics Department has created a standardized rental fee for our Athletic facilities. These fees will only apply to organizations or individuals wanting to utilize our facilities for tournaments. Organizations or individuals wanting to rent athletic facilities for reasons other than tournaments will be required to pay the regular rental fee as outlined in Policy No. 8015.
2. Requests by Independent Youth Community Leagues for the use of facilities for recreational purposes shall take priority over requests for use of facilities for tournaments.
3. In order to ensure equality and fairness, each organization or individual renting our athletic facilities for tournaments, the Athletics Department has created standardized fees to be applied to all of our facilities. These standardized fees are broken down into tiers based on the amenities our facilities:

Baseball and Softball Field Rental Fees:

Tier #1: Friarsgate Park, North Springs Park, Polo Road Park

Number of Tournaments:	Price Per Facility
1-3 Tournaments	\$1,300.00 per event
4-6 Tournaments	\$1,150.00 per event
7-9 Tournaments	\$1,000.00 per event
10+ Tournaments	\$850.00 per event

Tier #2: St. Andrews Park, Caughman Road Park, Meadowlake Park, Bluff Road Park, Eastover Park, Hopkins Park, Killian Park, Trenholm Park, Blythewood Park and Gadsden Park

Number of Tournaments	Price Per Facility
1-3 Tournaments	\$1,000.00 per event
4-6 Tournaments	\$850.00 per event
7-9 Tournaments	\$700.00 per event
10+ Tournaments	\$550.00 per event

Soccer and Football Field Rental Fees:

Tier #1: North Springs, Polo Road Park Football, Meadowlake, Eastover,

Number of Tournaments:	Price Per Facility
1-3 Tournaments	\$300.00 per event
4-6 Tournaments	\$275.00 per event
7-9 Tournaments	\$250.00 per event
10+ Tournaments	\$200.00 per event

Tier #2: Ballentine Soccer Complex, Garners Ferry Sports Complex

Number of Tournaments	Price Per Facility
1-3 Tournaments	\$900.00 per event
4-6 Tournaments	\$750.00 per event
7-9 Tournaments	\$600.00 per event
10+ Tournaments	\$450.00 per event

Tier #3: Polo Road Park Soccer Complex

Number of Tournaments	Price Per Facility
1-3 Tournaments	\$1,200.00 per event
4-6 Tournaments	\$1,050.00 per event
7-9 Tournaments	\$900.00 per event
10+ Tournaments	\$750.00 per event

Basketball and Volleyball Gymnasium Rental Fees:

Tier #1- All RCRC Gymnasiums

Price Per Facility:
\$715 per day(11 hours usage)

4. The Richland County Recreation Commission will base the rental fees on the number of planned tournaments and the number of facilities being used for a tournament. All outdoor rental fees will be based on tournaments running two consecutive days at the same facility. All indoor rental fees will be based on tournaments running eleven hours per day. Any outdoor tournament running more than two days will be subjected to a \$150.00 per day per facility additional fee. Outdoor Tournament play must be finished by 11:00 p.m. each night. All indoor tournament play must be completed by the closing time of the facility. Any indoor tournament wishing to use the gymnasiums after hours will be charged an additional \$20.00 per hour fee on top of the regular rental fee. Any request for usage outside of normal business hours must be approved two weeks in advance.
5. Facility rental fees will cover the use of all available fields or amenities at a given facility. All amenities at the fields will be available for use during tournament play except concession stands. Concession stand use should be coordinated through the Independent Youth Community Leagues. Any individual or organization wishing to run concessions must gain approval through the Athletics department as well as be licensed through DHEC. Individuals or organizations must also have a business license to sell food and/ or merchandise.

Additional Fees:

6. Maintenance Fee: Each organization or individual renting our facilities will be presented with the option of having the Richland County Recreation Commission maintenance staff provide field maintenance during their tournament.
7. If an organization or individual chooses to use the Richland County Recreation Commission maintenance staff additional fees will be applied to the standardized fees. These additional costs will help cover the cost of providing maintenance and upkeep during a tournament. The maintenance cost per tournament will be \$400.00 per day for each facility rented. These services are only available for Baseball and Softball facilities.
8. The Richland County Recreation Commission's maintenance staff will provide the following services during a tournament at Baseball and Softball facilities:
 - a. Prepare and line the field(s) before the start of the first game.
 - b. 2-person crew to prep fields between games.
 - c. Restocking and cleaning of the restrooms.
 - d. General maintenance to include minor repairs and trash pickup.
9. Any services outside of the field maintenance must be arranged by the organization or individual using the facility and any cost incurred, must be paid by that organization or individual. I.e.: Port-A-Johns, security, crowd control, additional bleachers, fencing etc.

10. Each organization or individual requesting use of a Richland County Recreation Commission Outdoor Facility will be subjected to a mandatory \$200.00 per event custodial fee. This fee will cover the cost of Richland County Recreation Commission's custodial staff restocking and cleaning the restrooms and trash pickup. If an organization decides to use the Richland County Recreation Commission's maintenance staff for a baseball or softball tournament, this fee will be waived. Indoor events will be subjected to a \$200.00 deposit which will be refunded if facility is kept clean and undamaged.

Reservation Fee:

11. Each organization or individual requesting use of a Richland County Recreation Commission facility will be subjected to a \$150.00 reservation fee per facility per tournament. This fee is a non-refundable fee that will hold the facility for a given date (refunded only if the fields become unplayable for the date). This reservation fee will be applied to the balance. Reservation fees must be paid when an individual or organization is reserving the fields. All reservation fees will be returned to individuals or organizations if the Richland County Recreation Commission has to cancel a reservation.

Reservation Process:

12. Any individual or organization wanting to reserve Richland County Recreation Commission facilities for tournaments must coordinate all rentals through the Athletics Department. All rental payments must be made to the Athletics department Wednesday prior to the date of reservation.
13. Individuals and organizations are allowed to reserve facilities six (6) months in advance. The first business day of January will be the first day an individual or organization can reserve fields from July 1st through December 31st of that calendar year. The first business day in July will serve as the first day an individual or organization can reserve facilities from January 1st through June 30th of the next calendar year.
14. Individuals and organizations will be allowed to reserve a facility for a maximum of twelve (12) tournaments at one facility. Individuals and organizations will be allowed to reserve additional dates if they are available. All available dates at Richland County Recreation Commission facilities will be made available the first business day of February for the current calendar year. Available dates for the following calendar year will be made available on the first business day of August.
15. All field maintenance requests must be made at least two (2) weeks prior to the field reservation. Individuals or organizations are responsible for contacting the Athletics Department if they need field maintenance during their reservation. All payments for field maintenance request must be paid the Wednesday before the field reservation is to take place.

ADOPTED BY RICHLAND COUNTY RECREATION COMMISSION BOARD

BOARD MEETING DATE: December 16, 2013
(Date Approved)

APPROVED: J. Marie Green
J. Marie Green, Chair

For more information about this policy, contact the Executive Department.