



## **Cooperative Agreements and Working Relationships**

Administration  
Policy No. 1012

Revision Date: December 16, 2013

### **Policy Statement**

It is the purpose and policy of the Richland County Recreation Commission to develop, operate and maintain community recreation facilities. The Richland County Recreation Commission strives to enter into cooperative agreements with school districts, community sports leagues, sheriff's departments etc., in order to develop joint-use of facilities. Joint use will tend to eliminate unnecessary duplication and should affect a financial savings to tax payers.

### **Guidance:**

In the interest of developing cooperative agreements and working relationships, the Executive Director or designee, will meet as necessary, to cooperatively:

1. Plan and recommend the development of joint use agreements of RCRC facilities where there is a need and where facilities are available.
2. Plan for the financing of the cooperative agreement to include operation and maintenance.
3. Enter into cooperative agreements and obtain appropriate Board Approval as required.

### **General:**

1. Responsibility of each party will be spelled out in the cooperative agreement.
2. Custodial Services at the Richland County Recreation Commission facilities will be the responsibility of RCRC and may be required to be reimbursed to RCRC by the contracting agency unless negotiated otherwise.
3. Supplies, materials and equipment are the responsibility of the contracting agency. They are to be kept separate from the supplies, materials and equipment of the host facility unless a joint use agreement has been negotiated.

4. Any work of a maintenance nature at the Richland County Recreation Commission facilities should be performed by RCRC maintenance personnel and will be reimbursed by the contracting agency depending on the terms of the agreement.
5. Both the Richland County Recreation Commission and sponsoring agency will be responsible to provide appropriate liability insurance to cover possible legal actions arising as a result of the activity of the program.

**Memorandums of Agreement:**

For each year-round program, there will be a contract or written memorandum of understanding, approved by the Executive Director or designee, outlining specific guidelines to be followed by staff of the Richland County Recreation Commission and cooperative agency. The contract or Memorandum of Understanding will include, but is not limited to, guidelines for:

1. Use of buildings or sections of buildings such as gymnasiums, classrooms, recreation rooms, etc.
2. Use and maintenance of equipment such as basketball score clocks.
3. Use of tennis courts, baseball and softball diamonds, football and soccer fields, and other facilities.
4. Use, maintenance, custodian care, and operation of swimming pools.
5. Coordination of scheduling.
6. Communication mechanisms between RCRC and cooperative agency.
7. Supervisory responsibilities of RCRC and cooperative agency.
8. Sharing of equipment.

ADOPTED BY RICHLAND COUNTY RECREATION COMMISSION BOARD

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

APPROVED:   
J. Marie Green, Chair

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