



## Enriching Lives & Connecting Communities

### Public Use of Facilities

Facility Use and Fee Schedules  
Policy No. 8015

Revision Date: June 16, 2014

#### Policy Statement

As a service to the communities we serve, the Richland County Recreation Commission may grant on a rental basis, the use of recreation facilities responsible parties (e.g. individuals, organized local and community groups, governmental agencies).

#### **GUIDANCE:**

1. The recreation facilities are provided through public funds for recreational purposes. Use of Richland County Recreation Commission facilities for its programs and by Commission related or recognized organizations shall take precedence over all other uses.
  - A. Certain areas such as game rooms, weight rooms, and arts and crafts rooms which house expensive and delicate equipment used in instructional programs cannot be made available for use by non-recreation groups. Individuals and local community organizations may use kitchens, multi-purpose rooms, gymnasiums, swimming pools and outdoor athletic facilities provided they comply with regulations pertaining to public use of Richland County Recreation Commission facilities.
  - B. Requests by county agencies and by other recreational agencies and organizations for the use of facilities for recreational purposes shall take priority over other requests for use of facilities.
2. Waiver of Fees (Local School Districts, Local Government, Home Owner Associations and Neighborhood Associations):

The Executive Director may waive or reduce the fees for RCRC facility use. A Waiver of Facility Use Fee form must be completed by officials of the eligible school district or government entity and a Facility Use Contract must be signed. Other Community Associations and Organizations – Fees may be waived or reduced for the use of certain facilities (used during normal operating hours) on a case by case basis.

  - A. Local Public School Districts – Fees for the use of certain facilities by local public school districts, for functions that serve their staff, may be waived or reduced.

- B. Local Government - Fees for the use of certain facilities by local government, for functions that serve their staff, may be waived or reduced.
- C. Organized Homeowner Associations – Fees may be waived or reduced for the use of certain facilities (used during normal operating hours) on a case by case basis.
- D. Neighborhood Associations (those recognized by the Richland County Neighborhood Council) - Fees may be waived or reduced for the use of certain facilities (used during normal operating hours) on a case by case basis.

3. Waiver of Fees (Other Community Organizations):

The Executive Director with approval of the Board may waive or reduce the fees for RCRC facility use. A Waiver of Facility Use Fee form must be completed and a Facility Use Contract must be signed.

- A. Criteria considered may include but is not limited to community service events, youth community events, educational events, a charitable event for a recognized charity (but not for an individual or individuals) and other events that are beneficial to the community, as determined by the Commission Board.
  - B. If the “other” event is a repeat of a previously approved waiver by the Board, the Executive Director or his designee can approve subsequent waivers without another Board action.
- 4. Richland County Recreation Commission facilities shall not be used for fund-raising events sponsored by non-recreational related groups except for events sponsored by a 501(c)(3). Such use shall be at the discretion of the Commission Board and/or the Executive Director or his designee.
  - 5. 501(c)(3)'s who have permission to use Richland County Recreation Commission facilities for fund-raising events will be required to submit a financial statement to the Richland County Recreation Commission upon completion of the event. All concessions sold on Richland County Recreation Commission property must be approved, in advance, by the Executive Director or his designee.
  - 6. Facilities may be rented by local religious groups on the same basis that they are rented to other groups.
  - 7. Organizations using Richland County Recreation Commission facilities shall be made responsible for assuring the proper conduct of all persons attending the event, for immediately restoring Recreation Commission property in event of any damage, and for providing liability insurance covering all persons in attendance. Bonds may be required at the discretion of the Executive Director. All such terms, including any fee, shall be set forth in a signed contract.
  - 8. Whenever indoor facilities are being used by an outside group, the center director or another staff member assigned by the center director must be present.
  - 9. The Executive Director or his designee has custody of all Richland County Recreation Commission facilities. Therefore, he shall be responsible for receiving requests for the use of Richland County Recreation

Commission facilities by outside groups. Requests shall be subject to verification by the appropriate staff of that facility prior to any action by the Executive Director or his designee.

10. A schedule of fees shall be set up which shall take into consideration the purpose of the event. Fees shall be sufficient to cover operational expenses and a reasonable amount for overhead. The Board reserves the right to reject any request and to waive any or all charges as it determines to be in the best interest of the Richland County Recreation Commission.
11. Some functions will require advance payment of fees for equipment and personnel in addition to the normal facility operation. Such fees shall be at the discretion of the Executive Director and shall be based on the actual cost of such services.
12. The Richland County Recreation Commission may require the presence of security and emergency medical personnel for some functions. The requirement to provide such services is at the discretion of the Executive Director. All such services must be arranged by the group or individual using the facility and any costs incurred paid by that group or individual. The Commission shall require written confirmation of such arrangements in advance.
13. Any equipment [e.g. trailers, stages, sound equipment] moved on to Richland County Recreation Commission property must be approved, in advance, by the Executive Director. Location of such equipment must also be approved in advance.
14. All Richland County Recreation Commission facilities – including outdoor facilities – are to be tobacco free. Tobacco usage is only allowed in designated areas as determined by the Commission.
15. No Weapons are permitted on any Richland County Recreation Commission property to include the carrying of permitted/licensed concealed weapons. Exception: authorized personnel such as law enforcement personnel on duty.
16. Organizations which may use Richland County Recreation Commission facilities at the rates listed

below:

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| A. Public Schools  | No charge except for lighting of outdoor facilities and Athletic Field Maintenance Fee if applicable.         |
| B. Local Government Functions  | 50% of Regular Rental Fee. Lighting of outdoor facilities and Athletic Field Maintenance Fee may be required. |
| C. Richland County Recreation Commission recognized Athletic and Non-Athletic Groups for public community functions with Board approval. | No charge except for lighting of outdoor facilities and Athletic Field Maintenance Fee if applicable.         |

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D.	Richland County Recreation Commission recognized Youth Athletic Leagues that offer open registration.	10% of the registration cost per child. No charge for rental or lights for usage during the season.
E.	Richland County Recreation Commission Agency run Adult Athletic Leagues.	No charge for rental or lights for usage during the season.
F.	Richland County Recreation Commission Agency run Youth Athletic Leagues.	No charge for rental or lights for usage during the season.
G.	State Supported Agencies for functions that serve their staff or clients.	50% of Regular Rental Fee. Lighting of outdoor facilities and Athletic Field Maintenance Fee may be required.
H.	*Organized Homeowner's (Associations serving the area in which the facility is being used is located).	No charge (during normal operating hours) except for lighting of outdoor facilities and Athletic Field Maintenance Fee if applicable.
I.	Neighborhood Association (Associations recognized by the Richland County Neighborhood Council.)	No charge (during normal operating hours) except for lighting of outdoor facilities and Athletic Field Maintenance Fee if applicable.
J.	Private School	Regular Rental Fee. 501(c)(3) 50% of Regular Rental Fee.
K.	Religious Organization	Regular Rental Fee (except when use is for a non-religious activity under provisions of item 3 above).
L.	Recreation Focused Non-profits 501(c)(3)	50% of Regular Rental Fee.
M.	All other approved Organizations and Individuals	Regular Rental Fee.
N.	Residents outside of Richland County	Regular Rental Fee plus 20% Non-Residential Fee.

Use of Richland County Recreation Commission facilities shall not be permitted for groups who advocate unconstitutional or illegal acts or whose activities are contrary to the best interests of the Richland County

Recreation Commission, or for a function that presents an obvious danger to the safety of persons and property. The administration is directed to seek Board approval prior to administrative action in cases of doubt.

\*Organized Homeowner's Associations serving the area in which the facility being used is located will be defined pursuant to South Carolina Code 12-43-230 which defines a Homeowner's Association as meaning an organization which is organized and operated to provide for the acquisition, construction, management, and maintenance of property.

ADOPTED BY RICHLAND COUNTY RECREATION COMMISSION BOARD

BOARD MEETING DATE: June 16, 2014  
(Date Approved)

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

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