

**Richland County Recreation Commission
Regular Board Meeting Agenda
October 16, 2017
6:00PM**

1. Call to Order:

Chairman Clark is scheduled to call the meeting to order.

2. Adoption of Agenda: (Action)

3. Minutes: (Action)

Chair Clark will request the Board to approve minutes from the September 18, 2017 Regular Board Meeting.

4. Public Input:

Citizens requesting to address the Board must sign up in advance prior to the beginning of the meeting and are limited two minutes each.

5. Financial Report: Information)

Kasey Wilson will present to Board. (Attachment)

6. New Business:

None

7. Other Business:

A. Lisa Lewis-Hutcherson, Development Director

- Foundation Information

B. Bryan Crider, Division Head Property Management, will present:

- Update for Property Management
- Property Management Items for Auction Fall 2017 (Action)

C. Tara Dickerson, Chief of Staff, will present:

- Agency Updates
- Contract for donation of land located on 3603 Broad River Road to RCRC from Twister, LLC approximate value \$390,100. (Action)
- Request for Waiver of Facility Fees from Southern Ballentine Civic Association, Springwood Lake United Neighborhood, and Trenholm Artist Guild (2) (Action)

8. Executive Session

- Personnel Matter – Executive Director Recruitment Information
- Personnel Matter – Employee Mileage Reimbursement

9. Adjournment

**Richland County Recreation Commission
Regular Board Meeting Minutes
September 18, 2017
6:00PM**

Commissioners in Attendance:

Thomas Clark
Lisa Cotten
Jermaine Johnson, Sr.
Robert Lapin
Donzetta Lindsay
Stephen Venugopal

RCRC Staff in Attendance:

Tara Dickerson
David Stringer
Robert Hickman
Bryan Crider
Marta Aldinger
Connie Reaves
Kasey Wilson
Lisa Lewis-Hutcherson
Shauna Williams
Tiyana Henley
William Daugherty
Charles Eubanks
Chris Santino
Tommy Adams
Brandolyn Blanding
Cornelia Watts

Others in Attendance

Mayor Bob Coble, Interim Parliamentarian

1. Call to Order:

Chair Clark called the meeting to order at 6:00p.m.

2. Adoption of Agenda: (Action)

Motion to adopt the agenda made by Commissioner Johnson, second by Commissioner Lindsay. Motion approved unanimously by all members present: Clark, Cotten, Lindsay, Lapin, Johnson, and Venugopal.

3. Minutes: (Action)

Motion to approve the minutes from the July 17, 2017 Regular Meeting and June 15, 2017; July 12, 2017 and August 16, 2017 Special Call Meetings made by Commissioner Johnson and second by Commissioner Lindsay. Motion approved unanimously by all members present: Clark, Venugopal, Johnson, Lindsay, Lapin and Cotten.

4. Public Input:

Gloria Brown – Member of the Parklane Enrichment Committee, questioned end results of the complaints against Lisa Smarr and voiced concerns with scheduling of classes at the center.

D'Andre Outten-Brown – Chair of the Parklane Enrichment Committee, voiced concerns regarding receiving notifications of senior programs being offered, prices for classes and the lack of user friendliness at the Park.

Barbara Roach – Member of line dance class and President of the Meadowlake Homeowners Association, requested Meadowlake walking trail separate from soccer and ball fields and also requested new chairs. Ms. Roach also noted that trash cans need to be emptied more than once a week at the Park.

Hainsley Lewis – Thanked Chair Clark on behalf of the Deputy Keith Cannon Youth Organization for attending the Back to School Bash. Mr. Lewis voiced concerns for the need of a Community Center and suggested that the Board look within the organization to fill the Executive Director position, recommending Michael Marshall and praising him for his work. Mr. Lewis also stated that Andre McCree is an excellent worker.

Ann Humphries – Member of the League of Women Voters Columbia, stated that their presence is to observe and be part of the conversation.

Robin White – Part of the Observe a Core along with the League of Women Voters, looking forward to working with the Commission and in hopes that they can contribute.

5. Financial Report: (Information)

Kasey Wilson, Financial Operations, reviewed financial reports included in the Board's packet.

6. New Business:

David Stringer, Human Resources, presented updates for Policy No. 170 Retirement Program, Policy No. 9020 Disbursements and Policy No. 9050 Supply Inventory included in Board's packet for action.

Chair Clark stated revisit for vote after Executive Session.

Mr. Stringer reported that ten applications for the Compliance Officer received for consideration and HR is in the process of interviewing for the Adult Activity Center Manager position, Superintendent of Construction and Repair (68 applications received through ZIP recruiter) and Electrician (53 applications through ZIP).

7. Other Business:

A. Lisa Lewis-Hutcherson, Executive Director RCRC Foundation, gave update for Foundation.

Commissioner Johnson voiced concerns on amount of monies raised since 2014.

Commissioner Lindsay requested information in writing regarding the Foundation and also a list of current and upcoming events.

Commissioner Cotten requested balance sheets of monies coming in and going out.

Commissioner Lapin questioned the number of scholarships offered and also requested, in writing, how the buying and selling of property works regarding the RCRC Foundation.

Commissioner Venugopal questioned grant writing.

B. Bryan Crider, Property Management, presented updates.

C. Tara Dickerson, Chief of Staff presented updates and events as follows:

1. 30th Annual Midlands Area Senior games took place last week September 11-15 with over 80 seniors participating with the oldest Mr. Edward Taylor, 93.
2. Annual open enrollment for employee benefits will be held in the month of October.
3. The Parks Department held four Back to School events in the month of August with approximately 600 school age children receiving back to school supplies.
4. The Richland County summer camps met all standards and guidelines set by DSS, averaging 96% out of 100%. Summer camp employees and after school employees have also received additional training in lieu of happenings in other camps in the Midlands area.
5. Follow-up from last Board meeting regarding citizen input in the Candlewood neighborhood park; contacted Councilman Manning and he is working with the neighborhood council to set up a meeting to discuss this project. The project was part of the General Obligation Bond and there is still \$120,000 allocated toward this project and it was not completed because of issues with the land.

6. Contacted by a group called Cypress Equities and they would like to annex a 3.1 acre parcel to the Commission and this parcel is located at 3603 Broad River Road. The land is located adjacent to St. Andrews Park and is valued at approximately \$390,000. After staff review, the land would allow the Commission to clean up the property line and it would also offer a nice buffer from the neighborhood Walmart and other potential developments. We are working with the real estate attorney to make sure that all proper surveys are completed and if the surveys are good we will come back to the Board to ask for approval to acquire the land.
7. Contacted by an individual property owner and a liaison from South Carolina Swimming about the possibility of receiving land to build a state of the art indoor swimming facility. This land is located off Shady Grove Lane in the Irmo area and we are in preliminary talks and conducting research at this point and will bring any updates back to the Board.
8. Received a thank you card from a patron, Ms. Laura Walker, expressing how much her family enjoyed being at Garners Ferry Park for the solar eclipse, traveled from Virginia and they were delighted that it was a perfect venue with friendly and super welcoming employees.
9. Introduction of full time hire, Shauna Williams, Richland County Tennis Professional. Ms. Williams will be headquartered at the Tennis Center on Parklane and is responsible for tennis programming for the whole county.
10. Request for Waiver of Facility Use Fees from Southern Pride Rabbit and Cavy Club, requesting a reduction of fees for Bluff Road Park on December 1st and 2nd for rabbit competition. Tara stated that RCRC has partnered with the club on many occasions and they do not charge RCRC. Staff recommends 50% reduction.
Request from the Ballentine Civic Association 501 c 3 requesting waiver for use of the Ballentine Community Center after hours for annual Christmas party, which per policy they should pay 50% and at the last Board meeting a request from the Association for after hour use, the Board voted to waive fees for the next 6 months until the policy is reviewed. Ms. Dickerson stated because this is a separate event, staff presenting to Board recommending waiver of fees 100% based on Boards decision from last meeting.

Motion to accept staff's recommendation for reduction of fees for Southern Pride Rabbit and Cavy Club and defer Ballentine Civic Association until October meeting made by Commissioner Venugopal, second by Commissioner Lapin. Motion approved unanimously by all members present: Clark, Lapin, Venugopal, Lindsay, Cotten and Johnson.

11. Ms. Dickerson presented Mayor Coble with draft of the Richland County Recreation Commission By-Laws.

Mayor Coble stated that the draft included in the Board's packet is the same as presented at July meeting, with no changes.

Motion to accept Mayor Coble's draft of RCRC By-Laws made by Commissioner Johnson, second by Commissioner Venugopal. Motion approved unanimously by all members present; Clark, Johnson, Venugopal, Lindsay, Lapin and Cotten.

Ms. Dickerson stated items for Executive Session include receipt of legal advice regarding MOU with Richland County and personnel matters as follows: review of Executive Director applications, employee improvement plans and RCRC Foundation.

Motion to go into Executive Session to discuss legal and personnel matters made by Commissioner Lapin, second by Commissioner Lindsay. Motion approved unanimously by all members present; Clark, Cotten, Johnson, Venugopal, Lindsay and Lapin.

Commissioners entered Executive Session at approximately 7:15p.m.

8. EXECUTIVE SESSION

Executive Session ended at 9:00p.m.

Commissioner Venugopal left meeting during Executive Session.

Chair Clark stated that no action was taken in Executive Session.

Motion made by Commissioner Lapin to approve updates for Policy No. 170, 9020 and 9050 as presented by staff, second by Commissioner Lindsay. Motion approved unanimously by all members present; Clark, Lapin, Lindsay, Johnson and Cotten.

Motion to adjourn meeting made by Commissioner Lapin, second by Commissioner Lindsay. Motion approved unanimously by all members present; Clark, Lapin, Lindsay, Cotten and Johnson.

8. Adjournment:

The meeting adjourned at 9:10p.m.

Thomas Clark, Chair

Minutes approved on this ____ day of _____ 2017.

RCRC - Property Management
Items for Auction - Fall 2017

Qty	Item
7	Floor Buffers
5	Floor Scrubbers
5	Hedge Trimmers
1	Stick Edger
3	Weedeaters
4	Backpack Blowers
1	Push Mower
8	Hand Held Electric Blowers
1	Hand Held Gas Blower
1	Push Edger
1	Push Blower
1	Paint Machine
1	Bush Hog
1	Tiller
1	Sod Cutter
1	Wheel Horse
1	Chainsaw



DIVISION REPORT -

"Enriching Lives, Connecting Communities"

TO: Tara Dickerson, Chief of Staff

CC: Cornelia Watts, Executive Assistant

FROM: Kasey Wilson, Director of Finance

DATE: 10/11/2017

RE: Monthly Financial Updates for September 2017

1. Department: Finance

- a. September 2017 RCRC Revenue is down 14% compared to September of 2016, but the bank balance is up 41% compared to last year September.
- b. Since revenue is down September expenditures are down 14% compared to last year.
- c. September 2017 LinRick Revenue is down 21% compared to last year, but the LinRick bank balance is up 293% compared to last year.
- d. LinRick September expenditures are down 41% from last year.
- e. Cash is being monitored and spending is at a minimum.
- f. Finance is still working with the auditors at the Hobbs group. The audit should be complete soon and will be presented in November.

Attached:

- (A): Cash Flow for RCRC
- (B): Budget to Actual compared to prior year w/Budget RCRC -September
- (C): Cash Flow for LinRick
- (D): Budget to Actual compared to prior year w/Budget LinRick - September

ESTIMATED RCRC CASH FLOW 17-18

A

July 2017 - June 2018 Cash Balances

MONTH	EXPENSES			REVENUES				Cash Bal Diff fr current to LY
	NET PAYROLL & PR TAXES	WH & OTHER CASH DISBURSEMENTS	TAX REVENUE	OTHER PROCEEDS	CASH BALANCE	Actual Numbers from FY 16-17		
					BEGINNING BALANCE			
JUL	\$ 741,259.35	\$ 563,383.48	\$252,817.52	\$ 263,399.55	\$ 8,047,633.69	\$ 5,883,914.30		2,163,719
AUG	\$ 933,412.08	\$ 967,745.97	\$145,189.89	\$ 181,529.04	\$7,259,207.93	\$5,236,964.88		2,022,243
SEP	\$ 635,106.98	\$ 430,206.33	\$181,066.73	\$ 169,298.57	\$5,684,768.81	\$4,433,649.08		1,251,120
OCT					\$4,969,820.80	\$3,517,014.40		1,452,806
NOV						\$2,739,513.21		
DEC						\$2,057,519.78		
JAN						\$2,695,257.63		
FEB						\$4,330,129.00		
MAR						\$3,160,166.00		
APR						\$2,112,493.95		
MAY						\$8,967,228.18		
JUN						\$8,897,485.10		
						\$8,047,633.69		
	2,309,778	653,779	579,074.14	204,742	6,490,358	4,775,305		
	Averages	Averages	Totals	Averages	Averages	Averages		
Notes:	Indicates Longevity Pay							
	Indicates 3 payrolls in a month							
	Indicates actual numbers							

Richland County Recreation Commission
REVENUE & EXPENDITURE STATEMENT
As of September 30, 2017

B

REVENUE:

	BUDGETED	CURRENT PERIOD	YEAR ACTUAL	REMAINING BALANCE	PCT USED	PRIOR YEAR PERIOD	PRIOR YEAR TO DATE
TAXES APPORTIONED	14,352,887	181,022	579,029	13,773,858	4%	201,758	559,352
SENIOR PROGRAMS	2,000	0	0	2,000	%	420	483
ADMIN-MAIN OFFICE	14,000	1,409	4,183	9,817	30%	1,588	5,115
ADAPTIVE RECREATION	18,000	894	894	17,106	5%	855	855
ADULT ACTIVITY CENTER	150,000	8,723	31,135	118,865	21%	7,044	35,818
CAMP SUNSHINE	18,500	160	8,774	9,726	47%	249	10,923
RECREATION SPECIAL EVENTS	8,500	388	2,822	5,678	33%	468	2,476
ATHLETIC LEAGUE FEES	50,000	11,506	17,118	32,883	34%	6,965	12,071
SC MIDLANDS POP WARNER	3,500	2,422	2,422	1,078	69%	0	2,876
BLYTHEWOOD BASEBALL LEAGUE	5,200	0	0	5,200	%	1,382	1,382
TRENHOLM LITTLE LEAGUE	7,500	0	0	7,500	%	2,162	2,162
IRMO LITTLE LEAGUE	4,500	687	687	3,813	15%	1,165	1,165
COLUMBIA UNITED	26,000	0	0	26,000	%	13,408	13,408
DENTSVILLE LEAGUE FEES	800	1,306	1,306	(506)	163%	0	0
NE FOOTBALL ASSOC. FEES	900	0	0	900	%	0	0
DAY CAMPS	165,000	125	152,709	12,291	93%	3,055	98,475
AFTER SCHOOL CAMP	255,000	31,941	49,299	205,701	19%	24,424	43,000
DAY CAMP GRANTS	0	0	8,000	(8,000)	0	0	0
SUMMER AFTERNOON PROGRAM	48,827	0	185	48,642	%	628	40,499
ADULT BASKETBALL	1,700	0	800	900	47%	0	1,000
SOFTBALL	7,014	1,050	1,950	5,064	28%	(300)	3,095
SOFTBALL/BASEBALL TOURNAMENTS	15,000	0	0	15,000	%	495	3,909
ATHLETIC PROGRAMS	5,000	0	40	4,960	1%	175	1,670
ATHLETIC SPONSORSHIPS	25,000	0	852	24,148	3%	1,500	1,500
YOUTH BASKETBALL	70,000	690	1,600	68,400	2%	620	1,250
FLAG FOOTBALL	13,500	0	(545)	14,045	(4%)	0	(130)
YOUTH SOFTBALL/BASEBALL	1,500	0	0	1,500	%	(160)	40
KICKBALL	10,500	1,090	2,705	7,795	26%	300	3,330
T-BALL	7,000	(245)	60	6,940	1%	(207)	1,549
SHINKICKERS/SOCCER	30,000	(695)	3,898	26,103	13%	(1,592)	9,107
PROPERTY MANAGEMENT	0	139	397	(397)	0	0	200
BALLENTINE PARK	25,000	2,895	4,746	20,254	19%	2,867	6,673
BLUFF ROAD PARK	18,500	990	2,383	16,117	13%	453	2,052
BLYTHEWOOD PARK	45,000	6,395	11,567	33,433	26%	5,297	10,663
CAUGHMAN ROAD PARK	25,000	1,181	4,432	20,568	18%	1,809	4,741
CRANE CREEK GYM	27,500	621	1,189	26,311	4%	113	4,868
CROSS ROADS COMMUNITY CENTER	5,500	395	1,095	4,405	20%	180	801
DENNY TERRACE	0	2,409	2,503	(2,503)	3%	31	2,494
DENNY TERRACE GYM	20,500	232	515	19,985	23%	2,545	3,735
EASTOVER PARK	5,500	734	1,254	4,246	133%	491	918
EASTOVER POOL	1,800	0	2,396	(596)	19%	0	1,288
FOREST LAKE PARK	25,000	1,390	4,669	20,331	23%	1,591	3,729
FRIARSGATE PARK	18,500	580	4,216	14,284	23%	997	2,545

Done

Richland County Recreation Commission
REVENUE & EXPENDITURE STATEMENT
As of September 30, 2017

B

	BUDGETED	CURRENT PERIOD	YEAR ACTUAL	REMAINING BALANCE	PCT USED	PRIOR YEAR PERIOD	PRIOR YEAR TO DATE
GADSDEN PARK	8,500	847	3,109	5,391	37%	658	1,795
GARNERS FERRY ADULT ACTIVITY CENTER	55,000	4,393	18,315	36,685	33%	4,275	10,544
GARNERS FERRY TECHNOLOGY CENTER	3,000	68	215	2,785	7%	288	308
HOPKINS PARK SENIOR CENTER	13,000	3,816	5,571	7,429	43%	983	4,772
HOPKINS PARK	6,000	175	1,408	4,592	23%	279	1,180
HOPKINS POOL	1,500	0	834	666	56%	0	934
KELLY MILL CONCESSIONS	90,000	5,567	11,092	78,908	12%	4,550	11,788
KILLIAN PARK	22,000	2,882	9,151	12,849	42%	1,097	5,019
MEADOWLAKE PARK	26,200	1,259	3,824	22,376	15%	4,713	7,968
NEW CASTLE	22,000	1,300	4,003	17,998	18%	1,735	4,136
NORTH SPRINGS PARK	65,000	2,615	7,195	57,805	11%	3,175	12,231
NORTH SPRINGS COMM CTR	30,000	1,920	7,347	22,653	24%	733	6,319
PERRIN THOMAS	15,000	1,310	4,112	10,888	27%	1,039	2,849
PERRIN THOMAS PARKING	80,000	10,000	10,000	70,000	13%	41,340	41,340
PINE GROVE COMMUNITY CENTER	15,058	394	2,924	12,134	19%	964	2,358
POLO ROAD PARK	60,000	3,436	14,089	45,911	23%	3,038	9,971
RIDGEWOOD PARK	8,000	220	939	7,061	12%	338	875
ST. ANDREWS PARK	31,000	6,680	14,104	16,896	45%	3,927	9,361
ST. ANDREWS POOL	15,500	10,793	12,564	2,936	81%	10,878	12,518
JAMES CLYBURN TECHNOLOGY CENTER	10,500	521	1,746	8,754	17%	631	2,019
TRENHOLM PARK	45,000	3,301	8,817	36,183	20%	3,903	14,093
TRENHOLM POOL	4,500	0	2,767	1,733	61%	792	3,581
UPPER RICHLAND COMMUNITY CENTER	15,000	1,430	3,678	11,323	25%	1,357	3,237
RICHLAND COUNTY TENNIS CENTER	45,000	658	4,763	40,237	11%	4,370	13,332
MEADOWLAKE TENNIS	0	3	6	(6)	0	0	0
NORTH SPRINGS TENNIS	0	0	0	0	9	(31)	(31)
POLO TENNIS	0	0	6	(6)	(25)	(50)	(50)
ST. ANDREWS TENNIS	0	3	39	(39)	0	0	0
TRENHOLM TENNIS	0	12	30	(30)	42	24	42
RETURNED CHECKS	0	21	95	(95)	0	0	(136)
CHALLENGER FOOTBALL	0	20	0	(95)	0	0	5,000
GOODWILL PARTNERSHIP	0	0	0	0	0	0	3,000
TOTAL REVENUE	16,221,886	324,078	1,067,027	15,154,859	7%	377,846	1,091,439

EXPENDITURES:

FULL-TIME SALARIES - ADMIN-MAIN OFFICE	1,359,810	78,806	374,248	985,562	28%	159,876	327,213
FULL-TIME SALARIES - PROPERTY MANAGEMENT	2,471,239	157,931	594,242	1,876,997	24%	180,293	373,157
FULL-TIME SALARIES - FACILITY/COMMUNITY	2,983,383	190,970	730,019	2,253,364	24%	374,463	771,781
SOCIAL SECURITY	598,252	35,709	152,905	445,347	26%	58,152	139,259
WORKERS' COMPENSATION	137,472	0	43,493	93,979	32%	0	37,164
EMPLOYER PAID STATE RETIREMENT	1,359,946	157,482	157,482	1,202,464	12%	85,328	214,943
EMPLOYER PAID PEBA MEDICAL INSURANCE	1,086,800	83,174	250,776	836,024	23%	88,907	175,783
UNEMPLOYMENT INSURANCE	26,000	0	610	25,390	2%	0	7,168
OPEB FUNDING	499,891	0	0	499,891	%	0	0

Richland County Recreation Commission
REVENUE & EXPENDITURE STATEMENT
As of September 30, 2017

B

	<u>BUDGETED</u>	<u>CURRENT PERIOD</u>	<u>YEAR ACTUAL</u>	<u>REMAINING BALANCE</u>	<u>PCT USED</u>	<u>PRIOR YEAR PERIOD</u>	<u>PRIOR YEAR TO DATE</u>
PART-TIME SALARIES - FLOATERS	55,640	3,391	14,537	41,103	26%	0	0
PART-TIME SALARIES - ADULT ACTIVITY	9,360	1,122	3,748	5,612	40%	1,590	3,555
PART-TIME SALARIES - ADAPTIVE REC	3,240	0	0	3,240	%	0	0
PART-TIME SALARIES - CAMP SUNSHINE	44,928	0	28,043	16,885	62%	160	22,722
PART-TIME SALARIES - DAY CAMPS	198,450	0	211,838	(13,388)	107%	203	86,109
PART-TIME SALARIES - AFTER SCHOOL CAMP	95,400	18,538	24,178	71,222	25%	15,756	15,756
PART-TIME SALARIES - PLAYGROUND	9,150	0	0	9,150	%	0	81,411
PART-TIME SALARIES - PROPERTY MANAGEMENT	122,880	18,818	63,352	59,528	52%	15,848	37,067
PART-TIME SALARIES - CUSTODIANS	30,958	1,382	7,112	23,846	23%	8,079	17,098
PART-TIME SALARIES - BALLENTINE PARK	0	0	0	0		1,218	2,036
PART-TIME SALARIES - BLUFF ROAD PARK	11,440	923	3,138	8,302	27%	949	2,087
PART-TIME SALARIES - BLYTHEWOOD PARK	11,440	840	2,988	8,452	26%	1,167	2,470
PART-TIME SALARIES - CAUGHMAN ROAD	12,561	1,038	3,528	9,032	28%	1,532	2,828
PART-TIME SALARIES - CRANE CREEK GYM	17,160	560	2,330	14,830	14%	1,136	2,248
PART-TIME SALARIES - CROSS ROADS CC	0	0	0	0		289	1,030
PART-TIME SALARIES - DENNY TERRACE GYM	17,160	768	2,682	14,478	16%	1,020	2,130
PART-TIME SALARIES - EASTOVER PARK	17,160	1,471	4,440	12,720	26%	1,832	3,583
PART-TIME SALARIES - EASTOVER POOL	19,008	0	8,235	10,773	43%	(203)	4,714
PART-TIME SALARIES - FOREST LAKE PARK	11,440	950	2,870	8,570	25%	1,310	2,632
PART-TIME SALARIES - FRIARS GATE PARK	11,440	840	2,740	8,700	24%	1,900	3,959
PART-TIME SALARIES - GADSDEN PARK	17,160	1,254	3,768	13,392	22%	2,128	3,948
PART-TIME SALARIES - GF ADULT ACTIVITY CTR	7,956	1,237	4,472	3,484	56%	1,805	3,709
PART-TIME SALARIES - GF TECHNOLOGY	3,120	590	2,044	1,077	65%	759	1,629
PART-TIME SALARIES - HP SENIOR CENTER	0	0	0	0		393	854
PART-TIME SALARIES - HOPKINS PARK	11,440	516	1,604	9,836	14%	1,140	2,283
PART-TIME SALARIES - HOPKINS POOL	11,440	0	4,822	6,618	42%	40	4,284
PART-TIME SALARIES - KELLY MILL	11,960	525	1,117	10,844	9%	2,328	3,749
PART-TIME SALARIES - KELLY MILL CONCESSIONS	40,300	1,939	3,696	36,604	9%	3,303	4,799
PART-TIME SALARIES - KILLIAN PARK	11,440	848	3,476	7,964	30%	1,247	2,532
PART-TIME SALARIES - MEADOWLAKE PARK	12,012	974	3,129	8,883	26%	1,325	2,572
PART-TIME SALARIES - NEW CASTLE	0	0	126	(126)		297	1,391
PART-TIME SALARIES - NORTH SPRINGS PARK	12,870	1,188	4,320	8,550	34%	1,798	3,640
PART-TIME SALARIES - NORTH SPRINGS COMM CTR	0	0	159	(159)		1,221	2,212
PART-TIME SALARIES - PERRIN THOMAS	0	0	0	0		965	1,915
PART-TIME SALARIES - PINE GROVE COMM CENTER	7,800	690	3,434	4,367	44%	1,476	2,955
PART-TIME SALARIES - POLO ROAD PARK	11,440	1,123	3,692	7,748	32%	1,577	3,520
PART-TIME SALARIES - RIDGEWOOD PARK	0	0	80	(80)		324	464
PART-TIME SALARIES - ST. ANDREWS PARK	11,440	291	1,667	9,773	15%	1,029	2,250
PART-TIME SALARIES - ST. ANDREWS POOL	26,103	0	15,367	10,736	59%	0	0
PART-TIME SALARIES - TECHNOLOGY CENTER	3,120	238	898	2,223	29%	690	1,320
PART-TIME SALARIES - TRENHOLM PARK	11,440	840	3,673	7,567	34%	1,130	2,446
PART-TIME SALARIES - TRENHOLM POOL	23,947	0	14,705	9,242	61%	(41)	10,675
PART-TIME SALARIES - UPPER RICHLAND	0	0	0	0		563	1,288
PART-TIME SALARIES - RCTC	10,296	657	2,611	7,686	25%	2,363	4,568

Richland County Recreation Commission
REVENUE & EXPENDITURE STATEMENT
As of September 30, 2017

B

	<u>BUDGETED</u>	<u>CURRENT PERIOD</u>	<u>YEAR ACTUAL</u>	<u>REMAINING BALANCE</u>	<u>PCT USED</u>	<u>PRIOR YEAR PERIOD</u>	<u>PRIOR YEAR TO DATE</u>
PART-TIME SALARIES - AMBASSADORS	61,750	4,261	13,941	47,809	23%	3,757	7,880
ELECTRIC - ADMIN-MAIN OFFICE	52,440	3,553	10,330	42,110	20%	4,221	8,062
ELECTRIC - ADULT ACTIVITY CENTER	35,880	3,457	9,731	26,149	27%	3,769	7,124
ELECTRIC - BALLENTINE PARK	38,400	2,398	6,970	31,430	18%	3,458	8,065
ELECTRIC - BLUFF ROAD PARK	50,400	5,236	13,201	37,199	26%	6,606	11,516
ELECTRIC - BLYTHEWOOD PARK	52,800	4,979	15,803	36,997	30%	3,745	8,661
ELECTRIC - CAUGHMAN ROAD PARK	57,600	4,976	14,472	43,128	25%	6,435	11,470
ELECTRIC - CRANE CREEK	0	253	760	(760)		256	518
ELECTRIC - CRANE CREEK GYM	39,000	3,247	8,813	30,187	23%	3,721	7,018
ELECTRIC - CROSS ROAD PARK	22,800	976	4,364	18,436	19%	1,864	5,535
ELECTRIC - DENNY TERRACE AND GYM	74,400	6,903	18,828	55,572	25%	6,381	15,103
ELECTRIC - EASTOVER PARK	42,960	4,189	11,289	31,671	26%	4,182	7,582
ELECTRIC - EASTOVER POOL	15,360	1,560	4,423	10,937	29%	1,684	3,104
ELECTRIC - FOREST LAKE PARK	30,600	3,869	11,291	19,309	37%	3,998	7,792
ELECTRIC - FRIARGATE PARK	48,000	0	9,164	38,836	19%	5,448	11,034
ELECTRIC - GADSDEN PARK	5,448	0	326	5,122	6%	319	983
ELECTRIC - GARNERS FERRY SPORTS COMPLEX	7,080	313	997	6,083	14%	281	548
ELECTRIC - GF ADULT ACTIVITY CENTER	22,800	2,042	5,765	17,035	25%	2,478	4,803
ELECTRIC - GF TECHNOLOGY CENTER	418	418	1,181	3,499	25%	508	943
ELECTRIC - HOPKINS PARK	57,600	5,677	15,178	42,422	26%	6,017	10,875
ELECTRIC - KELLY MILL	36,300	0	2,422	33,878	7%	3,457	10,376
ELECTRIC - KILLIAN PARK	32,400	3,178	9,462	22,948	29%	3,525	6,928
ELECTRIC - MEADOWLAKE PARK	43,800	5,104	14,077	29,723	32%	5,177	9,467
ELECTRIC - NEW CASTLE	4,320	887	1,628	2,692	38%	431	878
ELECTRIC - NORTH SPRINGS PARK	50,400	4,895	14,057	36,343	28%	5,224	10,466
ELECTRIC - PERRIN THOMAS COMMUNITY	16,200	393	1,001	15,199	6%	1,439	2,763
ELECTRIC - PINE GROVE COMMUNITY CENTER	7,800	734	1,767	6,033	23%	727	1,405
ELECTRIC - POLO ROAD PARK	74,400	5,800	15,502	58,898	21%	8,030	13,219
ELECTRIC - RIDGEWOOD PARK	4,200	382	1,114	3,086	27%	409	776
ELECTRIC - SERENITY PARK	1,020	92	276	744	27%	92	184
ELECTRIC - STARLITE FLOODLIGHTING	420	22	67	353	16%	22	45
ELECTRIC - ST. ANDREWS PARK	72,000	6,726	18,175	53,825	25%	7,701	14,740
ELECTRIC - SUMMERHILL PARK	660	59	178	482	27%	59	119
ELECTRIC - TECHNOLOGY CENTER	6,600	568	1,757	4,843	27%	683	1,325
ELECTRIC - TRENHOLM PARK	48,000	3,750	11,402	36,598	24%	4,729	9,092
ELECTRIC - TRENHOLM POOL	9,840	1,247	3,533	6,307	36%	1,411	2,673
ELECTRIC - UPPER RICHLAND COMM CENTER	6,120	1,403	3,591	2,529	59%	432	1,321
ELECTRIC - RICHLAND COUNTY TENNIS CENTER	9,000	658	1,926	7,074	21%	787	1,504
ELECTRIC - CAUGHMAN ROAD TENNIS CENTER	9,360	700	2,016	7,344	22%	900	1,601
ELECTRIC - DUTCH FORK TENNIS CENTER	660	50	150	510	23%	30	60
TELEPHONE - ADMIN-MAIN OFFICE	67,740	3,132	12,676	55,064	19%	4,810	11,458
TELEPHONE - ADULT ACTIVITY CENTER	6,800	499	1,388	5,212	21%	474	953
TELEPHONE - PROPERTY MANAGEMENT	20,000	1,295	2,807	17,193	14%	1,374	2,743
TELEPHONE - BALLENTINE PARK	2,760	200	520	2,240	19%	198	398

Richland County Recreation Commission
REVENUE & EXPENDITURE STATEMENT
As of September 30, 2017

B

	<u>BUDGETED</u>	<u>CURRENT PERIOD</u>	<u>YEAR ACTUAL</u>	<u>REMAINING BALANCE</u>	<u>PCT USED</u>	<u>PRIOR YEAR PERIOD</u>	<u>PRIOR YEAR TO DATE</u>
TELEPHONE - BLUFF ROAD PARK	4,620	258	770	3,850	17%	256	605
TELEPHONE - BLYTHEWOOD PARK	2,100	179	536	1,564	26%	172	346
TELEPHONE - CAUGHMAN ROAD PARK	2,400	178	531	1,869	22%	171	394
TELEPHONE - CRANE CREEK	0	83	249	(249)		82	166
TELEPHONE - CRANE CREEK GYM	1,200	513	1,493	(293)	124%	986	1,681
TELEPHONE - CROSS ROAD PARK	2,040	200	521	1,519	26%	159	320
TELEPHONE - DENNY TERRACE AND GYM	6,240	452	1,456	4,784	23%	450	1,088
TELEPHONE - EASTOVER PARK	3,840	245	735	3,105	19%	243	489
TELEPHONE - EASTOVER POOL	600	41	122	478	20%	40	81
TELEPHONE - FOREST LAKE PARK	1,620	130	339	1,281	21%	290	412
TELEPHONE - FRIARSGATE PARK	2,280	163	489	1,791	21%	161	325
TELEPHONE - GADSDEN PARK	3,360	240	599	2,761	18%	238	476
TELEPHONE - GF ADULT ACTIVITY CENTER	3,900	284	768	3,132	20%	280	564
TELEPHONE - GF TECHNOLOGY CENTER	3,000	176	592	2,408	20%	219	440
TELEPHONE - HOPKINS PARK SENIOR CENTER	2,220	160	442	1,778	20%	160	320
TELEPHONE - HOPKINS PARK	4,320	251	754	3,566	17%	287	577
TELEPHONE - KELLY MILL	420	39	78	342	19%	0	0
TELEPHONE - KILLIAN PARK	2,280	167	499	1,781	22%	160	322
TELEPHONE - MEADOWLAKE PARK	2,760	201	731	2,029	27%	197	399
TELEPHONE - NEW CASTLE	2,040	160	442	1,598	22%	157	317
TELEPHONE - NORTH SPRINGS PARK	3,000	215	606	2,394	20%	214	429
TELEPHONE - NORTH SPRINGS COMM CTR	1,680	124	366	1,314	22%	120	242
TELEPHONE - PERRIN THOMAS	2,280	162	444	1,836	19%	159	319
TELEPHONE - PINE GROVE COMMUNITY CENTER	3,360	242	644	2,716	19%	238	478
TELEPHONE - POLO ROAD PARK	2,400	171	454	1,946	19%	160	322
TELEPHONE - RIDGEWOOD PARK	2,400	163	451	1,949	19%	176	351
TELEPHONE - ST. ANDREWS PARK	4,080	292	875	3,205	21%	1,264	1,557
TELEPHONE - ST. ANDREWS POOL	1,320	90	270	1,050	20%	90	180
TELEPHONE - TECHNOLOGY CENTER	5,160	377	1,132	4,028	22%	375	757
TELEPHONE - TRENHOLM PARK	3,900	272	622	3,278	16%	280	563
TELEPHONE - UPPER RICHLAND COMMUNITY CTR	2,760	201	563	2,197	20%	199	400
TELEPHONE - RICHLAND COUNTY TENNIS	3,480	40	540	2,940	16%	250	711
TELEPHONE - CAUGHMAN ROAD TENNIS CENTER	1,680	120	321	1,359	19%	121	242
WATER - ADMIN-MAIN OFFICE	7,320	0	1,190	6,130	16%	349	2,186
WATER - ADULT ACTIVITY CENTER	2,040	137	414	1,626	20%	124	445
WATER - BALLENTINE PARK	960	60	174	786	18%	54	163
WATER - BLUFF ROAD PARK	6,120	799	2,394	3,726	39%	465	1,267
WATER - BLYTHEWOOD PARK	3,120	188	621	2,499	20%	260	971
WATER - CAUGHMAN ROAD PARK	18,360	1,837	5,237	13,123	29%	1,739	4,379
WATER - CRANE CREEK GYM	7,500	717	2,294	5,206	31%	0	494
WATER - CRANE FOREST PARK	0	0	104	(104)		101	152
WATER - DENNY TERRACE AND GYM	2,400	0	0	2,400	%	0	216
WATER - EASTOVER PARK	4,800	129	218	4,582	5%	465	907
WATER - FOREST LAKE PARK	2,640	199	604	2,036	23%	0	376

Richland County Recreation Commission
REVENUE & EXPENDITURE STATEMENT
As of September 30, 2017

B

	<u>BUDGETED</u>	<u>CURRENT</u>	<u>YEAR</u>	<u>REMAINING</u>	<u>PCT</u>	<u>PRIOR</u>	<u>PRIOR</u>
		<u>PERIOD</u>	<u>ACTUAL</u>	<u>BALANCE</u>	<u>USED</u>	<u>YEAR</u>	<u>TO DATE</u>
WATER - FRIARSGATE PARK	2,160	0	474	1,686	22%	112	231
WATER - GARNERS FERRY SPORTS COMPLEX	9,720	147	369	9,351	4%	714	4,968
WATER - GF ADULT ACTIVITY CENTER	3,720	0	556	3,164	15%	539	806
WATER - GF TECHNOLOGY CENTER	780	0	114	666	15%	110	165
WATER - HOPKINS PARK AND HOP AAC	360	551	1,849	(1,489)	514%	20	60
WATER - KELLY MILL	840	0	111	729	13%	53	199
WATER - KILLIAN PARK	2,400	178	518	1,882	22%	174	728
WATER - MEADOWLAKE PARK	6,900	598	2,002	4,898	29%	565	1,812
WATER - NEW CASTLE	6,900	375	1,144	5,756	17%	678	1,965
WATER - NORTH SPRINGS PARK	32,700	0	4,597	28,103	14%	6,028	10,432
WATER - PERRIN THOMAS	6,960	667	1,959	5,001	28%	428	952
WATER - PINE GROVE COMMUNITY CENTER	840	72	215	626	26%	69	180
WATER - POLO ROAD PARK	4,620	0	734	3,886	16%	444	1,162
WATER - RIDGEWOOD PARK	6,120	94	513	5,607	8%	377	1,584
WATER - ST. ANDREWS PARK	10,080	787	2,267	7,813	22%	0	1,081
WATER - TECHNOLOGY CENTER	600	42	126	474	21%	41	135
WATER - TRENHOLM PARK	15,780	2,802	4,823	10,957	31%	3,046	5,139
WATER - UPPER RICHLAND COMMUNITY CENTER	780	0	84	696	11%	182	223
WATER - RICHLAND COUNTY TENNIS CENTER	1,860	74	249	1,611	13%	148	447
SEWER - ADMIN-MAIN OFFICE	840	67	124	716	15%	57	114
SEWER - ADULT ACTIVITY CENTER	840	71	132	708	16%	61	121
SEWER - BALLENTINE PARK	1,080	0	401	679	37%	401	401
SEWER - EASTOVER	816	163	291	525	36%	0	0
SEWER - FRIARSGATE PARK	3,480	288	576	2,904	17%	288	576
SEWER - NEW CASTLE	540	44	81	459	15%	37	75
SEWER - NORTH SPRINGS PARK	600	66	167	433	28%	16	43
SEWER - ST. ANDREWS PARK	18,240	1,179	3,537	14,703	19%	1,179	3,537
SEWER - TRENHOLM	2,700	230	425	2,275	16%	196	391
PRINTING AND PUBLICITY	33,800	3,397	4,081	29,719	12%	3,166	3,166
ADVERTISEMENTS	7,000	249	2,003	4,997	29%	0	0
INSURANCE	218,979	147	758	218,221	%	94	94
CONFERENCES & MEMBERSHIPS	40,752	4,696	15,853	24,899	39%	1,077	1,936
WEBSITE MAINTENANCE	2,000	0	0	2,000	%	65	130
BOARD TRAINING AND EXPENSES	16,500	2,696	12,550	3,950	76%	860	1,547
BUS LEASE PURCHASE	60,000	0	0	60,000	%	0	0
AUTOMOBILE LEASE PURCHASE	104,692	0	0	104,692	%	0	0
AUDIT AND CONSULTING FEES	22,000	0	0	22,000	%	6,400	7,850
FINANCE SOFTWARE MAINTENANCE FEES	0	0	0	0	%	282	282
LEGAL FEES	17,500	542	1,626	15,874	9%	0	0
PAYROLL PROCESSING CHARGES	70,000	10,094	26,715	43,285	38%	3,544	18,047
TRASH SERVICE	44,670	2,895	10,670	33,940	24%	4,821	15,333
SECURITY MONITORING	41,000	3,080	9,592	31,408	23%	5,322	15,205
RANGER SECURITY	24,500	720	3,268	21,233	13%	1,992	3,869
	1,000	0	144	856	14%	0	0

Richland County Recreation Commission
REVENUE & EXPENDITURE STATEMENT
As of September 30, 2017

B

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		<u>PERIOD</u>	<u>ACTUAL</u>	<u>BALANCE</u>	<u>USED</u>	<u>YEAR</u>	<u>TO DATE</u>
RECORDS RETENTION	7,625	420	747	6,878	10%	365	654
BANK CHARGES/CREDIT CARD FEES	24,486	1,459	5,341	19,145	22%	364	3,862
OCCUPATIONAL HEALTH	12,958	0	0	12,958	%	0	0
EMPLOYEE BACKGROUND INVESTIGATION	4,070	(130)	(333)	4,403	(8%)	648	1,543
JUMPS	0	0	0	0		0	6,750
SUPPLIES - ADMIN-MAIN OFFICE	34,072	526	2,109	31,963	6%	189	1,148
SUPPLIES - ADAPTIVE REC	4,575	427	427	4,148	9%	771	845
SUPPLIES - ADULT ACTIVITY CENTER	13,990	0	179	13,811	1%	293	422
SUPPLIES - CAMP SUNSHINE	6,050	0	1,455	4,595	24%	0	1,235
SUPPLIES - DAY CAMPS	39,024	0	707	38,317	2%	152	848
SUPPLIES - AFTER SCHOOL CAMP	21,790	611	720	21,070	3%	194	194
SUPPLIES - PLAYGROUND	4,024	0	0	4,024	%	0	1,396
SUPPLIES - ATHLETIC PROGRAMS	5,850	0	0	5,850	%	0	0
SUPPLIES - BALLENTINE PARK	950	0	39	911	4%	74	208
SUPPLIES - BLUFF ROAD PARK	950	108	108	842	11%	0	0
SUPPLIES - BLYTHEWOOD PARK	15,290	0	0	15,290	%	37	73
SUPPLIES - CAUGHMAN ROAD PARK	950	0	0	950	%	80	80
SUPPLIES - CRANE CREEK GYM	950	0	0	950	%	78	78
SUPPLIES - CROSS ROAD PARK	750	0	169	581	23%	0	0
SUPPLIES - DENNY TERRACE GYM	950	0	0	950	%	0	0
SUPPLIES - EASTOVER PARK	950	0	194	756	20%	0	0
SUPPLIES - EASTOVER POOL	11,900	800	2,400	9,500	20%	800	4,000
SUPPLIES - FOREST LAKE PARK	950	0	0	950	%	162	239
SUPPLIES - FRIARGATE PARK	950	0	0	950	%	0	42
SUPPLIES - GADSDEN PARK	950	0	0	950	%	128	789
SUPPLIES - GF ADULT ACTIVITY CENTER	4,120	0	481	3,639	12%	0	295
SUPPLIES - GF TECHNOLOGY CENTER	750	0	0	750	%	0	0
SUPPLIES - HOPKINS PARK SENIOR CENTER	950	0	0	950	%	50	130
SUPPLIES - HOPKINS PARK	950	0	21	929	2%	0	0
SUPPLIES - HOPKINS POOL	10,300	800	2,100	8,200	20%	800	3,400
SUPPLIES - KELLY MILL	2,400	0	0	2,400	%	0	0
SUPPLIES - KILLIAN PARK	950	0	13	937	1%	0	239
SUPPLIES - MEADOWLAKE PARK	950	92	92	858	10%	0	0
SUPPLIES - NEW CASTLE	950	0	0	950	%	80	268
SUPPLIES - NORTH SPRINGS PARK	950	0	0	950	%	0	(500)
SUPPLIES - NORTH SPRINGS COMM CTR	950	0	291	659	31%	80	160
SUPPLIES - PERRIN THOMAS	950	0	0	950	%	163	163
SUPPLIES - PINE GROVE COMMUNITY CENTER	950	163	641	309	67%	99	222
SUPPLIES - POLO ROAD PARK	15,290	0	0	15,290	%	36	36
SUPPLIES - RIDGEWOOD PARK	750	77	202	548	27%	269	533
SUPPLIES - SENIOR PROGRAMS	5,000	50	675	4,325	13%	0	0
SUPPLIES - ST. ANDREWS PARK	950	162	162	788	17%	0	0
SUPPLIES - ST. ANDREWS POOL	11,975	800	2,409	9,566	20%	822	4,130
SUPPLIES - TECHNOLOGY CENTER	1,500	0	0	1,500	%	0	0

Richland County Recreation Commission
REVENUE & EXPENDITURE STATEMENT
As of September 30, 2017

B

	BUDGETED	CURRENT	YEAR	REMAINING	PCT	PRIOR	PRIOR
		PERIOD	ACTUAL	BALANCE	USED	YEAR	TO DATE
SUPPLIES - TRENHOLM PARK	1,450	0	7	1,443	1%	0	0
SUPPLIES - TRENHOLM POOL	11,900	800	2,400	9,500	20%	800	4,000
SUPPLIES - UPPER RICHLAND COMMUNITY CTR	950	0	197	753	21%	228	266
SUPPLIES - RCTC	3,300	0	0	3,300	%	0	0
POSTAGE	5,450	0	0	5,450	%	235	2,137
TRANSPORTATION SERVICES - CAMP SUNSHINE	26,000	0	0	26,000	%	0	0
COMPUTER SOFTWARE/SUPPLIES	35,558	425	14,613	20,945	41%	1,030	4,307
GRANT GARDENING	0	0	0	0		1,030	4,307
SUPPLIES - SPECIAL ACTIVITIES	23,900	2,623	8,706	15,194	36%	282	282
SHIRTS FOR CENTER STAFF	4,944	19	19	4,925	%	4,768	5,518
UNIFORMS - SAFETY & SECURITY	3,800	195	305	3,495	8%	0	0
UNIFORMS - PROPERTY MANAGEMENT	24,000	130	6,342	17,658	26%	2,694	5,241
AWARDS & RECOGNITION	6,800	0	1,211	5,589	18%	0	139
SAFETY AND TRAINING	19,775	210	490	19,285	2%	142	1,073
COST OF INVENTORY RORC	0	0	19,804	(19,804)		1,034	18,308
COST OF INVENTORY KELLY MILL CONCESSIONS	0	3,571	0	0		7,610	(38,479)
PROP MNGT - CONSTRUCTION	117,000	5,430	20,933	96,067	18%	5,447	(3,159)
PROP MNGT - VEHICLES	218,500	3,257	19,807	199,693	9%	11,842	12,478
PROP MNGT - MILEAGE REIMBURSEMENTS	6,420	479	1,306	5,114	20%	214	565
PROP MNGT - TURF	50,000	3,543	7,150	42,850	14%	3,036	8,137
PROP MNGT - GROUNDS	120,000	4,260	11,666	108,334	10%	7,220	(14,264)
PROP MNGT - PROGRAM	120,000	23,605	24,405	95,595	20%	6,274	6,699
PROP MNGT - BUILDINGS	150,000	7,970	27,420	122,580	18%	13,713	8,458
FACILITIES - JANITORIAL	81,000	6,807	20,106	60,894	25%	6,638	13,438
REPAIR & REP - ADMIN-MAIN OFFICE	19,762	1,642	4,769	14,993	24%	1,587	5,905
REPAIR & REPLACEMENT - PROPERTY MAN	231,000	6,140	65,838	165,162	29%	0	16,811
NEW EQUIPMENT - ADMIN - MAIN OFFICE	21,079	2,534	10,534	10,545	50%	0	0
NEW EQUIPMENT - PROPERTY MANAGEMENT	60,000	0	12,881	47,119	21%	0	0
NEW EQUIPMENT - CONSTRUCTION	4,000	0	0	4,000	%	0	0
NEW EQUIPMENT - CUSTODIAL	8,600	0	0	8,600	%	0	0
NEW EQUIPMENT - FACILITY REPAIR	11,000	25,330	28,110	(17,110)	256%	0	0
PARK IMPROVEMENTS	829,830	2,400	64,174	765,656	8%	0	0
SALES TAX KELLY MILL CONCESSIONS	19,200	209	413	18,787	2%	396	1,073
OPERATIONAL COSTS - ADULT ACTIVITY	0	6,783	16,184	(16,184)		3,979	19,814
OPERATIONAL COST - ATH LEAGUE FEES	0	5	5	(5)		0	0
OPERATIONAL COSTS - COLUMBIA UNITED	0	0	0	0		1,620	1,620
OPERATIONAL COSTS - DAY CAMP	0	0	14,708	(14,708)		0	0
OPERATIONAL COSTS - PLAYGROUND	0	0	117	(117)		0	80
OPERATIONAL COSTS-ADULT BASKETBALL	0	160	440	(440)		600	2,974
OPERATIONAL COSTS - ADULT SOFTBALL	0	32	257	(257)		608	1,070
OPERATIONAL COSTS - SOFTBALL TOURNAMENT	0	0	0	0		0	1,391
OPERATIONAL COSTS - ATHLETIC SPONSORSHIPS	0	0	1,000	(1,000)		0	0
OPERATIONAL COSTS - YOUTH BASKETBALL	0	0	21,248	(21,248)		592	17,378
OPERATIONAL COSTS - FLAG FOOTBALL	0	0	29	(29)		0	0

Richland County Recreation Commission
REVENUE & EXPENDITURE STATEMENT
As of September 30, 2017

B	BUDGETED	CURRENT PERIOD	YEAR ACTUAL	REMAINING BALANCE	PCT USED	PRIOR YEAR PERIOD	PRIOR YEAR TO DATE
OPERATIONAL COSTS - KICKBALL	0	386	626	(626)		736	1,031
OPERATIONAL COSTS - T-BALL	0	0	0	0		699	699
OPERATIONAL COSTS - SHINKICKERS/SOCCER	0	0	0	0		2,478	2,478
OPERATIONAL COSTS - BALLENTINE PARK	0	50	400	(400)		474	592
OPERATIONAL COSTS - BLUFF ROAD PARK	0	41	49	(49)		390	767
OPERATIONAL COSTS - BLYTHEWOOD PARK	0	1,570	2,650	(2,650)		1,978	3,125
OPERATIONAL COSTS - CAUGHMAN ROAD PARK	0	383	2,007	(2,007)		1,975	1,975
OPERATIONAL COSTS - CRANE CREEK GYM	0	0	280	(280)		464	1,092
OPERATIONAL COSTS - CROSS ROADS CC	0	0	0	0		126	198
OPERATIONAL COSTS - DENNY TERRACE GYM	0	51	115	(115)		58	113
OPERATIONAL COSTS - EASTOVER POOL	0	0	(6)	6		6	42
OPERATIONAL COSTS - FOREST LAKE PARK	0	210	1,039	(1,039)		936	1,194
OPERATIONAL COSTS - FRIARSGATE PARK	0	243	398	(398)		401	612
OPERATIONAL COSTS - GADSDEN	0	0	95	(95)		157	221
OPERATIONAL COSTS - GF ADULT ACTIVITY	0	1,043	2,438	(2,438)		1,174	2,349
OPERATIONAL COSTS - HP SENIOR CENTER	0	143	296	(296)		950	1,022
OPERATIONAL COSTS - HOPKINS PARK	0	37	37	(37)		52	301
OPERATIONAL COSTS - HOPKINS POOL	0	0	5	(5)		1	27
OPERATIONAL COSTS - KELLY MILL	0	0	120	(120)		0	0
OPERATIONAL COSTS - KELLY MILL CONCESSION	0	1,160	1,184	(1,184)		4,858	5,525
OPERATIONAL COSTS - KILLIAN PARK	0	340	2,296	(2,296)		121	661
OPERATIONAL COSTS - MEADOWLAKE PARK	0	284	813	(813)		503	641
OPERATIONAL COSTS - NEW CASTLE	0	101	245	(245)		0	97
OPERATIONAL COSTS - NORTH SPRINGS PARK	0	1,544	2,912	(2,912)		2,752	5,007
OPERATIONAL COSTS - NS COMM CTR	0	0	56	(56)		455	482
OPERATIONAL COSTS - P THOMAS PARKING	0	0	108	(108)		28	592
OPERATIONAL COSTS - PINE GROVE	0	135	406	(406)		187	212
OPERATIONAL COSTS - PINE GR REC COM	0	0	656	(656)		0	0
OPERATIONAL COSTS - POLO ROAD PARK	0	1,963	3,635	(3,635)		2,031	3,013
OPERATIONAL COSTS - RIDGEWOOD	0	26	75	(75)		56	64
OPERATIONAL COSTS - ST. ANDREWS PARK	0	815	1,430	(1,430)		807	1,323
OPERATIONAL COSTS - ST. ANDREWS POOL	0	0	(75)	75		47	9,191
OPERATIONAL COSTS - TRENHOLM PARK	0	1,400	2,307	(2,307)		958	1,129
OPERATIONAL COSTS - TRENHOLM POOL	0	23	7	(7)		24	96
OPERATIONAL COSTS - UPPER RICHLAND	0	37	391	(391)		72	288
OPERATIONAL COSTS - RCTC	0	0	46	(46)		216	692
OPERATIONAL COSTS - POLO TENNIS	0	0	0	0		0	135
GOODWILL PARTNERSHIP EXPENSES	0	0	0	0		180	180
USE TAX	0	4,336	6,354	(6,354)		0	212
FOUNDATION SERVICES	0	70	630	(630)		83	494
TOTAL EXPENDITURE	16,221,886	1,046,086	3,698,245	12,523,641	23%	1,317,799	2,966,648

Richland County Recreation Commission
REVENUE & EXPENDITURE STATEMENT
As of September 30, 2017

B

DEFICIENCY OF REVENUE

BEFORE TRANSFERS

DEFICIENCY OF REVENUE

AFTER TRANSFERS

BUDGETED	CURRENT PERIOD	YEAR ACTUAL	REMAINING BALANCE	PCT USED	PRIOR YEAR PERIOD	PRIOR YEAR TO DATE
0	(722.008)	(2,631.218)	2,631.218		(939.953)	(1,875.209)
0	(722.008)	(2,631.218)	2,631.218		(939.953)	(1,875.209)

July 2017 - June 2018 Actual Cash Balances

EXPENSES			REVENUES		COMPARE TO PRIOR FY	
MONTH	PAYROLL PAID TO RCRC	WH & OTHER CASH DISBURSEMENTS	GOLF REVENUE	CASH BALANCE	FY 16-17 ACTUAL CASH BALANCE	CASH BALANCE DIFF FROM CURRENT FY
JUL	\$ 29,214.34	\$ 37,491.14	BEGINNING BALANCE	\$ 31,126.96	\$ 7,316.62	\$ 23,810.34
AUG	\$ 40,925.35	\$ 30,242.92		\$ 39,252.60	\$ 32,594.40	\$ 6,658.20
SEP	\$ 19,735.07	\$ 22,924.70		\$ 27,765.16	\$ 38,334.65	\$ (10,569.49)
OCT				\$ 48,272.08	\$ 12,282.28	\$ 35,989.80
NOV					\$ 16,336.43	
DEC					\$ 24,980.00	
JAN					\$ 30,275.80	
FEB					\$ 14,217.31	
MAR					\$ 15,904.99	
APR					\$ 5,808.63	
MAY					\$ 14,869.04	
JUN					\$ 18,958.79	
					\$ 31,126.96	
Averages	29,958	30,220	65,893	36,604	20,231	13,972
Notes:	Average	Average	Average	Average	Average	Average
	* 3 Payrolls in a month					
	Longevity Pay					

Richland County Recreation Commission
REVENUE & EXPENDITURE STATEMENT-LINRICK
As of September 30, 2017

D

REVENUE:

	BUDGETED	CURRENT PERIOD	YEAR ACTUAL	REMAINING BALANCE	PCT USED	PRIOR YEAR PERIOD	PRIOR YEAR TO DATE
GREEN FEES	369,000	22,093	72,381	296,619	20%	24,451	76,809
GOLF CART RENTALS	345,000	25,683	82,657	262,343	24%	27,143	86,215
RANGE	24,000	1,489	5,239	18,761	22%	1,550	5,241
PRO SHOP RENTALS	0	87	292	(292)		267	578
FOOD SALES	55,000	3,730	9,598	45,402	17%	4,636	14,707
BEER SALES	25,000	1,820	8,178	16,822	33%	2,186	6,816
PRO SHOP MERCHANDISE	30,000	2,111	6,321	23,679	21%	2,355	8,592
TOTAL REVENUE	848,000	57,012	184,666	663,334	22%	62,587	198,959

EXPENDITURES:

FULL-TIME SALARIES PRO SHOP	164,335	12,705	41,954	122,381	26%	18,503	37,869
FULL-TIME SALARIES PROPERTY MANAGEMENT	140,365	8,709	29,563	110,802	21%	15,667	32,064
SOCIAL SECURITY	25,987	2,765	7,652	18,335	29%	2,873	4,849
WORKERS' COMPENSATION	13,596	0	2,776	10,820	20%	0	3,676
EMPLOYER PAID STATE RETIREMENT	53,749	3,200	7,262	46,487	14%	3,947	3,947
EMPLOYER PAID PEBA MEDICAL INSURANCE	52,760	4,881	14,644	38,116	28%	5,453	10,841
UNEMPLOYMENT INSURANCE	1,000	0	0	1,000	%	0	0
OPEB FUNDING	15,461	0	0	15,461	%	5,464	5,464
COST REIMBURSEMENTS	0	0	0	0		0	0
PART-TIME SALARIES PRO SHOP	10,000	1,805	5,360	4,640	54%	4,420	9,709
PART-TIME SALARIES PROPERTY MANAGEMENT	25,000	1,608	3,053	21,947	12%	967	1,396
ELECTRIC PRO SHOP	3,215	0	0	3,215	%	0	0
ELECTRIC MAINTENANCE	3,800	292	807	2,993	21%	290	866
ELECTRIC CART SHED	7,500	756	2,346	5,154	31%	795	2,492
ELECTRIC PUMPS	7,985	1,083	2,874	5,111	36%	1,095	4,823
PROPANE PROSHOP	1,500	0	0	1,500	%	43	43
TELEPHONE PROSHOP	4,000	277	750	3,250	19%	314	728
WATER	2,000	0	273	1,727	14%	402	624
PRINTING AND PUBLICITY	0	0	0	0		0	0
ADVERTISEMENTS	0	0	0	0		0	0
INSURANCE	12,000	0	0	12,000	%	0	0
CONFERENCES & MEMBERSHIPS	1,000	0	192	808	19%	0	199
AUDIT AND CONSULTING FEES	2,000	0	0	2,000	%	0	0
LEGAL FEES	0	0	0	0		0	0
PAYROLL PROCESSING CHARGES	3,500	80	482	3,018	14%	344	578
TRASH SERVICE	1,500	119	357	1,143	24%	220	330
SECURITY MONITORING	0	0	0	0		0	0
BANK CHARGES/CREDIT CARD FEES	18,000	997	3,421	14,579	19%	1,691	4,273
SUPPLIES PROSHOP	3,500	65	556	2,944	16%	187	996
GAS AND OIL MAINTENANCE	16,000	3,807	4,008	11,992	25%	5,520	6,425
FERTILIZER MAINTENANCE	15,000	949	1,615	13,385	11%	1,579	2,739
VEHICLES AND MOWERS MAINTENANCE	8,000	206	764	7,236	10%	1,046	2,333

Richland County Recreation Commission
REVENUE & EXPENDITURE STATEMENT-LINRICK
As of September 30, 2017

D	BUDGETED	CURRENT PERIOD	YEAR ACTUAL	REMAINING BALANCE	PCT USED	PRIOR YEAR PERIOD	PRIOR YEAR TO DATE
GOLF COURSE SUPPLIES	0	301	301	(301)		0	130
COST OF INVENTORY	0	0	(2,740)	2,740		4,428	136
REPAIR AND REPLACEMENT MAINTENANCE	10,000	0	0	10,000	%	0	0
NEW EQUIPMENT MAINTENANCE	50,997	0	0	50,997	%	0	0
IRRIGATION SYSTEMS AND INSTALLATION	0	0	850	(850)		188	(6,417)
GOLF COURSE SUPPLIES	2,500	301	301	2,199	12%	0	130
GRASS SEED MAINTENANCE	2,500	0	0	2,500	%	2,581	2,581
CART PATH IMPROVEMENTS	25,000	0	0	25,000	%	0	0
GOLF CART OPERATING COSTS	56,000	4,564	13,693	42,307	24%	4,465	14,838
FOOD OPERATING COSTS	24,000	1,976	5,757	18,243	24%	3,312	4,397
BEER OPERATING COSTS	9,000	179	854	8,146	9%	1,723	2,854
PRO SHOP MERCHANDISE OPERATING COSTS	15,000	0	1,069	13,931	7%	2,631	5,185
SALES TAX	22,500	2,464	5,047	17,453	22%	2,939	5,351
ADMISSIONS TAX	17,500	1,174	2,573	14,927	15%	1,387	2,669
USE TAX	250	0	0	250	%	111	111
OVERS/SHORTAGES/ERRORS	0	199	(255)	255		(147)	(665)
TOTAL EXPENDITURE	848,000	55,463	158,161	689,839	19%	94,438	168,567
DEFICIENCY OF REVENUE							
BEFORE TRANSFERS	0	1,549	26,505	(26,505)		(31,851)	30,392
DEFICIENCY OF REVENUE							
AFTER TRANSFERS	0	1,549	26,505	(26,505)		(31,851)	30,392

RCRC - Property Management
Items for Auction - Fall 2017

Qty	Item
7	Floor Buffers
5	Floor Scrubbers
5	Hedge Trimmers
1	Stick Edger
3	Weedeaters
4	Backpack Blowers
1	Push Mower
8	Hand Held Electric Blowers
1	Hand Held Gas Blower
1	Push Edger
1	Push Blower
1	Paint Machine
1	Bush Hog
1	Tiller
1	Sod Cutter
1	Wheel Horse
1	Chainsaw



Enriching Lives &
Connecting Communities

Richland County Recreation Commission

Request for Waiver of Facility Fees

This form must be completed and submitted to the Richland County Recreation Commission Executive Director for requesting waiver of facility use fees. Form should be submitted 45 days in advance of proposed event.

Check one:

- ☐ Local Public School District
- ☐ Local Government
- ☐ Home Owner's Association (Defined pursuant to S.C. Code 12-43-230)
- ☒ Neighborhood Association (Recognized by the Richland County Neighborhood Council)
- ☐ Other (specify) _____

ORGANIZATION NAME: Ballentine Civic Association

501 c 3 Organization – Yes ☒ No ☐

CONTACT INFORMATION:

Contact Person: Joan Tweed

Phone: 781-2995 Alternate Phone (Cell): 360-2995

Address 111 Saratoga Road IRMA, SC 29063

Reason (justification) for waiver of fee request (or attach statement):

39th Annual Community Christmas
Party By The Ballentine Civic Assoc.



Enriching Lives &
Connecting Communities

Proposed Event Information

Date: (45 day-advance notice to RCRC requested): 12/9/17

Location: Ballentine

Time: 10 - 2:00

Number of Attendees: 90

Detailed description of event (or attach statement):

(Approval preference given to those events that have a direct positive impact on the community served by the park and those events that directly impact community youth and adult recreation):

Annual Christmas Party for
Ballentine Community - Free Event

Note: Events must not be for individual profit or gain. RCRC reserves the right to require a uniformed law enforcement officer be present at organizer's cost.

For office use only

Executive Director or Designee Signature: _____

Date: _____

☐ Approved

☐ Disapproved

For office use only (for waivers requiring Board Approval)

Board Meeting Date: _____

☐ Approved

☐ Disapproved



Richland County Recreation Commission
7473 Parklane Road, Columbia, SC 29223
COMMUNITY CENTER FACILITY USE AGREEMENT



Licensee(s): Ballentine Civic Assoc Community Center: Ballentine
Licensee Address: PO Box 270 City: Ballentine State: SC Zip Code: 29002
Daytime phone: 781-2995 Evening phone: 781-2995 Email: TWEEDJL@SC.RR.COM
Alternate Contact Person: Les Tweed Phone: 354-3091
Date of Function: 12/9/17 Time of Function: 10:00am - 2:00pm Number of Guests Invited: 90 Date of Birth: 6/15/50
Description of function: Christmas Party Setup Time: 10:00am Cleanup Time: 1-2:00
Community
SPACE REQUESTED: 1:00 - 2:00
We leave by 2:00 pm

Space	Setup* (circle one for each room used)			# of chairs	# of tables	Staff Fee	Security Fee*	Setup Fee	Facility Usage Fee	Total	Rental Deposit	Balance
Room #1	Classroom	Theater	Banquet									
Room #2	Classroom	Theater	Banquet									
Banquet Hall	Classroom	Theater	Banquet	<u>All</u>	<u>All</u>							
Side #1	Classroom	Theater	Banquet									
Side #2	Classroom	Theater	Banquet									
*2 Hour Minimum												
Total:												

- Normal Hours: Monday-Friday, 10:00 am-6:00 pm
- Licensee will receive one hour setup and one hour cleanup
- No Teen parties allowed during regular or after hours. (Initial: JST)

Licensee agrees to save, defend, and hold harmless the Richland County Recreation Commission and its agents/employees from any and all claims for loss/damages, including any governmental fees, fines or penalties (including legal fees and costs incurred) arising from Licensee's use or occupancy of any Richland County Recreation Commission property for any activities conducted by Licensee on that property.

Joan Tweed
Licensee Signature

Date: 6/30/17

Print Name: Joan Tweed

Administrative Coordinator

Date: _____

Executive Director or Designee

Date: _____

OFFICE USE ONLY:

Deposit: Check #: _____ Cash: _____ Credit Card: _____ Amount: _____ Date: _____ Receipt #: _____ Bal: _____

Balance Due: Check: _____ Cash: _____ Credit Card: _____ Amount: _____ Date: _____ Receipt #: _____ Bal: _____

Richland County Recreation Commission

Procedures Governing Community Center Facility Usage

1. An approved agreement is required for the use of space in a RCRC facility. The Administrative Coordinator or designee is responsible for taking applications for use of all facilities and for formulating an agreement of use of requested space. ****All residents outside Richland County will pay a regular rental fee plus 20%.**
2. All Community Center facilities require a two (2) hour minimum rental.
3. Organized Homeowner's Associations and Neighborhood Associations may use space at the parks during normal operating hours, on a space-available basis at no cost. Required expenses will include:
 - \$20 per hour security fee if the event serves alcohol.
 - \$20 per hour security fee for 100 or more attendees. *(minimum of four (4) hours)*
 - \$20 after hours fee.
4. Governmental agencies, eligible non-profit/for-profit organizations, groups and individuals may use a RCRC facility space, on a space available basis, for cost stipulated in RCRC's Recreation Center Facility Usage Fees on page 4.
5. The Administrative Coordinator or designee determines space availability and times of usage.
6. Events held during non-operational hours will require a Richland County Recreation Commission staff person to be on site for the duration of the event. A charge of \$20 per hour will be assessed at all events held during non-operational hours. Keys to the center are not available to the Licensee.
7. **Security Staff Requirement:** Security staff will be required for all events serving alcoholic beverages and for groups of 100 or more. A charge of \$20 per hour for security may be assessed for these events. A charge for the minimum of four (4) hours must be paid for security staff.
8. Smoking is prohibited in RCRC buildings, outdoor facilities and covered or uncovered entrances. Smoking is allowed in designated smoke areas which are no less than 100 ft. from the above mentioned.
9. **Hold Harmless Clause:** Licensee agrees to save, defend, and hold harmless the Richland County Recreation Commission and its agents/employees from any and all claims for loss/damages, including any governmental fees, fines or penalties (including legal fees and costs incurred) arising from Licensee's use or occupancy of any Richland County Recreation Commission property for any activities conducted by Licensee on that property.
10. If RCRC property loss is incurred as a result of the use of the facility by the Licensee, the amount of damage shall be determined by the Facility Manager or designee, in consultation with the Division Head of Property Management, and approved by the Richland County Recreation Commission Executive Director. The Licensee shall be billed an amount which shall cover the damage and shall pay all costs of collection including reasonable attorney's fees. The Richland County Recreation Commission advises the Licensee using RCRC space that it should (in its own interest) secure appropriate insurance coverage for the period of time the facility is being used. Insurance may be required in some circumstances. *(Initial JCV)*
11. Cleanup is the responsibility of the Licensee. Clean up procedures required include:
 - All trash (food, cups, plates, paper, tablecloths, bottles, decorations, etc.) must be bagged and placed in the trash receptacles provided by the facility staff.
 - Kitchen appliances and counters must be cleaned.
 - Bathrooms must be left in a presentable manner.
 - RCRC grounds must be cleared of litter. *(Initial CT)*

12. Tablecloths and table skirts will not be provided.
13. Only table decorations may be used. Decorations may not be attached to any part of the building. (Initial: JCT)
14. The use of any open flames is **prohibited** inside RCRC facilities.
15. Lobby furniture shall not be rearranged or removed.
16. **Deposits Policy:** A deposit of 50% of the total rental fee must be paid upon making a reservation. Balance must be paid no later than 7 days prior to the event. (Initial: JCT)
17. **Cancellation/Refund Policy:** 10% processing fee will be charged for all cancellations made at least (14) days prior to the scheduled rental date. 50% of the total rental fee will be charged for all cancellations made (13) days or less to the scheduled rental date. (Initial: JCT)
18. Rental fee includes only the tables and chairs on-site. Licensee agrees that it is responsible for set-up and break-down of tables and chairs and returning them to designated locations for all events having less than 75 guests invited. Licensee's responsibility shall be determined by the number of guests invited as listed by Licensee on page 1.
19. No admission charge or selling of goods and/or services is allowed without prior approval from Richland County Recreation Commission.
20. Children must be supervised and accompanied by an adult at all times while on the premises.
21. Licensee will identify a designated person who will accompany a staff person for a pre-event and post-event onsite inspection of the premises. (PRINT NAME: Joan Tweed)
 - a. The designated person(s) will be notified by the facility staff of the time **one (1) hour prior to the end of the event**. It is the responsibility of the Licensee to complete the function by the time **(including cleanup time)** specified on the contract, however if the function time should **EXCEED** the regularly scheduled function time by **15 minutes or more** the Licensee must pay for an **additional hour**. (Initial: JCT)
22. All events must be complete and the facility closed no later than **11:00 pm** for Ballentine, Crossroads, the Hopkins Park Adult Activity Center, Gadsden, New Castle/Trenholm Acres, North Springs, Perrin-Thomas, Pine Grove, Ridgewood and Upper Richland.
23. The community center must be contacted at least **7 business days** prior to the function, of **ANY** changes in the contract and must be approved by the Executive Director or Designee.
24. No weapons of any kind are allowed on RCRC property, to include the carrying of permitted/licensed concealed weapons. The term "weapons" includes, but is not limited to firearms, ammunition, knives or explosive devices.

** Kitchen is not a commercial kitchen. Food must be prepared prior to arrival. Facilities are available for heating and keeping foods cold. No utensils or other equipment will be provided.

By signing in the spaces below you, the Licensee, establish that you fully understand and agree to comply with all the terms stated within the Procedures Governing Community Center Facility Usage.

Joan Tweed
Licensee Signature

6/30/17
Date



Enriching Lives &
Connecting Communities

Richland County Recreation Commission

Request for Waiver of Facility Fees

This form must be completed and submitted to the Richland County Recreation Commission Executive Director for requesting waiver of facility use fees. Form should be submitted 45 days in advance of proposed event.

Check one:

- ☐ Local Public School District
- ☐ Local Government
- ☐ Home Owner's Association (Defined pursuant to S.C. Code 12-43-230)
- ☐ Neighborhood Association (Recognized by the Richland County Neighborhood Council)
- ☒ Other (specify) Artists guild

ORGANIZATION NAME: Krenholm Artists Guild

501 c 3 Organization – Yes ☒ No ☐

CONTACT INFORMATION:

Contact Person: David Phillips or Renea Eshleman

Phone: 796.3352 Alternate Phone (Cell): 767.5505

Address P.O. Box 6793, Columbia SC 29260

Reason (justification) for waiver of fee request (or attach statement):

Attached

Enriching Lives &
Connecting Communities

AAC

Proposed Event Information

Date: (45 day-advance notice to RCRC requested): 11/13/17, 1/8/18, 2/12/18, 3/12/18,
Location: Adult Activities Center 4/9/18, 5/14/18
Time: 6 PM
Number of Attendees: 75

Detailed description of event (or attach statement):

(Approval preference given to those events that have a direct positive impact on the community served by the park and those events that directly impact community youth and adult recreation):

Attached

Note: Events must not be for individual profit or gain. RCRC reserves the right to require a uniformed law enforcement officer be present at organizer's cost.

For office use only

Executive Director or Designee Signature: _____

Date: _____

☐ Approved

☐ Disapproved

For office use only (for waivers requiring Board Approval)

Board Meeting Date: _____

☐ Approved

☐ Disapproved

AAC



Richland County Recreation Commission
 7473 Parklane Road, Columbia, SC 29223
ADULT ACTIVITY CENTER FACILITY USE AGREEMENT



Licensee(s): Trenholm Artists Guild

Licensee Address: PO Box 6793 City: Columbia State: SC Zip Code: 29260

David Phillips

Daytime phone: 803.796.3352 Evening phone: same Email: dkphillipsstudio@aol.com

Alternate Contact Person: Renea Eshleman reshleman@sc.rr.com Phone: 803.767.5505

Date of Function: 11/13 Time of Function: 6 PM Number of Guests Invited: 80 Date of Birth: 10/05/1950

Description of function: 3/12 Artists guild meeting Setup Time: 5 pm Cleanup Time: 8 pm

SPACE REQUESTED: 5/14

Space	Setup* (circle one for each room used)			# of chairs	# of tables	Staff Fee	Security Fee*	Setup Fee	Facility Usage Fee	Total	Rental Deposit	Balance
Classroom A	Classroom	Theater	Banquet					--				
Classroom C	Classroom	Theater	Banquet					--				
Banquet Hall	--	Theater	Banquet									
Dining Area	--	Theater	Banquet									
Banquet & Dining	--	Theater	Banquet									
Corporate Room	Classroom	--	--					--				
<u>Boardroom</u>	Classroom	<u>Theater</u>	--					--				
*3 Hour Minimum												
Total:												

- Normal Hours: Monday-Thursday, 8:00 am-8:00 pm (Friday, 7:00 pm)
- After Hours: Monday-Thursday before 8:00 am and after 8:00 pm (Friday, 7:00 pm) and Saturdays
- Licensee will receive one hour setup and one hour cleanup
- No Teen parties allowed during regular or after hours. (Initial: AK)

Licensee agrees to save, defend, and hold harmless the Richland County Recreation Commission and its agents/employees from any and all claims for loss/damages, including any governmental fees, fines or penalties (including legal fees and costs incurred) arising from Licensee's use or occupancy of any Richland County Recreation Commission property for any activities conducted by Licensee on that property.

David K Phillips

Licensee Signature

Date: 10/10/17

Print Name: David K. Phillips

Administrative Coordinator

Date: _____

Executive Director or Designee

Date: _____

OFFICE USE ONLY:

Deposit: Check #: _____ Cash: _____ Credit Card _____ Amount: _____ Date: _____ Receipt # _____ Bal. _____

Balance Due: Check _____ Cash _____ Credit Card _____ Amount: _____ Date: _____ Receipt # _____ Bal. _____

Adult Activity Center Procedures Governing Facility Usage

1. An approved agreement is required for the use of space in the Adult Activity Center. Facility usage will be limited to programs and activities for adults **ages 21 and older**. The Administrative Coordinator or designee is responsible for taking applications for use of the Center and for formulating an agreement of use of requested space.
**** All residents outside Richland County will pay full price plus 20%.**
2. Organized Homeowner's Associations and Neighborhood Associations may use the Adult Activity Center space during normal operating hours, on a space-available basis at no cost, provided no set up is required.
3. Organized Homeowner's Associations and Neighborhood Associations may use the Adult Activity Center space during/after normal operating hours, on a space-available basis for the cost of required expenses. Such use will require a minimum of two hours. Those expenses will include:
 - \$20 per hour security fee if the event serves alcohol.
 - \$20 per hour security fee for 100 or more attendees.
 - \$20 after hours fee.
4. Governmental agencies, eligible non-profit/for-profit organizations, groups and individuals may use the Adult Activity Center space, on a space available basis, for cost stipulated in the Center's approved fee schedule.
5. The Administrative Coordinator or designee determines space availability and times of usage.
6. Events held during non-operational hours will require a Richland County Recreation Commission staff person to be on site for the duration of the event. A charge of **\$20 per hour** will be assessed at all events held during non-operational hours. Keys to the center are not available to the Licensee.
7. **Security Staff Requirement:** Security staff will be required for all events serving alcoholic beverages and for groups of 100 or more. A charge of **\$20 per hour** for security may be assessed for these events. A charge for the **minimum of four (4) hours** must be paid for security staff.
8. Smoking is prohibited in RCRC buildings, outdoor facilities and covered or uncovered entrances. Smoking is allowed in designated smoke areas which are no less than 100 ft. from the above mentioned.
9. **Hold Harmless Clause:** Licensee agrees to save, defend, and hold harmless the Richland County Recreation Commission and its agents/employees from any and all claims for loss/damages, including any governmental fees, fines or penalties (including legal fees and costs incurred) arising from Licensee's use or occupancy of any Richland County Recreation Commission property for any activities conducted by Licensee on that property.
10. If Adult Activity Center property loss is incurred as a result of the use of the facility by the Lessee, the amount of damage shall be determined by the Facility Manager or designee, in consultation with the Division Head of Property Management and approved by the Richland County Recreation Commission Executive Director. The Licensee shall be billed an amount which shall cover the damage and shall pay all costs of collection including reasonable attorney's fees. The Richland County Recreation Commission advises the Licensee using the Adult Activity Center space that it should (in its own interest) secure appropriate insurance coverage for the period of time the Adult Activity Center is being used. Insurance may be required in some circumstances. (Initial:)
11. Cleanup is the responsibility of the Licensee. Clean up procedures required include:
 - All trash (food, cups, plates, paper, tablecloths, bottles, decorations, etc.) must be bagged and placed in the trash receptacles provided by the AAC staff located in the Dining Hall.
 - Kitchen appliances and counters must be cleaned.
 - Bathrooms must be left in a presentable manner.
 - Adult Activity Center grounds must be cleared of litter. (Initial: AP)

AAC

PROCEDURES GOVERNING FACILITY USAGE CONTINUED

12. Tablecloths and table skirts will not be provided.
13. Only table decorations may be used. Decorations may not be attached to any part of the building. (Initial: AB)
14. The use of any open flames is **prohibited** inside RCRC facilities.
15. Lobby furniture shall not be rearranged or removed. Chairs in the facility are not to be arranged against the wall.
16. Cakes must remain in the Dining Area (unless pre-approved). (Initial: AB)
17. **Deposit Policy:** A deposit of 50% of the total rental fee must be paid upon making a reservation. The balance must be paid 2 weeks/14 days prior to the event. (Initial: AB)
18. **Cancellation/Refund Policy:** 10% of the total rental fee will be charged for all cancellations made at least (30) days to the scheduled rental date. 50% of the total rental fee will be charged for all cancellations made (29) days or less to the scheduled rental date. (Initial: AB)
19. Rental fee includes only the tables and chairs on-site. Licensee agrees that it is responsible for set-up and break-down of tables and chairs and returning them to designated locations for all events having less than 75 guests invited. Licensee's responsibility shall be determined by the number of guests invited as listed by Licensee on page 1.
20. No admission charge or selling of goods and/or services is allowed without prior approval from Richland County Recreation Commission. (Initial: AB)
21. Children must be supervised and accompanied by an adult at all times while on the premises.
22. Renting party will identify a designated person who will accompany a staff person for a pre-event and post-event onsite inspection of the premises. (PRINT NAME: David Phillips)
 - a. The designated person(s) will be notified by the facility staff of the time **one (1) hour prior to the end of the event**. It is the responsibility of the Licensee to complete the function by the time (**including cleanup time**) specified on the contract, however if the function time should **EXCEED** the regularly scheduled function time by **15 minutes or more** the Licensee must pay for an **additional hour**. (Initial: AB)
23. All events must be complete and the Adult Activity Center closed no later than **1:00 am**.
24. **Set-up Fee:** (This is time designated for the Licensee to decorate). If you wish to include additional time for set-up in your contract, the set-up fee will be applied to the sum of your total rental fee. Set-up is \$30.00 per hour and all times **MUST** be approved. Anything outside of this time must be approved by the Manager. (Initial: AB)
25. The Adult Activity Center must be contacted at least **two weeks** prior to the function, of **ANY** changes in the contract and must be approved by the Executive Director or Designee.
26. No weapons of any kind are allowed on RCRC property, to include the carrying of permitted/licensed concealed weapons. The term "weapons" includes, but is not limited to firearms, ammunition, knives or explosive devices.

**** Kitchen is not a commercial kitchen. Food must be prepared prior to arrival. Facilities are available for heating and keeping foods cold. No utensils or other equipment will be provided.**

By signing in the spaces below you, the Licensee, establish that you fully understand and agree to comply with all the terms stated within the Procedures Governing Community Center Facility Usage.

David Phillips
Licensee Signature

10/10/17
Date

FA



Enriching Lives &
Connecting Communities

Richland County Recreation Commission

Request for Waiver of Facility Fees

This form must be completed and submitted to the Richland County Recreation Commission Executive Director for requesting waiver of facility use fees. Form should be submitted 45 days in advance of proposed event.

Check one:

- ☐ Local Public School District
- ☐ Local Government
- ☐ Home Owner's Association (Defined pursuant to S.C. Code 12-43-230)
- ☐ Neighborhood Association (Recognized by the Richland County Neighborhood Council)
- ☒ Other (specify) Artists guild painters

ORGANIZATION NAME: Trenholm Artists Guild

501 c 3 Organization - Yes ☒ No ☐

CONTACT INFORMATION:

Contact Person: David Phillips Renea Eshleman

Phone: 716.3352 Alternate Phone (Cell): 716.5505

Address PO Box 6793, Columbia SC 29260

Reason (justification) for waiver of fee request (or attach statement):

Attached

FA



Enriching Lives &
Connecting Communities

Page 2 of 2

Proposed Event Information

Date: (45 day-advance notice to RCRC requested): 10/10/17

Location: Forest Lake Park

Time: 10:30-2:00 Wednesdays

Number of Attendees: Six

Detailed description of event (or attach statement):

(Approval preference given to those events that have a direct positive impact on the community served by the park and those events that directly impact community youth and adult recreation):

Attached

Note: Events must not be for individual profit or gain. RCRC reserves the right to require a uniformed law enforcement officer be present at organizer's cost.

For office use only

Executive Director or Designee Signature: _____

Date: _____

☐ Approved

☐ Disapproved

For office use only (for waivers requiring Board Approval)

Board Meeting Date: _____

☐ Approved

☐ Disapproved



Richland County Recreation Commission
7473 Parklane Road, Columbia, SC 29223
RECREATION CENTER FACILITY USE AGREEMENT



Licensee(s): Trenholm Artists Guild Park: Forest Lake
Licensee Address: Box 6793 City: Columbia State: SC Zip Code: 29260
Daytime phone: 796.3352 Evening phone: same Email: dkphillipsstudio@aol.com
Alternate Contact Person: Kenea Eshleman reshleman@sc.rr.com Phone: 796.5550
Date of Function: Every Wednesday Time of Function: 10:30am ~ 2:00pm Number of Guests Invited: 10 Date of Birth: 10/05/1950
Description of function: _____ Setup Time: 10:30 Cleanup Time: 2:00

SPACE REQUESTED:

Space	# of chairs	# of tables	Staff Fee	Security Fee	Facility Usage Fee	Total Fee	Rental Deposit	Balance
Multi-Purpose Room 1								
Multi-Purpose Room 2								
Multi-Purpose Room 3								
Activity Room 1								
Activity Room 2								
Gymnasium								
Gymnastic Room								
Athletic Field								
Picnic Shelter								
Total:								

- Normal Hours: Monday-Friday, 2:00-9:00 pm; Saturday, 9:00 am-8:00 pm; Sunday, 1:00-6:00 pm
- After Hours: Any time prior to the park's opening or after the park's closing; additional charges will apply.
- Table and chairs are limited and are not guaranteed. Please check with park staff.
- Licensee will receive one hour setup and one hour cleanup
- No Teen parties allowed during regular or after hours. (Initial: DP)

Licensee agrees to save, defend, and hold harmless the Richland County Recreation Commission and its agents/employees from any and all claims for loss/damages, including any governmental fees, fines or penalties (including legal fees and costs incurred) arising from Licensee's use or occupancy of any Richland County Recreation Commission property for any activities conducted by Licensee on that property.

David K. Phillips
Licensee Signature

Date: 10/10/17

Print Name: David K. Phillips

Administrative Coordinator

Date: _____

Executive Director or Designee

Date: _____

OFFICE USE ONLY:

Deposit: Check #: _____ Cash: _____ Credit Card _____ Amount: _____ Date: _____ Receipt # _____ Bal. _____

Balance Due: Check _____ Cash _____ Credit Card _____ Amount: _____ Date: _____ Receipt # _____ Bal. _____

Richland County Recreation Commission

Procedures Governing Recreation Center Facility Usage

1. An approved agreement is required for the use of space in a RCRC facility. The Administrative Coordinator or designee is responsible for taking applications for the use of all facilities and for formulating an agreement of use for the requested space. ****All residents outside Richland County will pay a regular rental fee plus 20%.**
2. **All Recreation Centers require a two (2) hour minimum rental.**
3. Organized Homeowner's Associations and Neighborhood Associations may use space at the parks during normal operating hours, on a space-available basis at no cost. Required expenses will include:
 - \$20 per hour security fee may be required if the event exceeds 100 in attendance
 - \$20 after hours fee
4. Governmental agencies, eligible non-profit/for-profit organizations, groups and individuals may use a RCRC facility space, on a space available basis, for cost stipulated in RCRC's Recreation Center Facility Usage Fees on page 4.
5. The Administrative Coordinator or designee determines space availability and times of usage.
6. Events held during non-operational hours will require a Richland County Recreation Commission staff person to be on site for the duration of the event. A charge of **\$20 per hour** will be assessed at all events held during non-operational hours. Keys to the Recreation Center are not available to the Licensee.
7. **Security Staff Requirement:** Security staff maybe required for groups of 100 or more. A charge of **\$20 per hour** for security may be assessed for these events. A charge for the minimum of four (4) hours must be paid for security staff.
8. Smoking is prohibited in RCRC buildings, outdoor facilities and covered or uncovered entrances. Smoking is allowed in designated smoke areas which are no less than 100 ft. from the above mentioned.
9. **Hold Harmless Clause:** Licensee agrees to save, defend, and hold harmless the Richland County Recreation Commission and its agents/employees from any and all claims for loss/damages, including any governmental fees, fines or penalties (including legal fees and costs incurred) arising from Licensee's use or occupancy of any Richland County Recreation Commission property for any activities conducted by Licensee on that property.
10. If RCRC property loss is incurred as a result of the use of the facility by the Licensee, the amount of damage shall be determined by the Park Manager or designee, in consultation with the Division Head of Property Management, and approved by the Richland County Recreation Commission Executive Director. The Licensee shall be billed an amount which shall cover the damage and shall pay all costs of collection including reasonable attorney's fees. The Richland County Recreation Commission advises the Licensee using RCRC space that it should (in its own interest) secure appropriate insurance coverage for the period of time the facility is being used. Insurance may be required in some circumstances. (Initial: MP)
11. Cleanup is the responsibility of the Licensee. Clean up procedures required include:
 - All trash (food, cups, plates, paper, tablecloths, bottles, decorations, etc.) must be bagged and placed in the trash receptacles provided by the facility staff.
 - Kitchen appliances and counters must be cleaned. (Initial: MP)
 - RCRC grounds must be cleared of litter. (Initial: MP)

12. Tablecloths and table skirts will not be provided.
13. Only table decorations may be used. Decorations may not be attached to any part of the building. (Initial: DP)
14. The use of any open flames is prohibited inside RCRC facilities.
15. Lobby furniture shall not be rearranged or removed.
16. Licensee will pay 100% of the total rental fee due upon making a reservation. (Initial: DP)
17. **Cancellation/Refund Policy:** A **10% processing fee will be charged for all cancellations** made at least (14) days prior to the scheduled rental date. **50%** of the total rental fee will be charged for all cancellations made (13) days or less to the scheduled rental date. (Initial: DP)
18. Rental fee includes only the tables and chairs on-site. Licensee agrees that it is responsible for set-up and break-down of tables and chairs and returning them to designated locations for all events having less than 75 guests invited. Licensee's responsibility shall be determined by the number of guests invited as listed by Licensee on page 1.
19. No admission charge or selling of goods and/or services is allowed without prior approval from Richland County Recreation Commission.
20. Children must be supervised and accompanied by an adult at all times while on the premises.
21. Licensee will identify a designated person who will accompany a staff person for a pre-event and post-event onsite inspection of the premises. (PRINT NAME: Jim Finch)
 - a. The designated person(s) will be notified by the facility staff of the time one (1) hour prior to the end of the event. It is the responsibility of the Licensee to complete the function by the time (including cleanup time) specified on the contract, however if the function time should **EXCEED** the regularly scheduled function time by **15 minutes or more** the Licensee must pay for an **additional hour**. (Initial: DP)
22. All events must be complete and the facility closed no later than **10:00 pm from Monday through Saturday and 8:00 pm on Sundays**. Note: The earliest a recreation center can be rented Monday through Friday is 9:00 am and 8:00 pm on Saturdays.
23. The park must be contacted at least **7 business days** prior to the function, of any changes of the time, room, number of attendees and need of tables and chairs. The changes must be approved by the Executive Director or Designee.
24. No weapons of any kind are allowed on RCRC property, to include the carrying of permitted/licensed concealed weapons. The term "weapons" includes, but is not limited to firearms, ammunition, knives or explosive devices.
25. **No alcoholic beverages allowed on Recreation Center premises.**

*** Kitchen is not a commercial kitchen. Food must be prepared prior to arrival. Facilities are available for heating and keeping foods cold. No utensils or other equipment will be provided.*

By signing in the spaces below you, the Licensee, establish that you fully understand and agree to comply with all the terms stated within the Procedures Governing Recreation Center Facility Usage.

David K. Phillips
Licensee Signature

10/10/17
Date



TRENHOLM ARTISTS GUILD

Established 1971

www.trenholmartistsguild.org PO Box 6793, Columbia, SC 29260

2017-18 Officers

President, Sara Winsted
Vice President/Programs, David Phillips
Secretary, Pam Bulak
Treasurer, Renea Eshleman
Exhibits and Shows, Callie Gillis
Past President, Mark Conrardy
Publicity, Rachel Thomason
At Large, Terri Tokaz and Bobby Baker
Nonprofit and IRS 501(c)3 tax exempt

Attachments to Request for Waiver of Facilities Fee – 2017-18
Adult Activities Center

Reason

Co-sponsored by the Richland County Recreation Commission (RCRC) since its inception, TAG meetings were held at Forest Lake Park until 2014, then at RCRC Adult Activities Center, 7494 Parklane Rd, Columbia, SC 29223. The RCRC Board resolved on May 17th, 2004, to make sweeping changes in its Public Use Policies. At that time, RCRC continued to grandfather TAG and waived charges for the use of meeting rooms as it had since 1971. TAG serves the community by providing access and education to residents of the community to encourage and appreciation and creation of the visual arts.



Detailed description of event

TAG meetings are held second Mondays, September – May (except December). Seventy-five to eighty diverse midlands artists and art appreciators attend the meetings, which begin at 6 PM with a social and light snacks, 6:30 short business meeting, followed by a featured speaker. The meetings are open to the public

and the programs provide an educational component. (Photo October 9, 2017 meeting.)

Benefits of TAG Membership (Dues are \$30 per year)

- Art demonstrations and programs at membership meetings
- Exhibit and community outreach opportunities at venues around the midlands
- Annual juried spring and summer shows that provide opportunities to exhibit, sell, and earn awards
- Newsletters and e-blasts of current art guild and community news
- Workshops offered locally
- Access to extensive library of books, magazines, videos and DVDs
- Artist web pages on the TAG web site with unlimited updates (\$15 per year)
- Link to artist personal web site (\$5 per year)
- Online, password-protected membership directory
- Opportunities to “give back” to the midlands arts

Trenholm Artists Guild is an IRS 501(c)3 tax exempt organization: Encouraging and stimulating the practice and appreciation of the creative arts by developing and promoting programs and projects that are of educational value, by presenting quality art exhibits and sales opportunities to the community, and to assist or encourage local efforts which enable its members to create and market their own art. FID 23-7205590



TRENHOLM ARTISTS GUILD

Established 1971

www.trenholmartistsguild.org PO Box 6793, Columbia, SC 29260

2017-18 Officers

President, Sara Winsted

Vice President/Programs, David Phillips

Secretary, Pam Bulak

Treasurer, Renea Eshleman

Exhibits and Shows, Callie Gillis

Past President, Mark Conrardy

Publicity, Rachel Thomason

At Large, Terri Tokaz and Bobby Baker

Nonprofit and IRS 501(c)3 tax exempt

Attachments to Request for Waiver of Facilities Fee – 2017-18
Forest Lake Park

Reason

Co-sponsored by the Richland County Recreation Commission (RCRC) since its inception, TAG meetings were held at Forest Lake Park until 2014, then at RCRC Adult Activities Center, 7494 Parklane Rd, Columbia, SC 29223. The RCRC Board resolved on May 17th, 2004, to make sweeping changes in its Public Use Policies. At that time, RCRC continued to grandfather TAG and waived charges for the use of meeting rooms as it had since 1971. TAG serves the community by providing access and education to residents of the community to encourage and appreciation and creation of the visual arts.

Detailed description of event

A group of artists meeting at the Forest Lake Park on Wednesdays, 10:30 a.m. – 2 p.m, September through May. Those who attend bring their projects to develop, seek advice to learn techniques from others including critiques of their work, and fellowship.

Trenholm Artists Guild is an IRS 501c3 tax exempt organization: Encouraging and stimulating the practice and appreciation of the creative arts by developing and promoting programs and projects that are of educational value, by presenting quality art exhibits and sales opportunities to the community, and to assist or encourage local efforts which enable its members to create and market their own art. FID 23-7205590



= 2018 =

Richland County Recreation Commission
7473 Parklane Road, Columbia, SC 29223
ADULT ACTIVITY CENTER FACILITY USE AGREEMENT



Licensee(s): Rev James S. Cooper - Springfield Lake Area United

Licensee Address: 7908 Springfawn Rd City: Columbia State: SS Zip Code: 29212

Daytime phone: 803-414-5947 Evening phone: _____ Email: sumter456@yahoo.com

Alternate Contact Person: _____ Phone: _____

Date of Function: 1 Dec Time of Function: 6 PM Number of Guests Invited: 95 Date of Birth: 1/1/1

Description of function: Neighborhood Holiday Dinner Setup Time: 5:00 PM Cleanup Time: 9 PM - 10 PM

SPACE REQUESTED:

Space	Setup* (circle one for each room used)			# of chairs	# of tables	Staff Fee	Security Fee*	Setup Fee	Facility Usage Fee	Total	Rental Deposit	Balance
Classroom A	Classroom	Theater	Banquet					--				
Classroom C	Classroom	Theater	Banquet					--				
Banquet Hall	--	Theater	Banquet									
Dining Area	--	Theater	Banquet									
Banquet & Dining	--	Theater	Banquet									
Corporate Room	Classroom	--	--					--				
Boardroom	Classroom	Theater	--					--				
*3 Hour Minimum												
Total:												

- Normal Hours: Monday-Thursday, 8:00 am-8:00 pm (Friday, 7:00 pm)
- After Hours: Monday-Thursday before 8:00 am and after 8:00 pm (Friday, 7:00 pm) and Saturdays
- Licensee will receive one hour setup and one hour cleanup
- No Teen parties allowed during regular or after hours. (Initial: _____)

Licensee agrees to save, defend, and hold harmless the Richland County Recreation Commission and its agents/employees from any and all claims for loss/damages, including any governmental fees, fines or penalties (including legal fees and costs incurred) arising from Licensee's use or occupancy of any Richland County Recreation Commission property for any activities conducted by Licensee on that property.

James S. Cooper
Licensee Signature

Date: 18 Sept 2017

Print Name: James S. Cooper

Carla Brown
Administrative Coordinator

Date: 9-19-2017

Executive Director or Designee
Date: _____

OFFICE USE ONLY:

Deposit: Check #: _____ Cash: _____ Credit Card _____ Amount: _____ Date: _____ Receipt # _____ Bal. NR

Balance Due: Check _____ Cash _____ Credit Card _____ Amount: _____ Date: _____ Receipt # _____ Bal. _____

Adult Activity Center Procedures Governing Facility Usage

1. An approved agreement is required for the use of space in the Adult Activity Center. Facility usage will be limited to programs and activities for adults **ages 21 and older**. The Administrative Coordinator or designee is responsible for taking applications for use of the Center and for formulating an agreement of use of requested space.
**** All residents outside Richland County will pay full price plus 20%.**
2. Organized Homeowner's Associations and Neighborhood Associations may use the Adult Activity Center space during normal operating hours, on a space-available basis at no cost, provided no set up is required.
3. Organized Homeowner's Associations and Neighborhood Associations may use the Adult Activity Center space during/after normal operating hours, on a space-available basis for the cost of required expenses. Such use will require a minimum of two hours. Those expenses will include:
 - \$20 per hour security fee if the event serves alcohol.
 - \$20 per hour security fee for 100 or more attendees.
 - \$20 after hours fee.
4. Governmental agencies, eligible non-profit/for-profit organizations, groups and individuals may use the Adult Activity Center space, on a space available basis, for cost stipulated in the Center's approved fee schedule.
5. The Administrative Coordinator or designee determines space availability and times of usage.
6. Events held during non-operational hours will require a Richland County Recreation Commission staff person to be on site for the duration of the event. A charge of **\$20 per hour** will be assessed at all events held during non-operational hours. Keys to the center are not available to the Licensee.
7. **Security Staff Requirement:** Security staff will be required for all events serving alcoholic beverages and for groups of 100 or more. A charge of **\$20 per hour** for security may be assessed for these events. A charge for the **minimum of four (4) hours** must be paid for security staff.
8. Smoking is prohibited in RCRC buildings, outdoor facilities and covered or uncovered entrances. Smoking is allowed in designated smoke areas which are no less than 100 ft. from the above mentioned.
9. **Hold Harmless Clause:** Licensee agrees to save, defend, and hold harmless the Richland County Recreation Commission and its agents/employees from any and all claims for loss/damages, including any governmental fees, fines or penalties (including legal fees and costs incurred) arising from Licensee's use or occupancy of any Richland County Recreation Commission property for any activities conducted by Licensee on that property.
10. If Adult Activity Center property loss is incurred as a result of the use of the facility by the Lessee, the amount of damage shall be determined by the Facility Manager or designee, in consultation with the Division Head of Property Management and approved by the Richland County Recreation Commission Executive Director. The Licensee shall be billed an amount which shall cover the damage and shall pay all costs of collection including reasonable attorney's fees. The Richland County Recreation Commission advises the Licensee using the Adult Activity Center space that it should (in its own interest) secure appropriate insurance coverage for the period of time the Adult Activity Center is being used. Insurance may be required in some circumstances. (Initial *JSR*)
11. Cleanup is the responsibility of the Licensee. Clean up procedures required include:
 - All trash (food, cups, plates, paper, tablecloths, bottles, decorations, etc.) must be bagged and placed in the trash receptacles provided by the AAC staff located in the Dining Hall.
 - Kitchen appliances and counters must be cleaned.
 - Bathrooms must be left in a presentable manner.
 - Adult Activity Center grounds must be cleared of litter. (Initial *JSR*)

PROCEDURES GOVERNING FACILITY USAGE CONTINUED

12. Tablecloths and table skirts will not be provided.
13. Only table decorations may be used. Decorations may not be attached to any part of the building. (Initial: SSC)
14. The use of any open flames is **prohibited** inside RCRC facilities.
15. Lobby furniture shall not be rearranged or removed. Chairs in the facility are not to be arranged against the wall.
16. Cakes must remain in the Dining Area (unless pre-approved). (Initial: SSC)
17. **Deposit Policy:** A deposit of 50% of the total rental fee must be paid upon making a reservation. The balance must be paid 2 weeks/14 days prior to the event. (Initial:)
18. **Cancellation/Refund Policy:** 10% of the total rental fee will be charged for all cancellations made at least (30) days to the scheduled rental date. 50% of the total rental fee will be charged for all cancellations made (29) days or less to the scheduled rental date. (Initial: SSC)
19. Rental fee includes only the tables and chairs on-site. Licensee agrees that it is responsible for set-up and break-down of tables and chairs and returning them to designated locations for all events having less than 75 guests invited. Licensee's responsibility shall be determined by the number of guests invited as listed by Licensee on page 1.
20. No admission charge or selling of goods and/or services is allowed without prior approval from Richland County Recreation Commission. (Initial: SSC)
21. Children must be supervised and accompanied by an adult at all times while on the premises.
22. Renting party will identify a designated person who will accompany a staff person for a pre-event and post-event onsite inspection of the premises. (PRINT NAME: James S. Cooper)
- a. The designated person(s) will be notified by the facility staff of the time **one (1) hour prior to the end of the event**. It is the responsibility of the Licensee to complete the function by the time **(including cleanup time)** specified on the contract, however if the function time should **EXCEED** the **regularly scheduled** function time by **15 minutes or more** the Licensee must pay for an **additional hour**. (Initial: SSC)
23. All events must be complete and the Adult Activity Center closed no later than **1:00 am**.
24. **Set-up Fee:** (This is time designated for the Licensee to decorate). If you wish to include additional time for set-up in your contract, the set-up fee will be applied to the sum of your total rental fee. Set-up is \$30.00 per hour and all times **MUST** be approved. Anything outside of this time must be approved by the Manager. (Initial: SSC)
25. The Adult Activity Center must be contacted at least **two weeks** prior to the function, of **ANY** changes in the contract and must be approved by the Executive Director or Designee.
26. No weapons of any kind are allowed on RCRC property, to include the carrying of permitted/licensed concealed weapons. The term "weapons" includes, but is not limited to firearms, ammunition, knives or explosive devices.

**** Kitchen is not a commercial kitchen. Food must be prepared prior to arrival. Facilities are available for heating and keeping foods cold. No utensils or other equipment will be provided.**

By signing in the spaces below you, the Licensee, establish that you fully understand and agree to comply with all the terms stated within the Procedures Governing Community Center Facility Usage.

James S. Cooper
Licensee Signature

18 Sept 2017
Date



Enriching Lives &
Connecting Communities

Richland County Recreation Commission

Request for Waiver of Facility Fees

This form must be completed and submitted to the Richland County Recreation Commission Executive Director for requesting waiver of facility use fees. Form should be submitted 45 days in advance of proposed event.

Check one:

- ☐ Local Public School District
- ☐ Local Government
- ☐ Home Owner's Association (Defined pursuant to S.C. Code 12-43-230)
- ☒ Neighborhood Association (Recognized by the Richland County Neighborhood Council)
- ☐ Other (specify) _____

ORGANIZATION NAME: Springwood Lake United Neighbor

501 c 3 Organization – Yes ☐ No ☒

CONTACT INFORMATION:

Contact Person: James S. Carper

Phone: 803-414-5947 Alternate Phone (Cell): 803-414-5947

Address 7809 Spring Flower Rd.

Reason (justification) for waiver of fee request (or attach statement):

Holiday Celebration for the Community,
All Neighbors are invited.

Enriching Lives &
Connecting Communities

Proposed Event Information

Date: (45 day-advance notice to RCRC requested): 8 Dec 2018

Location: Adult Activity Center

Time: 5PM - 10PM

Number of Attendees: 95

Detailed description of event (or attach statement):

(Approval preference given to those events that have a direct positive impact on the community served by the park and those events that directly impact community youth and adult recreation):

Holiday Celebration - Neighborhood

Note: Events must not be for individual profit or gain. RCRC reserves the right to require a uniformed law enforcement officer be present at organizer's cost.

For office use only

Executive Director or Designee Signature: _____

Date: _____

☐ Approved

☐ Disapproved

For office use only (for waivers requiring Board Approval)

Board Meeting Date: _____

☐ Approved

☐ Disapproved

Sandy Glenn (Lake Carolina)
Sandy Level Prime Timers
Sara Matthews Road
SC Human Affairs
Seminary Ridge Neighborhood Association
Senior Korean Association
Seniors of Eastview
Shadowood
Shandon Crossing
Shandon/USC
South Wood
Sparkleberry Hill Apartments
Spears Creek Village CW
Spring Hill Community Assoc
Spring Lake
Spring Valley Apartments
Spring Valley West
Springtree Apartments
SpringValleyMoblieHomes
Springwood Lake Area United Neighbors
Springwood Lake Individual Property Owners
St. Andrew Commons
St. Andrew Woods Condos
St. Andrews Pointe
St. Andrews/Whitehall
St. John's Place
Starks Terrace/Hollywood Hills
Starlite
State Park
Steeple chase
Sterling Hills
Stone Chapel (The Summit)
Stonegate Neighborhood Association
Stonington
Summer Chase (The Summit)
Summer Valley
Summerhill
Summerlin (Lake Carolina)
Summerlin by The Lake (Lake Carolina)
Summit BOD (The Summit)
Summit Comm. Assoc. (The Summit)
Summit Community Association
Summit CW (The Summit)
Summit HOA (The Summit)



DIVISION REPORT -

"Enriching Lives, Connecting Communities"

TO: Tara Dickerson, Chief of Staff
FROM: Felicia Venable, Director of Community Relations
DATE: October 6, 2017
RE: Monthly Updates

1. Department: Graphics Design/Webmaster

- a. Issued Game Plan Fall Edition
- b. Completed and corrected all publicity request and published all database activities.
- c. Multiple updates to the webpage
- d. Completed business card request

2. Department: Special Events

- a. Planning stages for Breakfast with Santa has begun. The date is set for December 2, 2017.
- b. PTI Report

	PTI	JR PTI	Youth Arbitration	College Intern	Volunteer	Other	Total
District 1							
District 2	I						1
District 3	I						1
District 4	II						2
						Total	4

This is the total for complete and incomplete hours for CSW volunteers from 9/18/2017 until today which 10/6/2017.

3. Department: Community Relations

- a. REC Connect featured 30th Annual Midlands Area Senior Games.
- b. Attended Benedict College Annual Partner Orientation on September 5.
- c. September 19, Clafin University meeting at 2:00 pm along with Benedict and Voorhess Colleges.
- d. Purchase Order Training on September 20 at the James Clyburn Technology Center.
- e. Attended Dare Scream Event, Thursday, October 5 at Baskin Robbins 2-8 pm.



DIVISION REPORT -

"Enriching Lives, Connecting Communities"

TO: Tara Dickerson

FROM: Lisa W. Lewis-Hutcherson

DATE: October 11, 2017

RE: Monthly Updates

1. Foundation:

- a. Richland County Recreation Foundation was excited to assist with Walk-A-Mile and bring in sponsorships from WellCare and a donation of sneakers from InnerSole
- b. The Foundation is currently working with WellCare on an Athletic Program scholarship that will award youth scholarships to attend any RCRC Athletic Program. The purpose of the scholarship is to provide financial assistance to assist youth whose family may be dealing with an unexpected hardship. We were excited to work in conjunction with the Commission to provide these scholarships that will enrich the lives of the youth selected and assist parents dealing with hardship.
- c. The Foundation is also working closely with RCRC and the City of Columbia to host the first ever, "Mr. Richland County High School Football Player of the Year Award." We are currently working on sponsorship for the event. The date we have selected is December 7, 2017.



DIVISION REPORT -

"Enriching Lives, Connecting Communities"

TO: Richland County Recreation Commission (Board Members)

FROM: David Stringer, Division Head of Human Resources

DATE: October 16, 2017

RE: Monthly Updates for

a. Benefits - Annual Enrollment Benefits Training was held for all full-time employees to inform them of any benefit changes and Open Enrollment Options that become effective January 1, 2018.

- a. Employee Benefits - Annual benefits training was held on October 4, 2017 with all full-time employees to inform them about their Open Enrollment benefit options. Open Enrollment will be held during the month of October and employees can make changes to their benefits which become effective January 1, 2017;
- b. Employee Insurance Premiums - There are no increases to medical premiums for 2018, however there will be slight increases to dental and vision plan premiums. Premiums are set by S.C Public Employee Benefits Authority (PEBA) and the S.C. Legislature;
- c. South Carolina State Retirement - The S.C. Legislature approved a first-time employer premium refund for State Retirement. RCRC's refund was \$75,059.76;
- d. Supplemental Benefits - Employees may also enroll in supplemental benefits provided by Colonial and AFLAC which includes accident coverage, cancer coverage, life insurance and short term disability options. Meeting dates have been scheduled during the month of October for employees to learn more about these extra benefits.



DIVISION REPORT -

"Enriching Lives, Connecting Communities"

TO: Tara Dickerson, Cornelia Watts
FROM: William Daugherty
DATE: 10/11/17
RE: Monthly Updates for September/October

1. Department: IT Department

- a. The IT Department rolled out new computers for the RCRC headquarters building. The computers are running Windows 10 Pro and MS Office 2016. Our goal is to update the rest of the agency over the course of a year depending on the state our budget.
- b. We're performing camera/DVR maintenance and repair at several of our sites. Two sites in particular, Meadowlake and the James E. Clyburn Technology Center have failing DVR systems. The DVR's were installed in 2008 and need to be replaced. We plan to purchase new DVR systems and replacing them in the next week.
- c. We're relocating all computer equipment at Denny Terrace so staff can work off site during building renovations. Renovation is scheduled to last for a couple of weeks.
- d. We compiled an agency wide printer inventory that consisted of printer/ink model for each site as well as ink cost. This information was needed for the new purchase order system and will allow us to closely monitor printer supplies and cost.
- e. We have several staff members who are due for cell phone upgrades. One set of phones will be ordered next week and another set will follow shortly afterwards.



DIVISION REPORT -

"Enriching Lives, Connecting Communities"

TO: Richland County Recreation Commission
FROM: Connie Reaves, Director of Parks
DATE: October 10, 2017
RE: Monthly Updates

1. Department: Park Operations

- a. Denny Terrace Gym – Denny Terrace Gym with the assistance of the Special Events Department hosted the Senior Games table tennis completion for the 3rd year. This event is one of the highlights of the Senior Games and really brings out the patron's competitive juices. Table tennis is an ongoing activity at Denny Terrace Gym on every Sunday.
- b. Polo Road Park – During the month of September, Polo Road Park offered several new and interesting classes to area residents. Pickle-ball, Cheer Leading, Tiny Dragons Taekwondo, and Kickball fundamentals are ensuring the parks growth and appealing to a diverse group of individuals. This site also started an indoor Soccer League which has approximately 80 registered participants. On September 23, 2017 Polo Road Park offered a Youth Finance Seminar. This seminar offered topics such as breaking the "pay check to pay check cycle", debt cancellations, savings, investments, and more. Over 60 youth registered for this free community event.
- c. St. Andrews Park – On September 30th, St. Andrews Park and community partners hosted the Inaugural Riverside Reunion. This event connected local businesses and community resources in order to provide programming opportunities for the residents of Richland County. Health and Wellness vendors distributed healthy lifestyle information and provided free health screenings. Financial literacy experts discussed the circle of poverty and reinvesting in the community. Food vendors, bounce houses, and the DJ enhanced the family fun festivities.

2. Department: Programming Division

- a. The Programming Department is happy to announce our partnership with Palmetto Health Community Outreach program. Palmetto Health will visit the following sites on the following dates to discuss healthy life choices. October 9th – 10th (4pm-5pm) Forest Lake, November 13th-14th (4pm-5pm) North Springs Park, December 11th-12 (4pm-5pm) Caughman Road Park.
- b. The After School program is in full swing and we are preparing for the holiday season We are also working closely with the Columbia Urban League to work on providing a Summer Camp for teens in the Richland County area.

- c. The Programming Department is participating in the 15 minute a day active as a part of our partnership with USC and NPARA.

3. Department: Adaptive Recreation

- a. The Walk-A-Mile in My Shoes event was held Saturday, September 23, 2017. We had a great turnout of walkers. Once walkers reached North Springs Park, they enjoyed popcorn and donated drinks from Coca Cola, a bounce house for young children, Italian Ice, and vendors with wonderful information and resources.
- b. We partnered with Neighbors Helping Neighbors, Hear Our Voices, The Door Home and Pleasant Springs at Christ Mission Church. This partnership also included a poster contest by Allendale Prison Art Club for Walk-A-Mile. The posters were unique and beautifully done. They were judged and put on display at North Springs Park. The posters were gifted to walkers and we received donations for the Adaptive Recreation Division.
- c. Renovations to Camp Sunshine are scheduled to begin the first week in October. All supplies, equipment, etc. have been moved. We will have limited programming in the Deuny Terrace Gym.

4. Department: Adult Services and Community Center

- a. Gadsden Park Community Center – All of our programs are still going well, Arthritis Foundation Exercise Program, Senior Group gathering, Nutrition Meal Program, Weekly Review, two (2) Soul Line Dance Classes, Richland Enrichment Committee, Crime Watch and our weekly rentals are all consistent. We took a chartered bus with over 40 patrons from the community to Hendersonville, NC to pick and or purchase apples and other items of choice. The trip was excellent and the patrons expressed their excitement and appreciation for the travelling opportunity. We stopped at McDonald's for breakfast and Golden Corral for lunch. The group enjoyed the travel, food and fellowship with one another and shopping at World of Clothing.
- b. New Castle-Trenholm Acres Community Center – The attendance in the Arthritis Exercise class has increased. Several of the former patrons have returned and new patrons have registered. The attendance in the Bingo class is increasing weekly. Patrons who previously attended are returning. The Jewelry Making Class is beginning to pick up. Some of the previous attendees have returned to the class. A trip to the South Carolina State Fair is planned for October 18, 2017.
- c. North Springs Community Center – North Springs Community Center continues to maintain its classes. Arthritis Exercise and Bingo are currently the most popular classes at the center. We are also completely booked through January 2018 as far as rental reservations. We will now offer a Senior Boot Camp for those who want more than just the Arthritis Exercise program. We have been receiving a lot of inquiries as to what the program will consist of; a demonstration with those interested will be the best way to show them.



DIVISION REPORT -

"Enriching Lives, Connecting Communities"

TO: Tara Dickerson, Chief of Staff

FROM: Bob Hickman, Division Head, Safety, Security, Risk Management & Recreation

DATE: October 10, 2017

RE: Monthly Updates

1. Department: Security

- a. Continuing to coordinate with Sheriff's Department, Forest Acres, Irmo, and with Columbia Police Department to maintain Property Protection status.
- b. Maintaining coordination with Guard One security to facilitate officers at designated events.
- c. Visiting parks to discuss current issues surrounding Safety/Security.
- d. Coordinating to provide traffic control at Kelly Mills for baseball and softball tournaments.
- e. Providing traffic control at Garners Ferry and Meadowlake Park for Pop Warner on Saturdays.
- f. Providing Parking control at Kelly Mill and assisting at Perrin Thomas.

2. Department: Safety

- a. Coordinated and conducted two First Aid, CPR and AED classes to specified RCRC staff.
- b. Coordinated and conducted AAA Defensive Drivers Class
- c. Chris and Bob inspect Adult Leisure Bus, safety & security vehicles on a bi-weekly schedule to improve their safety performance
- d. Continuous and on-going inspections of all playgrounds, grounds, signage, buildings, including bleachers, AED, First Aid Kits, SDS, Exit Lights, Emergency lighting, Video Surveillance system, Fire extinguishers/ alarms for safety issues
- e. Had to close playground at Olympia Park. Rains wash out playground surface. Communicating with Neighborhood Organization about Playground status. Olympia Homeowners would like the playground removed.
- f. North Springs Multipurpose field has been closed, graded and sodded, will open by end of November.
- g. Polo Road Demolition will begin sometime during October.

3. Department: Risk Management

- a. Sabrina continues updating and analyzing the following reports and databases: Incident/Accident, Safety Department Site Visits, Monthly emergency Drill Checklists, and AED Inspections Logs.
- b. Assisting Division Head with Security scheduling.



DIVISION REPORT -

"Enriching Lives, Connecting Communities"

- c. Updates Training Database for First Aid Training & Defensive Drivers training taught to RCRC Staff.
- d. Assist Safety Committee Chair with information pertaining to items or incidents of concern.
- e. Coordinates with Special Programs & Guard One Security to facilitate Security at rentals.
- f. Maintains Key Registry forms and inputs data to the Master Key Registry electronic file.
- g. Coordinates and schedules training provided by the Safety and Security Department.
- h. Assisting Division Head with Alarm Company memos identifying points of contact.

4. Department: Aquatics

- a. Swim Season ended on 18 August, 2017.
- b. Closed all pools and stored equipment.

5. Department: Recreation

- a. LinRick- Business has been good. Grounds are looking awesome!
- b. Kelly Mill- Holding weekly weekend tournaments.
- c. Athletics- Summer basketball concluded in August.
- d. North Springs Field 5 Plan to be open by the end of November.
- e. Coordinating field rentals when Community Leagues release fields.
- f. Registration for fall sports (Shin-Kickers, Flag Football, Youth winter basketball has started)
- g. Coordinating and working Tailgate parking at Perrin Thomas



DIVISION REPORT -

"Enriching Lives, Connecting Communities"

TO: Richland County Recreation Commission, Board Members

FROM: Bryan Crider, Division Head of Property Management

DATE: 10-10-2017

RE: Monthly Department Updates

1. Administrative (Parklane Office)

- a. Assisting with Bid write ups and Bid process for all departments agency wide
- b. Assisting finance with implementation of new accounting software.
- c. Assisted HR with 90-day performance plan for custodial
- d. All Property Management attended staff meeting for open enrollment
- e. Trained staff on Purchase order portion of new accounting software.

2. District 1 Maintenance (Shop at Saint Andrews Park)

- a. Normal monthly routine maintenance to include grass cutting, trimming, edging walkways, ball field markings, trash and debris removal from the parks. Blowing off all parking lots, walkways, dugouts, entrances, tennis courts, outdoor basketball courts and etc. for all parks in district.
- b. Ballentine-continue marking for soccer
- c. Denny Terrace-Trim shrubs and spread mulch
- d. Perrin Thomas-Spread mulch and mark for football parking.

District 2 Maintenance (Shop is at Crane Creek Facility)

- a. Normal monthly routine maintenance to include grass cutting, trimming, edging walkways, ball field markings, trash and debris removal from the parks. Blowing off all parking lots, walkways, dugouts, entrances, tennis courts, outdoor basketball courts and etc. for all parks in district
- b. Normal ballfield maintenance for off season, removing grass off infield and dragging
- c. Assisted with laying sod at Trenholm Park baseball field drainage project
- d. Installed new gate post at Killian Park.

3. District 3 Maintenance (Shop is at Crane Creek Facility) Kelly Mill Sports Complex

- a. Normal monthly routine maintenance to include grass cutting, trimming, edging walkways, ball field markings, trash and debris removal from the parks. Blowing off all parking lots, walkways, dugouts,

DIVISION REPORT -

"Enriching Lives, Connecting Communities"

- entrances, tennis courts, outdoor basketball courts and etc. for all parks in district.
- b. Field markings- 40 baseball, marked 32 softball fields.
 - c. Painted 64 soccer fields, layout 2 tournament fields.
 - d. Removed goals and set up for tournament at Polo Soccer
 - e. Removed 12 old goals, built and installed new goals and nets.
 - f. Blythewood-Assisted with 2 tournament
 - g. Polo-Layout and mark field 3 and 6 for football
 - h. North Spring-repaired pot holes in parking lot
4. District 4 Maintenance (Shop is at Hopkins Park).
- a. Normal monthly routine maintenance to include grass cutting, trimming, edging walkways, ball field markings, trash and debris removal from the parks. Blowing off all parking lots, walkways, dugouts, entrances, tennis courts, outdoor basketball courts and etc. for all parks in district.
 - b. Marked 12 football, 12 soccer and 4 baseball fields.
 - c. Finished storm debris clean up from 9-13-17
 - d. Pressure washed sidewalks at Eastover and Coughman Rd. Parks
 - e. Garners Ferry- Mulched trees and shrubs, set up for soccer tournament, marked soccer fields installed goals, replaced nets, repaired parking lot fence and painted soccer goals on field 1.
 - f. Assisted with table and chair pick up and delivery
 - g. Caughman Road-Set up for tournament on 10-6, marked 4 fields, set base anchors, replaced trash cans, cut and trimmed.
5. Construction and Facility Repair (Shop at Parklane)
- a. Blythewood-Installed 2 hvac units for gymnasium.
 - b. Denny Terrace- Completed asbestos demolition, started painting, and floor removal in Camp Sunshine area.
 - c. Repaired various plumbing, HVAC and Electrical issues county wide and continued daily work orders and maintenance for all trades.
 - d. North Springs: Installed VCT, reinstalling front desk, preparing to reopen park.
 - e. 56 sets of bleacher were delivered. Starting process to assemble.
 - f. New HVAC units installed at Forrest Lake Gym and 2 units Denny Terrace Camp Sunshine



DIVISION REPORT -

"Enriching Lives, Connecting Communities"

6. Custodial

- a. Assisting in weekend rentals
- b. Training class with Waper and Buckeye Representative for custodial staff
- c. Follow up with custodians on 90 day plan
- d. Inspections with each supply delivery.
- e. Follow up on day to day cleaning issues
- f. Outside restroom cleaning (detail) monthly

7. Turf Management (Shop is at Crane Creek facility)

- a. Continued ant treatments to all soccer/football/baseball fields
- b. Irrigation repairs and leaks countywide
- c. Continue spraying for bugs