# Richland County Recreation Commission Regular Board Meeting Minutes October 16, 2017 6:00PM

#### **Commissioners in Attendance:**

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

#### **RCRC Staff in Attendance:**

Tara Dickerson

**David Stringer** 

**Bob Hickman** 

**Bryan Crider** 

Marta Cleary

**Connie Reaves** 

**Kasey Wilson** 

Lisa Lewis-Hutcherson

Mike Marshall

Tiyana Henley

William Daughtery

**Charles Eubanks** 

Cornelia Watts

Brandolyn Blanding

#### Others in Attendance:

Mayor Bob Coble, Interim Parliamentarian

Richland County Recreation Commission Special Call Board Meeting October 16, 2017 Recorded By: Brandolyn Blanding

#### 1. Call to Order:

Commissioner Clark called the meeting to order at 6:00pm.

#### 2. Adoption of Agenda:

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

#### 3. Minutes:

Motion to approve minutes from the September 18, 2017 Regular Board Meeting made by Commissioner Lindsay and second by Commissioner Cotton. Motion approved unanimously by all members present; Clark, Johnson, Lapin, Cotten, Shepard, Venugopal and Lindsay.

#### 4. Public Input:

Barbara Roach- President of the Meadowlake Homeowners Association, voiced concerns of facility usage for Meadowlake Park. Mrs. Roach requested clarity of the Waiver of Fees process. Ms. Roach also requested yellow padding for fences at Meadowlake Park.

David Phillips- Vice President of Trenholm Artist Guild, informed the board that the commission has been a co-sponsor to their organization for the last 46 years also stating that under Article 2 Section 1 that if a recreation staff member is a member of the organization they would not be required to pay dues. Linda Carter used to serve on the committee. Mr. Phillips is requesting a waiver of fees for rental space at the AAC. Mr. Phillips also extended the invitation to the board to join the organization.

Pastor Clyde Holliday- President of Trenholm Acres Neighborhood Association, is requesting a waiver of fees for the usage of Newcastle/Trenholm Community Center for the monthly Neighborhood Association Meeting.

Walter Cooper- former President of Trenholm Acres Neighborhood Association voiced concerns on the size, issues with parking, and activities for the youth in the community at Newcastle Community Center.

Lloyd Watkins- resident of the Meadowlake community, voiced concerns about the maintenance of Meadowlake Park.

Arthur Fludd- Newcastle community resident, questioned the purpose of the Newcastle Community Center. Mr. Fludd requested activities for the youth in the community.

Hainsley Lewis- Chaplin of the Lincolnshire Community Organization, came before the board for an update on his request for space for the youth in the Lincolnshire Community to meet.

#### 5. Financial Report:

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

#### 6. New Business:

None

#### 7. Other Business:

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

**B.** Bryan Crider, Property Management, presented updates.

Mr. Crider presented items for 2017 Fall Auction.

Motion to use South Carolina Surplus for the items for auction listed made by Commissioner Lapin, second by Commissioner Shepard. Motion approved unanimously by all members present; Clark, Lapin, Shepard, Cotten, Venugopal, Lindsay, and Johnson.

- C. Tara Dickerson, Chief of Staff presented updates and events as follows:
- Ordered 50 new chairs and completed repairs to lighting around facility at Meadowlake Park.
- 2. Partnership with Palmetto Health Community Outreach program and they will be visiting some of our after-school sites to discuss healthy life choices.
- 3. Renovations to Camp Sunshine are in progress. All supplies, equipment, etc. have been moved and there will be limited programming in the Denny terrace Gym until the renovations are completed.
- 4. The SC Legislature approved a first-time employer premium refund for State Retirement and RCRC's refund was \$75,059.76.
- 5. B-1 Requested motion to move forward with Phase 1 environmental study and survey of property of land located on 3603 Broad River Road.

Motion to move forward with Phase 1 Survey with proposed donation from Twister LLC to the Richland County Recreation Commission for property located at 3603 Broad River Road made by Commissioner Lapin, second by Commissioner Venugopal. Motion approved unanimously by all members present; Clark, Lapin, Shepard, Cotten, Lindsay, Johnson, and Venugopal.

B-2 Southern Ballentine Civic Association (501 c 3) requesting fee waiver at the Ballentine Community Center for annual Christmas party on Saturday, December 9,2017 which is a free event. Event is from 10am-2pm outside of normal operating hours.

Recommendation of staff for a 50% waiver (\$120.00) Full waiver is (\$240.00)

Springwood Lake United Neighborhood (recognized by Richland County Neighborhood Council) requesting a fee waiver for at the Adult Activity Center on Parklane Road for their annual Neighborhood Holiday Celebration on Saturday, December 8<sup>th</sup> 2018. The event if from 5-10pm which is outside of normal business hours.

Recommendation of staff is for a 50% waiver (\$400.00) Full waiver is (\$800.00)

Trenholm Artist Guild (501 c 3) asking for waiver of fees for the Adult Activity Center for meetings on 11/13/17, 1/8/18, 2/12/18, 3/12/18, 4/9/18 and 5/14/18 from 6-8pm.

Recommendation of staff 50% waiver (\$120 per meeting) Full waiver (\$240.00)

Trenholm Artist Guild (501 c 3) asking for waiver of fees for Forest Lake Park for meetings every Wednesday 10:30am-2:00pm for 10 persons. This event is outside of normal park hours.

Recommendation of staff is for 50% waiver (\$52.50) Full waiver (\$105.00)

RCRC will not be able to accommodate the organization during summer camp which runs June through August.

Motion to accept staff recommendations regarding waiver of fees for all 2017 Homeowners Association Meetings and Special Activities Fees and table 2018 issues to a later date made by Commissioner Shepard, second by Commissioner Cotten. Motion approved unanimously by all members present; Clark, Lindsay, Venugopal, Cotten, Lapin, Johnson, and Shepard.

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

#### 8. EXECUTIVE SESSION:

Executive Session ended at 9pm.

Chair Clark stated no action was taken in Executive Session.

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

9. Adjournment		
Meeting adjourned at 9:05 p.m.		
	Thomas Clark, Chair	
Minutes approved on this day of	2017.	

# Richland County Recreation Commission Special Call Board Meeting Minutes October 18, 2017 5:30PM

#### **Commissioners in Attendance:**

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

#### RCRC Staff in Attendance:

**David Stringer** 

#### 1. Call to Order:

Commissioner Clark called the meeting to order at 5:30p.m.

#### 2. Adoption of Agenda:

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

Motion to move into Executive Session for Executive Director interviews made by Commissioner Venugopal, second by Commissioner Johnson. Motion approved unanimously by all members present; Clark, Johnson, Venugopal, Lindsay, Cotten, Lindsay and Lapin.

#### 3. Executive Session

Chair Clark stated no actions taken in Executive Session.

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

5. <u>Adjournment</u>		
Meeting adjourned at 9:00p.n	n.	
	Thomas	Clark, Chair
Minutes approved on this	day of	2017.

#### Richland County Recreation Commission Special Call Board Meeting Minutes October 19, 2017 5:30PM

#### **Commissioners in Attendance:**

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

#### RCRC Staff in Attendance:

**David Stringer** 

#### 1. Call to Order:

Commissioner Clark called the meeting to order at 5:45p.m.

#### 2. Adoption of Agenda:

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

Motion to move into Executive Session for Executive Director interviews made by Commissioner Johnson, second by Commissioner Lapin. Motion approved unanimously by all members present; Clark, Johnson, Venugopal, Lindsay, Cotten, Lindsay and Lapin.

#### 3. Executive Session

Chair Clark stated no actions taken in Executive Session.

Commissioner Johnson left during Executive Session.

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

5. Adjournment	
Meeting adjourned at 9:00p.m.	
	Thomas Clark, Chair
Minutes approved on thisday of _	2017.

#### Richland County Recreation Commission Special Call Board Meeting Minutes October 24, 2017 5:30PM

#### **Commissioners in Attendance:**

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

#### RCRC Staff in Attendance:

**David Stringer** 

#### 1. Call to Order:

Commissioner Clark called the meeting to order at 5:30p.m.

#### 2. Adoption of Agenda:

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

Motion to move into Executive Session for discussion of Executive Director interviews made by Commissioner Johnson, second by Commissioner Lindsay. Motion approved unanimously by all members present; Clark, Johnson, Lindsay, Shepard and Lapin.

Commissioners entered Executive Session at 5:34pm.

Commissioners Cotten and Venugopal entered meeting during Executive Session.

#### 3. Executive Session

Chair Clark stated no actions taken in Executive Session. Executive Session ended at 8:00p.m.

Motion made by Commissioner Lapin and second by Commissioner Shepard to narrow the Executive Director Search to three candidates as follows: Dale Dougherty, Shaniqua Simmons and Dr. John Thompson; and have staff release their bios and on November 9<sup>th</sup> have staff plan a meet and greet with the public from 5:00pm – 5:30pm and 2<sup>nd</sup> interviews in Executive Session from 5:30pm to 6:10pm. Motion approved unanimously by all members present; Clark, Lapin, Johnson, Venugopal, Shepard, Lindsay and Cotten.

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

5. <u>Adjournment</u> Meeting adjourned at 8:03p.m.			
		Thomas Clark, Chair	
Minutes approved on this	day of	2017.	

#### Richland County Recreation Commission Special Call Board Meeting Minutes November 1, 2017 5:30PM

#### **Commissioners in Attendance:**

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

#### RCRC Staff in Attendance:

David Stringer
Tara Dickerson
Brandolyn Blanding
Bryan Crider
Marta Cleary

#### **Others Present:**

Attorney Rick Morgan

#### 1. Call to Order:

Commissioner Clark called the meeting to order at 5:30p.m.

#### 2. Adoption of Agenda:

Motion to adopt the agenda made by Commissioner Johnson and second by Commissioner Cotten. Motion approved unanimously by all members present; Clark, Johnson, Cotten and Shepard.

Motion to move into Executive Session for personnel matter regarding nepotism policy made by Commissioner Cotten, second by Commissioner Lindsay. Motion approved unanimously by all members present; Clark, Johnson, Lindsay, Shepard and Cotten.

#### 3. Executive Session

Commissioners Lapin and Venugopal entered meeting during Executive Session.

Chair Clark stated no actions taken in Executive Session.

Motion to approve Chief of Staff's authority to utilize Policy No. 217 with regards to severance agreement and payments made by Commissioner Lapin, second by Commissioner Johnson. Motion carried, vote 5 yeah (Lapin, Venugopal, Shepard, Johnson and Cotten); 2 nays (Clark and Lindsay).

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

5. Adjournment				
Meeting adjourned at 7:30p.n	n.			
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		Thomas Clar	k, Chair	
Minutes approved on this	day of		2017.	

#### Richland County Recreation Commission Special Call Board Meeting Minutes November 9, 2017 5:30PM

#### Commissioners in Attendance:

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

#### RCRC Staff in Attendance:

**David Stringer** 

#### 1. Call to Order:

Commissioner Clark called the meeting to order at 5:37p.m.

#### 2. Adoption of Agenda:

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

Motion to move into Executive Session for personnel matter regarding nepotism and Executive Director interviews made by Commissioner Venugopal, second by Commissioner Shepard. Motion approved unanimously by all members present; Clark, Johnson, Lindsay, Shepard, Cotten, Venugopal and Lapin.

Commissioners entered Executive Session at 5:38pm.

#### 3. Executive Session

Richland County Recreation Commission Special Call Board Meeting November 9, 2017 Recorded By: Cornelia Watts Chair Clark stated no actions taken in Executive Session.

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

5. Adjournment				
Meeting adjourned at 9:03p.m	1.			
		Thomas Clark, Ch	air	
Minutes approved on this	day of		2017.	

#### Richland County Recreation Commission Special Call Board Meeting Minutes November 13, 2017 5:30PM

#### **Commissioners in Attendance:**

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

#### RCRC Staff in Attendance:

David Stringer Cornelia Watts

#### 1. Call to Order:

Commissioner Clark called the meeting to order at 5:30p.m.

#### 2. Adoption of Agenda:

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

Motion to move into Executive Session for discussion of the Executive Director search made by Commissioner Johnson, second by Commissioner Shepard. Motion approved unanimously by all members present; Clark, Johnson, Venugopal, Lindsay, Cotten, Lindsay and Lapin.

Commissioners entered Executive Session at 5:33p.m.

#### 3. Executive Session

Executive Session ended at 6:36p.m.

Chair Clark stated no actions taken in Executive Session.

Commissioner Shepard left meeting after Executive Session.

Motion made by Commissioner Johnson to start over the Executive Director search process, second by Commissioner Cotten. Motion approved unanimously by all members present; Clark, Cotten, Johnson, Venugopal, Lapin and Lindsay.

Commissioner Lapin suggested getting pricing for 3 search firms and Commissioner Lindsay requested letters go out to the three candidates stating that there was no selection.

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

<b>5. <u>Adjournment</u></b> Meeting adjourned at 6:45p.m.			
		Thomas Clark, Cha	ir
Minutes approved on this	day of		2017.



#### **DIVISION REPORT -**

#### "Enriching Lives, Connecting Communities"

TO: Tara Dickerson, Chief of Staff

CC: Cornelia Watts, Executive Assistant

FROM: Kasey Wilson, Director of Finance

**DATE:** 11/14/2017

RE: Monthly Financial Updates for October 2017

#### 1. Department: Finance

a. Due to our new accounting/purchase order software, I am sorry to inform you that I will not be providing the normal financial reports in this packet. I have used the numbers from October 2017 and October 2016 to calculate the revenue versus expenditures. I will try to have detailed reports by general ledger account code Monday at the board meeting. I apologize in advance.

#### Attached:

- A. RCRC Cash Flow
- B. LinRick Cash Flow
- C. RCRC Revenue vs. Expenditures compared to October 2016
- D. LinRick Revenue vs. Expenditures compared to October 2016

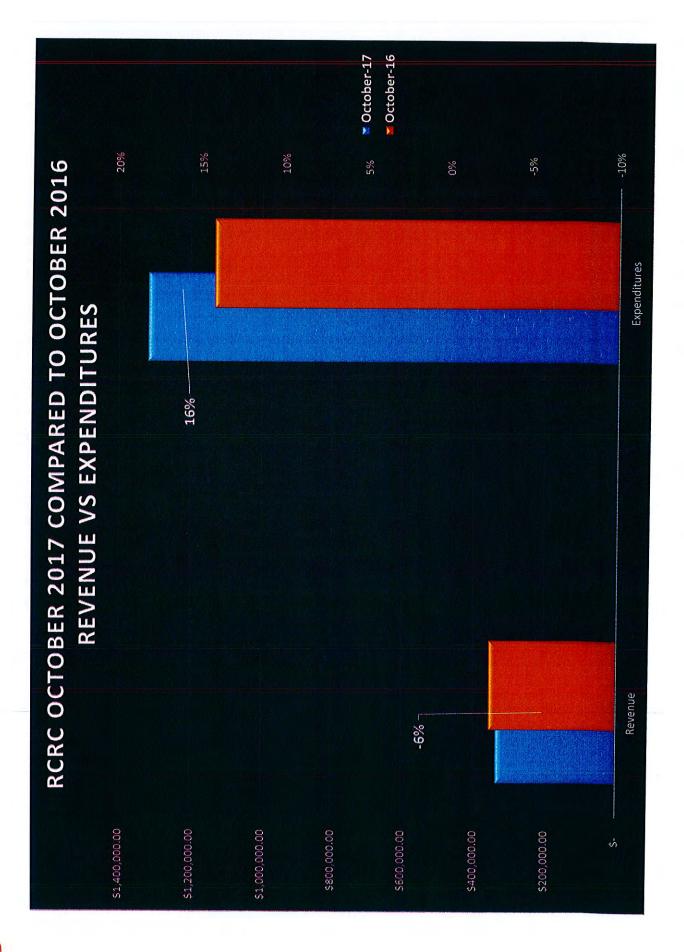
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AUG	\$ 40,925.35	\$ 30,242.92		\$ 59,680.83	\$ 27,765.16	\$ 38,334.65		\$ (10,569.49)	6
SEP	\$ 19,735.07	\$ 22,924.70		\$ 63,166.69	\$ 48,272.08	\$ 12,282.28	28	\$ 35,989.80	0
OCT			S I de			\$ 16,336.43	43		
NOV						\$ 24,980.00	00		
DEC			17.14			\$ 30,275.80	80		
JAN						\$ 14,217.31	31		
FEB			14			\$ 15,904.99	66		
MAR						\$ 5,808.63	63		1
APR						\$ 14,869.04	40		
MAY			17			\$ 18,958.79	79		
NOC						\$ 31,126.96	96		
Averages	29,958	30,220	///	65,893	36,604	20,231	31	13,972	72
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# -19% LinRick Golf Course Revenue vs Expenditures October 2017 compared to October 2016 REVENUE \$64,569 \$52,611 ■ October-17 ■ October-16 -21% EXPENDITURES \$60,908 \$73,658

#### BOARD OF COMMISSIONERS:

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



ADMINISTRATIVE OFFICE:

7473 Parklane Road
Columbia, SC 29223
Phone: (803) 741-RCRC (7272)
Fax: (803) 741-2028
Email: info@rcrc.state.sc.us
www.richlandcountyrecreation.com

November 20, 2017

RCRC Commission Board Members,

Enclosed is draft Fraternization policy for your consideration. The policy provides some specific restrictions for staff as well as some educational components. In addition, two options you may wish to consider (as a paragraph #5 and or #6 in the policy) as we try to address manager and employee behavior are as follows:

- Employees who are the victims of sexual harassment, will not face demotion, retaliation or loss of benefits. A transfer to another location or department may be necessary.
- In RCRC's sole discretion, it may discipline the supervisor up to and including termination
  if either this or the nepotism policy is violated. If RCRC must transfer an employee with
  whom the supervisor is "fraternizing" or in violation of the nepotism policy, RCRC will use
  its best effort to avoid a demotion (may red-circle wages), victimization or loss of benefits.
  If an employee repeatedly violates this or the nepotism policy, RCRC will terminate the
  employee.

If you have any questions, feel free to contact me at 741-7272 (Ext. 121).

Sincerely,

David Stringer

Human Resources Division Head

#### IMPORTANT NOTICE

THE LANGUAGE USED IN THIS POLICY DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE RICHLAND COUNTY RECREATION COMMISSION. CONSISTENT WITH SOUTH CAROLINA LAW, ALL EMPLOYEES OF RICHLAND COUNTY RECREATION COMMISSION ARE "AT WILL". THE RICHLAND COUNTY RECREATION COMMISSION RESERVES THE RIGHT TO REVISE THE CONTENTS OF THIS POLICY IN WHOLE OR IN PART. EXCEPTIONS TO THIS DISCLAIMER MAY BE MADE ONLY BY WRITTEN AGREEMENT SIGNED BY THE COMMISSION AND THE EMPLOYEE AND APPROVED BY VOTE OF THE BOARD.



#### **Fraternization**

Draft

Human Resources Policy No. 087

New Policy Date: November 20, 2017

#### **Policy Statement**

The Richland County Recreation Commission's Fraternization policy outlines guidelines on employees forming personal relationships with each other. We don't want to place undue restrictions on employees dating colleagues, as we acknowledge that freedom of choosing one's partner is an individual's right. But, without rules and guidelines, romantic or other close personal relationships between colleagues may negatively impact our workplace. This policy in conjunction with RCRC's policies on Nepotism, EEO, Harassment, and its general Code of Conduct will set guidelines to maintain workplace conduct and order.

#### Guidance:

This policy applies to all RCRC employees regardless of gender or sexual orientation. For the purposes of this policy, "dating" includes consensual romantic relationships and sexual relations. Non-consensual relationships constitute sexual harassment and we prohibit them explicitly.

- 1. In furtherance of this policy, supervisory employees shall not date or otherwise engage in sexual relations of any kind with employees under their direct or indirect supervision.
- 2. Supervisory employees shall not allow personal friendship or social relationships, on or off the job, to influence their treatment of subordinate associates or their employment decisions.

3. To avoid accusations of favoritism, abuse of authority and sexual harassment, RCRC prohibits supervisors from dating employees who report to them or are within their Department or Division.

New Policy Date: November 20, 2017

4. Supervisors are strictly forbidden from dating their direct reports. If this occurs, the supervisor may face disciplinary action up to and including termination.

#### Friendships in the workplace:

Employees who work together may naturally form friendships either in or out of their workplace. RCRC encourages this relationship between peers, as it can help employees communicate, collaborate and preserve harmony while working. However, we must consider the negative consequences of forming this kind of personal relationship. Employees who are friends might occasionally:

- Enter into disputes over borrowed money.
- Gossip about colleagues and acquaintances.
- Form cliques that exclude certain colleagues and bring discord.
- Prevent one another (whether directly or indirectly) from accepting promotions or relocations for the sake of their friendship.

To mitigate possible issues, we advise our employees to:

- Discuss non-work related issues outside of the workplace.
- Ask for their managers or HR's help when they are unable to resolve an issue or conflict of interest.
- Follow our Code of Conduct and Nepotism policy and act professionally at all times.
- Focus on their work instead of their friendships while at the office.

#### Friendships with supervisors

Being friends with one's manager may have both positive and negative consequences. On one hand, friendship might facilitate honesty, trust and job satisfaction for both parties. But, friendship might also make managers and employees confused about how they should treat each other. Questions of favoritism might arise too, and result in negative feelings and loss of morale. For these reasons, RCRC discourages employees being friends with their managers. We do encourage a harmonious and open relationship, but we think it's to everyone's best interest if managers are not involved with their direct reports outside of the workplace.

#### ADOPTED BY RICHLAND COUNTY RECREATION COMMISSION BOARD

BOARD MEETING DATE: November 20, 2017 (Date Approved)

New Policy Date: November 20, 2017

APPROVED: Thomas Clark, Chair

For more information about this policy, contact



## 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) Non-profit Martial Arts Organization
ORGANIZATION NAME: Columbia Kendo Club 501 c 3 Organization – Yes No
CONTACT INFORMATION:
Contact Person: Sue Ishimori
Phone: 78!-5803 Alternate Phone (Cell): 466-4458
Address 107 Hope Trace Way Irmo, Sc 29063
Reason (justification) for waiver of fee request (or attach statement):  [Lie are a non-profit organization with a charily number issued by the South Caroline Secretary of State. As we have only a small budget, we request your consideration for a fee univer or discount for any or all of the hours for dur event.



## Enriching Lives & Connecting Communities

Page 2 of 2

#### Proposed Event Information

Date: (45 day-advance notice to RCRC requested): $\frac{4/(3-15)/8}{}$
Location: St. Andrews Gym
Time: Friday -7-9:00pm, Saf. 8-8:00, Sun. 9-2:00
Number of Attendees: ±  00
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):  Kendo Is a martial art which trains both body and mind. This Kendo event will include participants from elementary school age, to senter citizens
as they prepare for and carry out a tournament, promotional, and
Friday will be set up and practice. Saturday will be an open tournament, and Sunday will be promotional and educational artivities:
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: ApprovedDisapproved
For office use only (for waivers requiring Board Approval)
Board Meeting Date: ApprovedDisapproved



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



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Multi-Purpose Room 2							**	
Multi-Purpose Room 3	1		<u> </u>					
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Activity Room 2	·	<del></del>		1	<del> </del>			
Gymnasium	30	6	<del>                                     </del>					
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Athletic Field	<del></del>		ļ					
Picnic Shelter								
Total:	<u> </u>					<u> </u>		
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#### Richland County Recreation Commission 7473 Parklane Road, Columbia, SC 29223 RECREATION CENTER FACILITY USE AGREEMENT



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



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### Richland County Recreation Commission Procedures Governing Recreation Center Facility Usage

- 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.
- 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 explenses will include:
  - \$20 per hour security fee may be required if the event exceeds 100 in attendance
  - \$20 after hours fee
- 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.
- 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.
- 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:
- 11. Cleanup is the responsibility of the Licensee. Clean up procedures regulred 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.
  - RCRC grounds must be cleared of litter. (Initial //////////

12	Tabledoths and	table skirts will	not be	habiwna

- 13. Only table decorations may be used. Decorations may not be attached to any part of the building. (Initial:
- 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:
- 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://g)
- 18. Rental fee includes only the tables and chairs on-site. Licensee agrees that it is responsible for set-up and breakdown 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.
- No admission charge or selling of goods and/or services is allowed without prior approval from Richland County Recreation Commission.
- 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: Mozamu Ishimari or Sue Ishimari)
  - 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 deanup 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:
- 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 frearms, 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 atensils 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.

Legioner Coffice Covering Recreation C	10/26/17
Licensessignature	Date
PAGE 3 OF 4	



#### 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: Lown of Eastown All Rhileip A.M.E. Church 501 c 3 Organization - Yes \( \subsetence \) No \( \subsetence \)
CONTACT INFORMATION:
Contact Person: <u>Heraldere Roberson</u>
Phone: 903 - 353 - 2281 Alternate Phone (Cell): 903 - 457 - 3579
Address War Street Lastover, S.C. 29044
Reason (justification) for waiver of fee request (or attach statement):  The Journ of Easton in Collaboration buth  St. Rhillip A.M.E. Church will be hosting a  Community light for the youth. The revent is  a youth replayer.



## Enriching Lives & Connecting Communities

#### Proposed Event Information

Date: (45 day-advance notice to RCRC request	red): 12.2.2017	
Location: Castover Park		
Time: 10.00am2:00pm		
Number of Attendees: 100		
Detailed description of event (or attach stateme (Approval preference given to those events that served by the park and those events that directly	t have a direct positive	
Note: Events must not be for individual profit o uniformed law enforcement officer be present a	0	s the right to require a
For office use only		
Executive Director or Designee Signature:		
Date:	Approved	☐Disapproved
For office use only (for waivers requiring Boar	d Approval)	
Board Meeting Date:	☐ Approved	Disapproved



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



censee Address: 624		Street		City: Le cuto		10.	1	
ytime phone: 803-35	13-2981	Evening p	mone: W&	457-351	14 Elliai	1: mayors	doingois	e lasto
ernate Contact Person:	Marco Di	10.010	w Rob	[ ~ ~		Phone:	803-457	- REMA
citiate contact i discin	may be	malne	r VAD	your			141	9311
te of Function: 12.2.1	Time of F	unction: U.D	0-2:00 Nun	nber of Guests	Invited: 150	Date of Birtl	ո։/_	/
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PACE REQUESTED:	)							
Space	# of chairs	# of tables	Staff Fee	Security Fee	Facility Usage Fee	Total Fee	Rental Deposit	Balance
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Aulti-Purpose Room 2								
Multi-Purpose Room 3								
activity Room 1								
Activity Room 2								
iymnasium	900	50						
Gymnastic Room								
thletic Field								
icnic Shelter								
				A CONTRACTOR OF THE CONTRACTOR				
Normal Hours     After Hours: A	Any time prior t	o the park's of	pening or after	the park's closir	ng; additional	0-6:00 pm charges will ap	ply.	
• Normal Hours • After Hours: A • Table and cha • Licensee will r • No Teen part rensee agrees to save, defend, a cluding any governmental fees, mmission property for any activ	Any time prior t nirs are limited receive one hou nies allowed du nid hold harmless fines or penalties vities conducted b	o the park's op and are not gu ir setup and on iring regular c the Richland Co (including legal)	pening or after paranteed. Plea pe hour cleanup per after hours. unty Recreation fees and costs ind	the park's closingse check with poor (Initial:) Commission and its	ng; additional ark staff. s agents/emplo; n Licensee's use	charges will ap	l all claims for los iny Richland Cour	s/damages, aty Recreation
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- 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:\_\_\_\_)
- 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: <u>MR</u>)
- 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:
- 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: Selal Leve Solvison)
  - 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:
- 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.

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.

\*\*Defolis\*\* 29 7017\*\*

Licensee Signature

Date

<sup>\*\*</sup> 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.

### 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 Line)
- 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
  - RCRC grounds must be cleared of litter. (Initial)

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



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ernate Contact	t Person:		,	7500					Phone:			
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lassroom C	Classroom	Theater	Banquet									
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#### 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 t time the Adult Activity Center is being used. Insurance may be required in some circumstances. (Initial Line)
- 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

PF	ROCEDURES 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 )
14	. The use of any open flames is <b>prohibited</b> 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). (Initia)
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 157)
19.	Rental fee includes only the tables and chairs on-site. Licensee agrees that it is responsible for set-up and breakdown 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:
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:
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

- 2
- 2 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)(上方心)(
- 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.

185 ept 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.

The second of proposed of the second of the
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: <u>Spring wood Lake united</u> Neighbor  501 c 3 Organization - Yes \( \sqrt{No} \)
CONTACT INFORMATION:
Contact Person: <u>Sumey 5. Caref</u> ev
Phone: 883-414-5947 Alternate Phone (Cell): 883-414-5947
Address 7809 Spring Flower Rd.
Reason (justification) for waiver of fee request (or attach statement):  HOLDAY Cele brafien for the Community,  HIN Eighter WO INVITED.



### Enriching Lives & Connecting Communities

#### Proposed Event Information

Location: Ad ult Aetruity Center
Time: <u>5PM - 10 PM</u>
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):  Help ay Celebratium - Nagaberhole
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: Disapproved
For office use only (for waivers requiring Board Approval)
Board Meeting Date: 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 REPORTS FOR YOUR INFORMATION



#### **DIVISION REPORT -**

#### "Enriching Lives, Connecting Communities"

TO: Tara Dickerson

FROM: Lisa W. Lewis-Hutcherson

DATE: November 13, 2017

RE: Monthly Updates

#### 1. Foundation:

- a. The Foundation is currently working with the Ray Tanner Foundation 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.
- b. The Foundation is working on sponsorships for current Richland County Recreation Commission programs such as the Breakfast with Santa, Christmas at Killian and Camp Winter Wonderland.
- 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 in the final stages for the event. The date of the event is December 7, 2017.



#### **DIVISION REPORT -**

#### "Enriching Lives, Connecting Communities"

TO: Tara Dickerson, Cornelia Watts

FROM: William Daugherty

**DATE:** 11/14/17

RE: Monthly Updates for October/November

1. Department: IT Department

a. The IT department worked together Tec Support group to fix an email issue that we experienced last month. The problem only affected outside email services and delayed delivery for 30 minutes to an hour. We were able to get the problem corrected and outside email services are back to normal.

b. We're continuing with camera security maintenance at the parks. We've replaced DVR systems for Meadowlake, Trenholm and James E Clyburn Technology center. The old DVR's have been replaced with new HD systems that can support up to 16 cameras.

- c. Renovation is done at North Springs park. The IT department moved the computers back into the building for staff and made sure all computer items are up and running.
- d. Denny Terrace experienced several computer issues after a recent storm. We were able to get their computers back in order and also resolved an issue with their copier machine
- e. The fax line at Garners Ferry Technology Center has been having intermittent issues. More often than not, faxes have not been received on site. We traced the line going back to the AT&T D Marc (where the line first runs into the building into the communications room) and it has dial tone. We plan to go back soon and test the wall outlet for any loose connections.
- f. We've been continuing with staff cell phone upgrades. Staff members who have cell phones are normally eligible for a new phone every eight to ten months.



#### **DIVISION REPORT -**

"Enriching Lives, Connecting Communities"

**TO:** Richland County Recreation Commission

FROM: Connie Reaves, Director of Parks

**DATE:** November 15, 2017 **RE:** Monthly Updates

#### 1. Department: Park Operations

a. Bluff Road Park – The Diabetes Discussion Event was held at Bluff Road Park on October 18, 2017 and it featured Mr. Henry Counts as the guest speaker. Mr. Counts is a Health Science Professor at Benedict College and also a Diabetes Prevention Specialist. The types of diabetes, causes, and preventive measures were discussed. Dietary habits in relation to causes were highlighted. According to Professor Counts, healthy eating habits will have the greatest long term effect in the prevention of diabetes. Mr. Counts provided cookbooks specializing in healthy recipes to each program participant.

b. Eastover Park – Partnered with Richland County Sheriff's Department to ensure a safe, fun environment for children to visit on Halloween. The gym was set up for games and interactive stations which allowed the children to connect with the Sheriff's Department Deputies. The crime investigation stations were huge attractions children investigated Halloween crime scenes using their observation and problem solving skills. Lamar Kelley, from the Housing Authority enhanced the program by providing additional games and activities. The children were treated to Hotdogs, Chips, Drinks, and Cupcakes. After eating, the children were split into groups according to ages, the lights were turned off and the deputies flashed their lights and the candy search began. Each child left with a smile and a big bag of candy. Fun was had by all!

c. Trenholm Park – On Saturday, October 21, 2017 Trenholm Park hosted its 3<sup>rd</sup> Annual Palmetto Badminton Tournament. A total of 38 adults participated in the multi skill level tournament singles and doubles. Several players were from neighboring states such as Georgia and Tennessee; and other metropolitan cities in South Carolina. This year's event featured a Friday evening children's division demonstration as a tournament kickoff. The support from their family and friends were tremendous.

#### 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 9<sup>th</sup> – 10<sup>th</sup> (4pm-5pm) Forest Lake, November 13<sup>th</sup>-14<sup>th</sup>

- (4pm-5pm) North Springs Park, December 11<sup>th</sup>-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. We started Carolina Panthers Flag Football on October 7, 2017. We have an excited group of players who are ready to learn and play. The team, coaches, parents/guardians, family and friends attended the Jamboree in Charlotte, NC. Our team had the opportunity to enjoy bounce houses, music, dancing, and lunch. The team got to meet NFL Carolina Panthers cheerleaders, the mascot "Sir Purr", and played on the Carolina Panthers practice field. It was a great experience for all. Go Panthers!
- b. On October 16, 2017 we attended a program to acknowledge and thank Art 4 Hope artists at the Allendale Correctional Institution in Fairfax, SC, for their participation in our Walk-A-Mile in My Shoes art and poetry contest. The beautiful artwork was displayed and each artist was given a copy of his artwork and a certificate from RCRC. The visit was concluded with lunch and a tour.
- c. In spite of renovations, we are still having Day and Evening Programs in the Denny Terrace Gym.

#### 4. Department: Adult Services and Community Center

- a. Ballentine Community Center The 3<sup>rd</sup> Annual Flu Shots event was held on October 17, 2017. Health care professionals from Tri-County Home Health Administrated the shots and processed Medicare requirements. The event was held during the AE class to make it convenient for the seniors who look forward to the annual event. In partnership with DHEC, the six-week "Walk with Ease" program began on October 5, 2017. The program is designed to help participants combat the effects of arthritis through walking and healthy eating.
- b. Hopkins Park Adult Activity Center Hopkins Seniors joined Bluff Road Park in their Annual Health Fair on October 18, 2017. It was a wonderful time of fellowship and fun. There were five (5) participants from Hopkins Park AAC. On October 9, 2017, a representative from Rite Aid administered Flu shots to approximately 10 HPAAC seniors.
- c. Ridgewood Community Center For the month of October, Ridgewood Community Center has been very active with the community garden. Our garden had performed very well this season. We had different types of vegetables and fruits that we harvested for our seniors who attend the centers activities and the homeless civilians of Columbia. Due to the change of the weather, our group; Ridgewood Walkers, has increased tremendously.

## Richland County Recreation

#### **DIVISION REPORT -**

#### "Enriching Lives, Connecting Communities"

TO: Tara Dickerson, Chief of Staff

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

**DATE:** November 13, 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. Assisting with crowd control at Perrin Thomas for USC football home games.

#### 2. Department: Safety

- a. Coordinated and conducted one 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. Still working on obtaining funds to re-locate playground.
- f. North Springs Multipurpose field has been closed, graded and sodded, will open by end of November.
- g. Polo Road Demolition will begin sometime after 17 November.

#### 3. Department: Risk Management

- 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.
- c. Updates Training Database for First Aid Training & Defensive Drivers training taught to RCRC Staff.

## Richland County Recreation

#### **DIVISION REPORT -**

#### "Enriching Lives, Connecting Communities"

- 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.
- c. Discontinued contract pool service at Hopkins Pool due to Leaks.

#### 5. Department: Recreation

- a. LinRick-Business has been good. Weather has been good to us.
- b. Kelly Mill- weekend tournaments have ended for season.
- c. Athletics- Registration for Winter Basketball & Volleyball will conclude in November. Youth Football will also end during the month of November.
- d. North Springs Field 5 opened during the month of October. Keeping turf pressure down to a minimum to allow growth.
- e. Coordinating field rentals when Community Leagues release fields.
- f. Coordinating and assisting with crowd control at Perrin Thomas

# Richland County Recreation COMMISSION

#### **DIVISION REPORT -**

#### "Enriching Lives, Connecting Communities"

TO: Tara Dickerson, Chief of Staff

FROM: Felicia Venable, Community Relations Manager

DATE: November 1, 2017

**RE: Monthly Updates** 

1. Department: Graphics Design/Webmaster

- a. Advertising and Website
  - Completed and corrected all graphic request and published all database activities
  - Multiple updates to the webpage of events
  - Completed request for new business cards for several departments

#### b. Annual Report

- November 9 is the deadline for all departments and divisions to submit reports.
- 2. Department: Special Events
  - a. Breakfast with Santa will be held on December 2, 2017 at Richland Fashion Mall.
    - Ordering crafts and arts and Christmas decoration
    - Confirming balloon artist, face printers and photography

	PTI	JR PTI	Youth Arbitration	College Intern	Volunteer	Other	Total
District 1							
District 2	1111 -						3
District 3	111						3
District 4	11						2
						Total	8

This is the total for complete and incomplete hours for CSW volunteers from 10/09/2017 until today which 11/1/2017.

# Richland County Recreation COMMISSION

#### **DIVISION REPORT -**

#### "Enriching Lives, Connecting Communities"

#### 3. Department: Community Relations

- a. Agency Communications
  - Updates to social media accounts promoting upcoming agency adjustments and events.
  - Continuation of weekly employee recognitions via email.

#### b. REC Connect

• Featured our 30th Annual Midlands Area Senior Games week September 11-15, 2017.

#### c. Press Release

- Spookacular Halloween Park Events
- Final candidates for the position of Executive Director
- Board Meeting on October 16, Special Called Board Meetings October 18, 19 & 24.

#### d. Meetings and Events

- Monday, October 2 at 12 noon at Baskin-Robbins on Forest Drive concerning DareScream
  Event on October 5. Meet with the owner, Richland School District One, Richland County
  Sheriff's Department and WACH-Fox57 to discuss finalizing logistics of the day.
- Wednesday, October 4 Quarterly staff meeting at AAC on Parklane Road at 11:00 am.
- On Tuesday, October 17 at 10 am met with Lisa Lewis-Hutcherson & Takequita Lewis concerning enhancing Breakfast with Santa.
- Pine Grove Community Center on October 24 from 11-2 Rosenwald visitation.
- October 25, National Disability Employment Awareness Orientation at Vocational Rehabilitation from 11-2.
- October 26, attended Lake Carolina Elementary School-Lower Campus Career Fair.
- October 27, Purchase Order Training in Conference Room 3 from 11-12.
- October 31, Halloween Event at Parklane Administrative Office.