

**BOARD OF COMMISSIONERS**

Lisa Cotten, Chair  
Robert Lapin, Vice-Chair  
Donzetta Lindsay, Secretary  
Thomas Clark  
Jermaine L. Johnson, Sr.  
Stephen Venugopal



**ADMINISTRATIVE OFFICE**  
**Lakita Watson, Executive Director**  
7473 Parklane Road  
Columbia, SC 29223  
**Phone:** (803) 741-7272 (RCRC)  
**Fax:** (803) 741-2028  
**Email:** info@rcrc.state.sc.us  
richlandcountyrecreation.com

**Richland County Recreation Commission  
Regular Board Meeting Agenda  
February 24, 2020  
6:00 PM**

**1. Call to Order:**

Chair Cotten is scheduled to call the meeting to order.

**2. Adoption of Agenda: (Action)**

**3. Minutes: (Attachment) (Action)**

Chair Cotten will request the Board to approve minutes from the January 27, 2020 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: (Attachment)**

Brandy James, Chief Financial Officer, will present to Board.

**6. New Business:**

- Ms. Watson will present Board Retreat 2020 information (Action)

**7. Other Business:**

- Ms. Watson will present Request for Waiver of Facility Fees from the Richland Democratic Women's Council (Tabled from January 27, 2020 Board Meeting) (Action)
- Ms. Watson will present recommendation for disposal of North Springs Concession Stand items (Action)

**8. Executive Session:**

- Legal Updates
- Contractual Matters:
  - First Citizens Bank
  - League Contracts
- Personnel Matters:
  - Salary Pay Compression
  - Compliance Officer

**9. Adjournment**



*Equal Opportunity Statement: The Richland County Recreation Commission is dedicated to the concept of equal opportunity. The Commission will not discriminate on the basis of race, color, religion, sex, age, disability, national origin or marital status in its employment practices or in the participation policies for its facilities.*

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**Richland County Recreation Commission**  
**Regular Board Meeting Minutes**  
**January 27, 2020**  
**6:00PM**

**Commissioners in Attendance:**

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

**1. Call to Order:**

Chair Cotten called the meeting to order at 6:02p.m.

**2. Adoption of Agenda:**

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

**3. Minutes:**

**Motion to approve minutes from the December 16, 2019 Regular Board Meeting made by Commissioner Lapin and second by Commissioner Venugopal. Motion approved unanimously by all members present; Clark, Lapin, Lindsay, Johnson, Venugopal, and Cotten.**

#### **4. Public Input:**

**Willie Lyles** – Presented Parklane AAC REC Committee concerns, regarding finances, programs offered and paperwork.

**Michael Loftis** – Request to rescind the downtime for field usage for the month of February, not just for Blythewood Baseball but for all the spring leagues.

**Gretchen Barron** – Candidate for Richland County Council District 7 shared her candidacy's platform.

#### **5. Financial Report:**

Brandy James, Chief Financial Officer, presented financial reports included in the Board's packet and answered questions.

#### **6. New Business:**

- Mr. David Loebeck, First Citizens Bank, presented an overview of investment strategies prepared for the Richland County Recreation Commission for consideration and answered questions.
- Ms. Watson presented recommendation for disposal of Fitness Equipment at Denny Terrace Gymnasium, Meadowlake Park and Hopkins Park included in the Board's packet for Action.

**Motion made by Commissioner Venugopal to accept staff's recommendation for removal of Fitness Equipment and to survey the Meadowlake community for replacement of fitness equipment or game room, second by Commissioner Lapin. Motion approved unanimously by all members present; Cotten, Lapin, Lindsay, Clark, Venugopal and Johnson.**

- Ms. Watson presented recommendation for disposal of computers included in Board's packet for Action.

**Motion made by Commissioner Clark to accept staff's recommendation for disposal of computers, second by Commissioner Lindsay. Motion**

approved unanimously by all members present; Cotten, Clark, Lindsay, Lapin, Johnson and Venugopal.

**7. Other Business:**

- Ms. Watson presented Executive Director Report.
- Ms. Watson presented Request for Waiver of Facility Fees from the Richland Democratic Women’s Council for use of the Parklane Adult Activity Center.
- Ms. Watson presented Request for Waiver of Facility Fees from the Pine Grove Cemetery Organization for use of the Pine Grove Community Center.

Chair Cotten tabled the Request for Waiver of Facility Fees from the Richland Democratic Women’s Council until the February Board meeting.

**Motion made by Commissioner Lapin to accept staff’s recommendation of no waiver of fees requested by the Pine Grove Cemetery Organization, second by Commissioner Venugopal. Vote of 5 Yea (Cotten, Lapin, Venugopal, Clark and Johnson). Vote of 1 Nay (Lindsay). Motion passed.**

**8. Executive Session:**

No items for Executive Session

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

**10. Adjournment**

Meeting adjourned at 7:02 p.m.

\_\_\_\_\_  
Lisa Cotten, Chair

Minutes approved on this \_\_\_\_\_ day of \_\_\_\_\_ 2020.

**Richland County Recreation Commission**  
**Statement of Revenues and Expenditures**  
**For the Seven Months Ended January 31, 2020**

**01 - General-Governmental**

	<u>FY 2019-2020</u> <u>Actual</u>	<u>FY 2019-2020</u> <u>Budget</u>	<u>Remaining</u> <u>Available</u>	<u>FY 2018-2019</u> <u>Actual</u>
Revenue				
Administrative Revenue	<b>\$7,287,680.62</b>	<b>\$17,186,559.00</b>	<b>\$9,898,878.38</b>	<b>\$5,704,361.35</b>
Program Revenue	762,904.41	1,945,744.00	1,182,839.59	855,103.84
Total Revenue	<u><b>8,050,585.03</b></u>	<u><b>19,132,303.00</b></u>	<u><b>11,081,717.97</b></u>	<u><b>6,559,465.19</b></u>
Expenditures				
Salaries	4,850,148.74	8,044,583.55	3,194,434.81	3,922,819.87
Pension, benefits and taxes	2,175,566.61	4,213,517.28	2,037,950.67	1,387,478.03
Operating expenses	884,668.61	1,833,838.17	949,169.56	872,129.10
Personnel Expenses	27,964.53	108,699.00	80,734.47	16,002.93
Training and development	72,254.42	103,000.00	30,745.58	50,126.69
Supplies expense	172,755.41	540,977.00	368,221.59	176,057.31
Professional Services	251,099.71	564,400.00	313,300.29	79,289.72
Information technology	134,383.17	203,865.00	69,481.83	123,806.76
Marketing expenses	52,101.04	73,776.00	21,674.96	23,366.10
Program expenses	370,044.34	608,974.00	238,929.66	44,555.25
Fleet expenses	96,893.57	462,331.00	365,437.43	85,538.44
Repairs and maintenance expense	102,945.45	126,000.00	23,054.55	175,118.04
Safety and security expense	27,873.78	58,200.00	30,326.22	15,115.98
Capital outlay expense	58,885.39	341,548.00	282,662.61	155,533.49
Capital improvement expense	115,200.12	1,848,594.00	1,733,393.88	28,382.27
Miscellaneous expenses	(1,222.51)	0.00	1,222.51	2,360.00
Nonoperational expenses	0.00	0.00	0.00	188,564.91
Total Expenditures	<u>9,391,562.38</u>	<u>19,132,303.00</u>	<u>9,740,740.62</u>	<u>7,346,244.89</u>
Net Revenue	<u><b>(\$1,340,977.35)</b></u>	<u><b>\$0.00</b></u>	<u><b>(\$1,340,977.34)</b></u>	<u><b>(\$786,779.70)</b></u>

**Richland County Recreation Commission**  
**Statement of Revenues and Expenditures**  
**For the Seven Months Ended January 31, 2020**

**02 - Linrick-Enterprise**

	<u>FY 2019-2020</u> <u>Actual</u>	<u>FY 2019-2020</u> <u>Budget</u>	<u>Remaining</u> <u>Available</u>	<u>FY 2018-2019</u> <u>Actual</u>
<b>Revenue</b>				
Administrative Revenue	<b>\$2,353.50</b>	<b>\$0.00</b>	<b>(\$2,353.50)</b>	<b>\$0.00</b>
Enterprise Revenue	382,089.88	866,403.24	484,313.36	412,979.47
<b>Total Revenue</b>	<b><u>384,443.38</u></b>	<b><u>866,403.24</u></b>	<b><u>481,959.86</u></b>	<b><u>412,979.47</u></b>
<b>Expenditures</b>				
Salaries	206,248.74	354,357.86	148,109.12	181,096.46
Pension, benefits and taxes	94,968.29	176,549.95	81,581.66	42,880.23
Operating expenses	45,956.56	109,287.23	63,330.67	34,099.64
Golf operating expenses	56,484.30	118,245.00	61,760.70	56,105.65
Personnel Expenses	372.00	0.00	(372.00)	0.00
Training and development	216.00	1,000.00	784.00	634.00
Supplies expense	15,314.18	41,080.00	25,765.82	26,776.73
Professional Services	0.00	2,060.00	2,060.00	0.00
Information technology	443.33	8,343.20	7,899.87	1,185.10
Fleet expenses	12,283.34	22,980.00	10,696.66	1,720.27
Repairs and maintenance expense	1,837.02	12,500.00	10,662.98	373.77
Safety and security expense	15.82	0.00	(15.82)	157.97
Capital outlay expense	34,884.40	20,000.00	(14,884.40)	0.00
Capital improvement expense	0.00	0.00	0.00	7,713.81
Miscellaneous expenses	5.40	0.00	(5.40)	(992.77)
Nonoperational expenses	976.33	0.00	(976.33)	11,117.60
Depreciation expense	0.00	0.00	0.00	5,141.57
<b>Total Expenditures</b>	<b><u>470,005.71</u></b>	<b><u>866,403.24</u></b>	<b><u>396,397.53</u></b>	<b><u>368,010.03</u></b>
<b>Net Revenue</b>	<b><u>(\$85,562.33)</u></b>	<b><u>\$0.00</u></b>	<b><u>(\$85,562.33)</u></b>	<b><u>\$44,969.44</u></b>



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) Women's Group

ORGANIZATION NAME: Richland Democratic Women's Council

501 c 3 Organization -- Yes  No

CONTACT INFORMATION:

Contact Person: Jonnieka Farr

Phone: 803 413 4682 Alternate Phone (Cell): (256) 404-2061

Address 308 Denby Circle Columbia SC 29229

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

please see attached statement.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Enriching Lives &  
Connecting Communities

Proposed Event Information

Date: (45 day-advance notice to RCRC requested): 2nd Monday of every month beginning  
01-13-20, 02-10-20, 03-09-20, 04-13-20, 05-11-20, 06-08-20, 07-13-20, 08-10, 09-14, 10-12,  
Location: Adult Activity Center Parklane Rd 11-9, 12-14-20  
Time: 6-7 PM  
Number of Attendees: 40

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):*

monthly community women's meeting. Please see  
attachment for further details.

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  
FACILITY USE AGREEMENT**

This Use "Agreement", made by and between Richland County Recreation Commission ("RCRC"), and Richland Democratic Women's Council ("USER").

**FINDINGS**

**WHEREAS, USER** has made inquiry of RCRC regarding the use and rental of facilities at Adult Activity Center (the "Facilities").

**WHEREAS, RCRC** intends to permit USER to use and rent the Facilities under the terms of this Agreement.

**WITNESSETH**

In consideration of the forgoing recitals and on consideration of the mutual covenants, conditions, stipulations and agreements herein contained, the receipt and sufficiency of which is acknowledged by the parties it is agreed follows:

1. RCRC does hereby agree and permit User to use the Facilities during the period (the "Use Period") set below and further described on Exhibit A, a copy of which is attached hereto.

This Agreement shall commence as of 2nd Monday of every month beginning January 13, 2020 and shall continue for a period of 1 Days, Weeks, for 12 Months, unless sooner terminated under the terms of this Agreement. Specific dates, times, and locations have been set forth on the attached Exhibit A

2. A. RCRC shall charge USER according to facility use and rental fees as outlined in Exhibit A, a copy of which is attached hereto. Reasonable access for use of the Facilities prior to the allotted time shall be permitted, as necessary, to setup and take down any materials associated with the Use Period. In the discretion of RCRC staff, additional hourly fees may be applied for unreasonable usage (as determined in the sole discretion of RCRC) outside of the Use Period; and (b) fees and additional charges shall be paid for access to facility as described in Exhibit "A", a copy of which is attached hereto or advised by RCRC staff.

B. To reserve the Facilities, a minimum deposit or payment in full shall be paid by the USER to RCRC upon the execution of this Agreement, but in no event less than 24 hours in advance of the Use Period. Any additional fees, charges, and expenses including excess hourly charges and all shall be paid to RCRC immediately upon the end of the Use Period unless alternative arrangements have been made between RCRC and the USER.

3. During the Use Period, sufficient staffing, shall be provided by RCRC. In the event sufficient staffing cannot be arranged, RCRC reserves the right to cancel this Agreement. In the event of such cancellation, all fees shall be reimbursed to USER.
4. Absent separate arrangement made in writing, RCRC is not responsible to provide any special equipment for use of Facilities. Further, any special equipment or personnel must be requested by User in writing and approved not less than 24 hours in advance of Use Period.
5. The USER is responsible for all attendees and guests at the Facilities during the Use Period. User shall ensure that (i) the Facilities are is not misused or abused, (ii) that there is proper supervision at all times, (iii) Facilities are used in conformity with all policies and regulations of RCRC, and (iv) all other terms of this Agreement are adhered to and followed. Failure to comply with this Section 6 may result in the forfeiture of all fees paid hereunder and other damages accruing to RCRC.
6. The USER understands and agrees that (i) this Agreement does not establish an employer-employee relationship between USER and RCRC, and (ii) the event is neither a conducted event nor a sponsored event of RCRC. In addition, it is understood and acknowledged by USER that RCRC will not exercise any physical or other control over the operation of the event, other than the limited oversight responsibilities described in this Agreement.
7. The USER shall abide by RCRC's terms and conditions, including but not limited to RCRC (a) requirement for background checks, (b) any policy and procedures posted or available at Facilities pertaining to the use of RCRC's facilities, and (c) announced or posted safety precautions. Should a background check be required in the sole discretion of RCRC, USER agrees to pay any fee associated with conducting the background check.
8. The USER understands that no promises are made otherwise than what is contained in this Agreement, that no warranties have been made that the Facilities will be adequate for planned use, and that User accepts the Facilities in an "AS IS, WHERE-IS" condition.
9. The USER has inspected the facility to be used and has independently determined suitable and safe for their particular purpose. USER shall use the facility exclusively for the purpose set forth herein. The USER further agrees that at any time during the term RCRC or its agents may enter the facility for the purpose of examining the condition thereof, or the activities conducted at facility.
10. The USER shall keep and maintain Facilities and surrounding premises in good repair and condition. At the expiration of the term, USER shall remove its goods and effects and peaceable return the premises to RCRC in an as good or better condition as when delivered to USER, excepting (a) ordinary wear and tear, (b) damage by the elements, and (c) acts of the public enemy or casualty. All notices to quit or vacate are expressly waived, any law, usage or custom to the contrary notwithstanding.

11. USER will not make or permit to be made any alterations or additions to the Facilities, not assign, mortgage, or pledge this use Agreement, not sublet the whole or any part of the Facilities without RCRC's express written consent; any such consent shall apply solely to the USER and the particular transaction consented to and shall not constitute a waiver by RCRC of the provisions of this Agreement.
12. Advertisement. USER shall not install any advertisements or signs on any part of the premises without RCRC's written consent, which will not be unreasonably withheld.
13. Facilities. The fields and recreational facilities located on or to be placed on the Facilities shall be under the control of USER during the lease term of this Agreement, as stated in Section 1 above. USER understands and agrees that RCRC may lease the Facilities for other events with prior, written notification and written approval from USER. USER will not unreasonably withhold approval. USER will not undertake any construction or alterations to the Facilities without obtaining prior written, conditioned approval of RCRC.
14. Authorization for Food Concessions. USER is herein authorized to utilize the concessions and kitchen facilities for the sole benefit of the teams, their families, and friends during Use Period. No solicitation or sale to other individuals or groups not otherwise associated with USER shall be permitted. Such food concessions shall otherwise comply with any and all applicable ordinances related to food safety or otherwise. USER is required (i) compliance with DHEC regulation 61-25, regarding food/drink sales. If not properly permitted by DHEC, User will be assessed a fine as determined by RCRC and privileges for concession stand use shall be revoked; (ii) Fire Marshal requirements to include fire extinguisher and suppression inspections. RCRC accepts no responsibility of the USER for non-compliance with Fire Marshal or DHEC regulations. Any proceeds from such food concessions shall be used solely for the USER (a)operations (b)maintenance and upkeep of the leased Facilities (c)improvements thereto, or for capital improvements to benefit USER. RCRC shall have full access including keys to all concession and storage areas. RCRC reserves the right to remove, and reinstall locks as needed. Financial reports shall be turned in at the end of each season.
15. Utilities. RCRC shall be responsible for the payment and maintenance of utilities used by the Facilities. USER shall be responsible for managing the lighting system properly; (i) turn off lights after use at night, to include automatic lighting. (ii) At the discretion of RCRC a fee shall be assessed for excess use of lighting outside of the Use Period
16. Safety and Security. User understands and agrees that RCRC is not responsible for the safety and security of any items associated with USER events nor will RCRC be responsible for any damage(s) to any items or materials used in connection with USER events. RCRC in its sole discretion reserves the right to require security for the use of the Facilities, USER agrees to pay any fee associated with acquiring such security as described in Exhibit "B" attached hereto.

17. No smoking permitted on or around the Facilities. Alcoholic beverage service and consumption shall be limited as described in Exhibit "B". Violations of this provision by User or their guests may, in the discretion of RCRC staff, result in the immediate termination of the event and the forfeiture of any paid hereunder.
18. Insurance. During the Use Period and during all other times permitted under this Agreement RCRC advises, USER, at its sole cost, expense, and interest that it should procure public liability insurance insuring USER, RCRC, and their authorized representatives and guests arising out of and in connection with USER'S use of the Facilities: such policy shall provide a single liability limit of at least \$1,000,000. RCRC and any added activity equipment (i.e., Bounce Houses, Water Slide, etc.) must be included as an additional insured. USER agrees to provide RCRC with a copy of the certificate of insurance within (5) days of execution of this Agreement evidencing that it has complied with the insurance requirement of this Agreement as set forth and described in Exhibit A.
19. USER shall indemnify, defend and hold harmless RCRC from and against any and all claims, causes of action, liabilities, damages and costs (including reasonably attorney fees) arising from or out of any death, bodily injury or damage to property occurring in, upon or at the Facilities or any part thereof, which is caused by USER or is occasioned wholly or in part by any failure of USER to perform any duty or obligation of USER set forth in this Agreement or any other act or omission of USER, its agents, contractors, employees or invitees in connection with the Facilities or any invitee thereof or the Facilities during the Use Term (including any set-up or take-down period associated therewith), or related to any claims, assessments, charge-backs or other expenses (whether owed to or assessed by a private or governmental party) which RCRC is obligated to pay or discharge related to USER's use of the Facilities.
20. Termination. RCRC may immediately terminate this Agreement at any time "for cause". Termination for cause shall be effective from the receipt of written or verbal notice thereof to USER specifying the grounds for the termination and all relevant facts. "For cause" events shall be deemed to include: (i) neglect of duties or violation of any of the provision of this Agreement, which continues after written notice and reasonable opportunity (not to exceed seventy-two (72) hours) in which to cure; (ii) fraud, embezzlement, defalcation, or conviction of any felonious offense; (iii) any act that materially breaches the Agreement as determined by RCRC. RCRC exercises its right to terminate with cause shall be without prejudice; to any other remedy it may be entitled at law, in equity, or under this Agreement.
21. It is understood and agreed that no waiver of any breach or non-performance of any covenant herein contained shall operate as a waiver of said covenant itself or any subsequent breach thereof.
22. USER understands and agrees (i) in the event of public necessity, acts of God, and/or any other circumstances beyond the control of RCRC, it becomes necessary for RCRC to cancel this Agreement, RCRC may do so without liability of any type to USER, and USER forever releases RCRC from any and all claims whatsoever occasioned by cancellation of this Agreement pursuant to this paragraph. (ii) If USER events are

cancelled by USER due to public necessity, acts of God, and/or any other circumstances beyond the control of USER, then USER shall return the contribution made by RCRC, if any, specifically for these events within thirty (30) days of the cancellation.

23. USER shall not have the right to assign or transfer this Agreement to any other party without the express written consent of RCRC.

24. The covenants and agreement contained herein are binding upon the parties hereto and shall be governed by and construed in accordance with the laws of South Carolina.

25. This Agree may be executed in duplicate originals and on several counterparts, and all of which duplicate originals and counterpart originals when taken together shall constitute the Agreement in its entirety.

**IN WITNESS WHEREOF** the parties executed this Agreement as of the date first written above.

**RCRC**

By: \_\_\_\_\_  
Executive Director or Designee

Dated: \_\_\_\_\_, 20\_\_\_\_

**USER**

By: Jonnieka Farr  
Organization Representative

Dated: December 12, 2019

EXHIBIT A

Facility Use Type: Tournament: \_\_\_\_\_ Practice: \_\_\_\_\_ Rental (description): Monthly Council Meeting

Adult Activity Center  Community Center  Recreation Center Location: Classroom C

Applicant(s): Jonnieka Farr Alternate Contact: Dr. Eloise Fomby-Denson

Address: 308 Denby Circle City Columbia State SC Zip Code 29229

Home/Cell Phone: 8034134682 Work Phone: 8036990991 Email: rdwcouncil@gmail.com

DOB: 11/15/73 DATE of EVENT: 01/13/20 # OF GUEST: 40

EVENT TIME: 6:00 PM SET-UP TIME: 5:45 pm CLEAN-UP TIME: 7:15 PM

Recreation & Community Center (2HR min)	Facility Use Fee	After Hours \$20/Hours	Staff Fee	Security Fee	Set-up Fee	Total Fee
Multi-Purpose Room# (After Hours Recreation Only)	\$30.00					
Multi-Purpose Room w/Kitchen (After Hours Recreation Only)	\$45.00					
Banquet Hall	\$60.00	N/A				
Entire Center (Small)	\$60.00	N/A				
Entire Center (Large)	\$75.00	N/A				
Gymnasium (Crane Creek & Denny Terrace - Gymnasium Only)	\$65.00					
Picnic Shelter (Medium)	\$15.00	N/A				
Picnic Shelter (Large)	\$25.00	N/A				
Adult Activity Center (3HR min)	Fee	After Hours				
Multi-Purpose Room#	\$100	\$120				
Conference Room	\$45	\$65				
Board Room	\$100	\$120				
Classroom (#106, 107, & A)	\$30	\$50				
Classroom (#109 & C)	\$40	\$60				<u>rdw</u>
Banquet Hall	\$120	\$140				
Dining Area	\$100	\$120				
Banquet & Dining	\$140	\$160				

Deposit: Check# 213 Cash \_\_\_\_\_ Credit Card \* \_\_\_\_\_ Amount 90.00 Date 12/30 Receipt# 1046223 Bal 0

Deposit: Check# \_\_\_\_\_ Cash \_\_\_\_\_ Credit Card \_\_\_\_\_ Amount \_\_\_\_\_ Date \_\_\_\_\_ Receipt# \_\_\_\_\_ Bal \_\_\_\_\_

Office Use Only: Received by: [Signature] Date: 12/30 Verified in MYREC: Yes/No

**Exhibit B**  
**Procedures Governing Facility Usage**

**JF**        *All residents outside Richland County will pay a regular rental fee plus 20%.*

**JF**        *Minimum rental time: Recreation Center 2 Hours; Community Center 2 Hours; Adult Activity Center 3 Hours. Additional Set-up time for Community and Adult Activity Centers shall be accessed at a fee of \$30 per hour.*

**JF**        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
- After hour fees as reflected in RCRC fee schedule on Exhibit A hereto attached.

**JF**        Governmental agencies, eligible non-profit/for-profit organizations, groups and individuals may use a RCRC facility space, on a space available basis, at a rate of 50% less the fee stipulated in RCRC fee schedule on Exhibit A hereto attached.

**JF**        The Administrative Coordinator or designee determines space availability and times of usage.

**JF**        Events held during non-operational hours will require a RCRC staff person to be on site for the duration of the event. A charge shall be assessed at all events held during nonoperational hours. Keys to the Facility are not available to the Licensee.

**JF**        **Security Staff Requirement:** Security staff maybe required for groups of 100 or more, or when Alcohol Beverages are served. 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. **Security Staff will be on hand at this event (Yes/No)**

**JF**        If RCRC property loss is incurred as a result of the use of the facility by the User, the amount of damage shall be assessed by RCRC and User billed an amount which shall cover the damage and shall pay all costs of collection including reasonable attorney's fees.

**JF**        Clean up and use 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.
- Bathroom must be left in a presentable manner
- Tablecloths and table skirts will not be provided. **Only table decorations may be used.** Decorations may not be attached to any part of the building.
- The use of any open flames is prohibited inside RCRC facilities.

**JF**        Lobby furniture shall not be rearranged or removed.

**JF**        100% of the total rental fee for Recreation centers, and 50% for Community and Adult Activity Centers are due at the time of reservation.

JF Rental fee includes only the tables and chairs on-site, supplies are limited and are not guaranteed. User 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. User responsibility shall be determined by the number of guests invited as listed by shown on Exhibit A.

JF No admission charge or selling of goods and/or services is allowed without prior approval from RCRC.

JF User 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: Jonnieka Farr)

- 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 User 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 User must pay for an additional hour.

JF Event shall not exceed the booked rental time. All after hour times and fees shall be approved by RCRC and paid for in advance by User, and in no case exceed that time.

JF All rentals must be booked and paid-in-full at least 10 business days prior to requested rental date. The facility must be contacted at least 7 business days prior to the function, of any changes of the time, room, number of attendees and table and chair needs.

JF 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.

JF Alcoholic beverages of Beer and Wine only shall be served, Not Sold at events held at Community and Adult Activity Centers only and must be approved by RCRC at the time of booking. Hard Alcohol (Liquor) is not allowed on the premises of any RCRC facilities. Violation of this provision by the User or their guest may result in the immediate termination of the event without refund. Beer and Wine will be served at this event (Yes/No)

JF User will receive one-hour setup time and one-hour cleanup time.

JF Children must be supervised and accompanied by an adult at all times while on the premises.

JF All additional equipment shall be communicated at time of booking (bounce houses, grills, etc.).

Recreation Center Normal Hours: Monday -Friday 2pm - 9pm; Saturday 9am - 8pm; Sunday 1pm - 6pm

Community Center Normal Hours: Monday - Friday, 10am - 6pm

Adult Activity Center Normal Hours: Monday - Thursday, 8am - 8pm; Friday 8am - 7pm

By initialing and signing this Exhibit, the User, establishes that you fully understand and agree to comply with all items including hereto within the Procedures Governing Facility Usage.

\_\_\_\_\_  
User Signature

12-12-2019

Date



**The North Springs Concession Stand Staff recommendations:**

Due to flooding of the concession stand area there are high amounts of mold and bacteria. Staff recommends equipment used for cooking and storage of raw and cooked food be removed.

The items recommended for removal and sale at the State Surplus are:

- Star Industrial fryer, Whirlpool Freezer, cooking range, microwave oven, and industrial food warmer

Staff has contacted Coca-Cola requesting removal of all Coca-Cola equipment which includes:

- Drink vending machine, cooler, and carbonated drink dispenser.

The remaining miscellaneous items the staff recommends be thrown into the dumpster for disposal.

An example of these items includes: cooking utensils, candy, boxes, and other miscellaneous items.