

Public Request for Use of a Facility

APPLICANT INFORMATION

Name: _____
Street Address: _____
City/County: _____
Phone Number: _____
Email: _____

EVENT INFORMATION

Clearly state the purpose of this event:

Approximately how many people will attend this event?: _____
Facility requested: Picnic Shelter 1 _____ Picnic Shelter 2 _____ Picnic Shelter 3 _____
Date: _____
Time of Function: 8:30 to 2 pm _____ 2:30 pm to Dusk _____ Other _____

The undersigned agrees to abide by the facility rules and regulations that have been provided. Persons providing false or misleading formation will be prosecuted. The undersigned further agrees to pay all costs, damages and usage fees as may be determined; and that each user will meet all applicable licensing, health and safety requirements, and any user not doing so will not participate.

The undersigned further agrees to indemnify and to hold harmless Richland County, its employees, officers, agents, contractors, subcontractors, and successors and assigns from and against any and all liability, damages, losses, costs, expenses, demands, claims, suits, actions and causes of action as a result of 's _____ use of the facility.

Date: _____

Signature: _____

Printed Name: _____

OFFICIAL USE ONLY

Facility usage fee received on: _____ in the amount of \$ _____.

Received by: _____

Date approved: _____ Date rejected: _____

Return form to: Conservation Division, Attn: Christopher Hansen
803-250-9961
2020 Hampton St, RM 3063A
Columbia, SC 29204

“RICHLAND COUNTY PUBLIC BUILDING USE POLICY”

Richland County is cognizant of the numerous requests for the use of County public facilities. As a public government entity, Richland County is dedicated to the principals of fairness and non-discrimination for the public use of its facilities.

While it is the policy of Richland County to permit, allow and make available to the public certain of its public facilities, there is a need for coordination of such requests. Any group of citizens, organizations or other gatherings may request the use of specific county facilities, to wit:

- Pinewood Lake Park Picnic Shelters (available in blocks from 8:30 am to 2 pm, 2:30 pm to dusk, and special times, if approved)

In order to make a request for the use of one of the above facilities, the following procedure shall be followed:

1. Contact the Conservation Division and make a written request for the specific time, date and shelter to be used.
2. Complete a “Use of Public Facility” form and a “Vendor Information” form, if applicable. These can be obtained under by calling the Conservation Division at, (803)250-9961, between 9:00 AM and 5:00 PM, Monday through Friday, excluding holidays. Applications should be sent to:

Conservation Division
Attn: Christopher Hansen
2020 Hampton St, RM 3063A
Columbia, SC 29202

3. Return the completed form with payment. Picnic Shelters are available in time blocks from 8:30 am to 2 pm, 2:30 pm to Dusk, and Other arranged times. Picnic Shelter 1 usage fees are \$100 per time block and \$50 for Picnic Shelter 2 and 3. All day rentals will be \$125 for Picnic Shelter 1 and \$75 for Picnic Shelter 2 and 3. All rentals must be booked at least five (5) business days prior to your requested rental date. Additional charges may be assessed depending on the use required and any damages which may occur during use. Local neighborhood councils or neighborhood organizations registered with the South Carolina Secretary of State’s office may use the Park space during normal operating hours, on a space available basis at no cost provided there is no set up required, no damage during use and if no extraordinary clean-up is required of county personnel. Notification of the availability of the facility requested will be

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confirmed by the Conservation office in writing or by phone. Refunds for cancellations will be made per the following: 10% of the total rental fee will be charged for all cancellations made at least (30) days prior to the scheduled rental date. 50% of the total rental fee will be charged all cancelations made 29 days or less to the scheduled rental date.

Applications submitted with personal checks must be submitted at least 30 days prior to the requested reservation date to verify the availability of funds. Applications submitted less than 30 days before the requested reservation date must include payment made in the form of certified funds or cash only.

4. It shall be the responsibility of the event organizer to coordinate the event with appropriate County staff in a manner allowing sufficient time so as to not impede normal County operations. No less than five (5) business days and no less than three (3) full weeks for outside vendors and/or events.
5. All requests for use of public facilities will be handled on a “first come” basis, and will be subject to the availability of the facility requested. Normal business functions and use of County Facilities shall not be interrupted.
6. If the expected use of the facility shall require administrative personnel to be present after normal business hours, or if, in the opinion of the administration, security will be required, additional charges will be assessed. Charges will be based upon the actual out-of-pocket expenses incurred by the County for the use of personnel.

FACILITY RULES

1. Absolutely no weapons are allowed on County premises or in any public facility unless required by an authorized Law Enforcement Officer.
2. Absolutely no alcoholic beverages or illegal drugs are allowed on or in any public facility that is located on County property.
3. Absolutely no use of tobacco products is allowed on or in any public facility that is located on County property, except in designated areas.
4. All domestic animals must be kept under restraint or confinement. Any domestic animal not so restrained will be deemed unlawfully running at large.

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Owners/caretakers of such animals must clean and properly dispose of any animal waste.

5. No person shall willfully harm, harass, trap, confine, catch, feed or possess any wildlife within the park. Note: This does not include persons who have specific authority from Richland County Government to remove dangerous animals from the park.
6. Fishing in accordance with the State of South Carolina laws and regulations shall be permitted within the park.
7. Absolutely no activity involving unsafe use or providing a security concern will be permitted. Examples of such prohibited uses are fireworks, athletic events, and carnival-type rides.
8. No person shall operate a motor vehicle, including car, truck, motorcycle, minibike, snowmobile, four-wheel drive or other recreational vehicle within any park space unless the area is specifically designated and posted to permit the operation of such vehicle in that area. County and emergency vehicles on official business are exceptions from this Rule.
9. Posting of signs, advertisements and flyers or placement of brochures in any area of a County property is prohibited without written permission from Richland County Government.
10. It shall be unlawful to swim, dive, ice skate, walk on ice, or use any floatation device not designed for fishing at any County Park.
11. Do not rearrange furniture or furnishings in the facility. If chairs or tables are temporarily relocated, these items must be replaced to their original location before you leave.
12. You and your organization will be jointly responsible for clean-up, including proper disposal of unused or unwanted items (no littering). You may be charged additional fees if the County has to clean up after you.
13. It shall be unlawful to deposit or dispose of trash, garbage, rubbish, litter, grass cuttings, tree trimmings, debris, or other objects from private premises onto County property.

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14. You, your organization, and all other users will be jointly responsible for the cost of damages to the facility that is a direct or indirect result of the use of the facility by you and/or your organization.
15. You and/or your organization will be responsible for all costs related to County Support Services personnel required to support any event occurring outside normal operating hours of 8:30 a.m. to 5:00 p.m., Monday through Friday, excluding holidays, or for any costs incurred due to utilizing a County service supplier in the event County personnel are not available during normal work hours or for any County personnel called in outside normal operating hours to make repairs on the facility or the facility's operating infrastructure, such as HVAC, electrical, and plumbing. The County's personnel's primary function must be the support of normal County operations. These costs will be calculated and invoiced from thirty (30) to sixty (60) days of the event.
16. You and/or your organization will be responsible for the payment of the facility usage fee prior to use of the facility. If your event will include vendors, you must provide proof of all business information, including licensing, health and certificate dates and corresponding grades issued. All food vendors must have a current health certification from DHEC. All vendors must be on-site and set up in a manner that meets all required regulatory agency requirements. All events shall be subject to inspection and enforcement action, such as closure of the event or fines as determined appropriate by County or State personnel, including regulatory agencies.
17. You and/or your organization will be responsible for arranging for security and the payment of security and related administrative costs, and for the amount of utilities consumed.
18. You and/or your organization will be responsible for signing an Indemnification and Hold Harmless agreement. All officers of your organization must sign this agreement as to officers and personally. The County must be added as an additional insured to the organization's general liability insurance or to a liability policy for the event. The user must also provide certification of insurance for worker's compensation and vehicle liability. The executed Indemnification and Hold Harmless agreement and certifications satisfactory to the County must be delivered to the County at least three (3) business days prior to the event date for community room use and three (3) full weeks prior to any outside event request. The requirement for general liability, vehicle liability insurance and workers' compensation insurance may be waived for non-commercial entities, e.g. neighborhood associations. In addition, a list of other users of the facility and the

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activities they will perform must be delivered to the County at least three (3) business days prior to the event date.

19. In the event of a problem encountered with the facility or an emergency, the following numbers are to be called:

911 - for all emergencies

(803) 250-9961 - Richland County Conservation Division (8:30 a.m. to 5:00 p.m., Mon. thru Fri.)

(803) 575-2450 – Support Services Department, Division of Facilities (7:30 a.m. to 4:00 p.m., Mon. thru Fri.)

(803) 355-9322 – Pager, Facilities and Grounds (available 24/7)

(803) 518-6478 – General Manager of Facilities and Grounds (available 24/7)

(803) 518-5377 – Assistant General Manager of Facilities and Grounds (available 24/7)

20. No admission charge is allowed at events.
21. Children must be accompanied and supervised by an adult at all times while on the premises.
22. No swimming allowed and no lifeguard on duty.
23. No motorized boats allowed and life jackets must be worn when in a non-motorized boat or flotation device.

Please sign below. Your signature indicates you have received and read the above policy as well as the facility/park rules.

Applicant’s Signature: _____

Applicant’s Printed Name: _____

Date (month/day/year): _____

Event Vendor Information

Please provide the legal business name(s), license information, and safety and/or health certification and the effective dates and grades, for all event vendors.

Business Name _____
Operating License Number _____ **Effective Date** _____
Health Department Certificate Date _____ **Grade** _____
 Other Certificates/Licenses required for operation (trailer unit state issued tag number and expiration date)

Certificate/License	Effective Dates

Business Name _____
Operating License Number _____ **Effective Date** _____
Health Department Certificate Date _____ **Grade** _____
 Other Certificates/Licenses required for operation (trailer unit state issued tag number and expiration date)

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 Other Certificates/Licenses required for operation (trailer unit state issued tag number and expiration date)

Certificate/License	Effective Dates

Return form to: Office of the County Administrator
 Attn: Executive Administrative Assistant
 PO Box 192
 Columbia, SC 29202