

**City of Mauldin Government
Policy and Procedure Manual**

Title: Facility Rental Policies and Procedures

Department: Policy Number 2021-01

Effective Date: January 19, 2021

I. Purpose

The City of Mauldin has fourteen (14) athletic fields and two (2) gymnasiums available for permitted use for soccer, baseball, softball, basketball, volleyball and other sports. The purpose of this policy is to establish rules, regulations, and procedures governing the rental and use of City athletic fields and gymnasiums.

II. Policy

A. How to Make a Reservation

1. To reserve an athletic field or gymnasium, requests must be made to the City Recreation Department by submitting a City of Mauldin Recreational Facility Rental Application. The application must include dates, times and field/courts requested. You must list dates, times, field/courts request for both games and/or practices on the application.
2. Applications may be submitted by online cityofmauldin.org/departments/recreation/, in person or by mail to the Mauldin Recreation Department, 10 City Center Dr., Mauldin, SC 29662, during the hours of 8am to 5pm.
3. Final payment of rental fees must be made at the time the rental is approved. Groups that are running a tournament must pay in full 30 days in advance. Checks shall be payable to: "City of Mauldin." Visa and MasterCard are also accepted. Payments not received by these deadlines may result in cancellation of the reservation.
4. Payments made must be submitted directly from the organization or the individual who sign the original rental request; no third-party payments are accepted.
5. The renter will be responsible for any damages to City property or facilities (e.g., gym, shelter, park, athletic field) that may occur at the facility during its rental or caused by a party attending or using the rented facility.

B. Facility Scheduling Priority

City of Mauldin operated programs and activities will take priority over all requested facility reservations and schedules.

C. Other Scheduling Considerations

Scheduling requests shall be evaluated using the following criteria:

1. Size of program and demonstrated need (e.g., number of participants, number of games and practice sessions, length of season)
2. Accommodation of the most participants within a limited resource
3. Ability to accommodate participants of all ages and abilities

4. Age-appropriate use times (e.g., earlier hours for youths, later for adults)
5. Appropriate activity for the designed and intended use of the facility
6. Maintenance and renovation need of the facility
7. Ability to ensure equitable scheduling by gender for all community youth athletic programs (e.g., percentage of Mauldin residents in program)

D. Insurance Certificate

All applicants or user groups who rent the City's facilities for tournaments shall provide the City of Mauldin with a valid Certificate of Liability Insurance, written through carriers acceptable to the City. Such certificate shall provide bodily injury and property damage liability protection at a minimum limit of \$1,000,000. The certificate shall name the City of Mauldin as an additional insured. Application must specify that the applicant's insurance shall be primary to any insurance carried by the City. The certificate shall be properly executed with the original signature of the authorizing insurance agent. The certificate is due a minimum of 3 weeks in advance.

Note: *Please contact your insurance provider to check if your homeowner's policy may be extended to cover your facility rental.*

F. Hours of operations

Gymnasiums:

- Sports Center – 9:00am – 9:00pm
- Senior Center – 9:00am – 9:00pm

Fields:

- Springfield Park Fields hours: 8:00am – 10:00pm
- City Park Fields hours: 8:00am – 10:00pm
- Sunset Park Field hours: 8:00am – 10:00pm

G. Cancellations

1. All cancellations of permitted tournaments/camps must be in writing and received by the City at least 60 days prior to the event.
2. Field rentals: No refunds or cancellations unless a rainout is declared by the City of Mauldin.
3. Gym Rentals: No refunds less than 30 days from the rental date. Full refund 30 days or more from the rental date.

H. Special Requirements & Conditions

1. No selling or vending of food or general merchandise without prior permission from the Recreation Department Director.
2. No person in a park or gymnasium shall disturb or interfere unreasonably with any person or party occupying any area or participating in any activity under the authority of a rental.
3. No alcoholic beverages allowed in City facilities or or athletic fields unless prior approval is provided by the City for a special event.

4. Gyms are for athletic events only unless permission is received from the Recreation Department Director.
5. Two-hour minimum rental for gym and field rentals, after that you can rent in 1-hour increments. You must include your set up and prep time in your hours and must vacate the athletic field, gym or room by the time specified on your reservation application.
6. The gyms will not be available for programs on Christmas Eve, Christmas Day, New Year's Day, Easter Sunday, or Thanksgiving Day except by special arrangement.
7. No advertisement shall be exhibited, no petitions circulated, no commercial vendors and no solicitation or sales made in the building or on the grounds without permission from the Recreation Department Director.
8. No organized use of the lobby at the Sports Center or Senior Center for scheduled meetings or parties unless you make an official reservation.

I. City of Mauldin Recreation Department Rental responsibilities, rules and regulations gymnasiums and athletic fields

1. A responsible adult from the user group must supervise the premises for proper facility use during all rental hours. Groups composed of minors must be supervised at all times by responsible adults. This includes all the Recreation facilities, gyms, and athletic fields.
2. **SMOKING IS PROHIBITED** at all facilities.
3. No person in a park shall leave trash, refuse, bottles, cans, paper or other litter about the buildings or grounds. All such litter shall be placed in designated containers.
4. Tables and chairs may be provided by the City upon request, if available, and may not be removed from the facility.
5. Storage is not available at the gymnasiums or athletic fields unless prior permission is arranged from the Recreation Department Director.
6. The use of tape, decals, glitter, powders, wax, paint, etc. are prohibited in the gymnasium unless approved by Recreation Department Director.
7. Only water may be brought into the gym. Food and drink are not permitted.
8. No person in a park shall violate any rules and regulations pertaining to the park or fail to abide by any posted sign.
9. Containers of ice may not be brought into the gym.
10. Selling of food and beverages is not allowed at any of the gym facilities or athletic fields unless approved by Recreation Department Director.
11. The scoreboard is only available for use during official City of Mauldin league games. Any

other use must be approved by Recreation Department Director.

12. The use of meeting rooms or exercise rooms is not allowed unless secured by a rental reservation. The rental of the gymnasium, meeting room, or exercise room does not give exclusive access to locker rooms.
13. Tickets and admissions may not be sold at the door as an admission charge unless approved in advance by the Recreation Department Director. All user groups that rent gym or athletic field may be required to obtain a City of Mauldin business license.
14. Only athletic shoes may be worn on the gymnasium courts. Street shoes are not permitted unless approved by the Recreation Department Director.
15. No part of any hallway, corridor, or exit at a City facility may be used in a way that obstructs its use as an exit.
16. The consumption, serving and/or selling of alcoholic beverages is not permitted on the athletic fields, at any City facility, or at any gymnasium.
17. Unless a part of the rental reservation, bases, equipment and field preparation (drag, water, lines, etc.) are not provided.
18. Fields scheduled after dusk will require rental of field lights. All field rentals must end when the parks close. No over night rentals.
19. Fields are to be used for appropriate sports only. Size of event must be suitable and compatible to the field/gym/rooms selected.



City Administrator

January 19, 2021

Date

Date Approved by Mauldin City Council: January 19, 2021

All fees are included in the City's fee schedule - Please refer to the City's fee schedule for any updates to the fees. The fees below were approved by City Council on January 19, 2021, and may be updated by City Council during its annual budgetary review/approval process.

Gym Rental Fees

Gyms	Hourly Rate (2-Hour Minimum)
Sports Center Gym (Full Court)	\$120 per hour
Sports Center Gym (Half Court)	\$60 per hour
Ray Hopkins Senior Center Gym	\$50 per hour
Staffing Cost	\$20 per hour

Field Rental Fees

Fields	Hourly Rate (2-Hour Minimum)
Sunset Park Field 1	\$25 per hour
Sunset Park Field 2	\$25 per hour
Sunset Park Field 3	\$25 per hour
Sunset Park Field 4	\$25 per hour
Sunset Park Football/Soccer/Lacrosse Field	\$50 per hour for ½ of the field or \$100 per hour for the entire field
City Park Field 1	\$25 per hour
City Park Field 2	\$25 per hour
City Park Field 3	\$25 per hour
Springfield Park Field 1	\$25 per hour
Springfield Park Field 2	\$25 per hour
Springfield Park Field 3	\$25 per hour
Springfield Park Field 4	\$25 per hour
Springfield Park Field 5	\$25 per hour
Springfield Park Football/Soccer/Lacrosse Field	\$100 per hour for the entire field
Lights (if needed)	\$25 per field
Marking/Lining Fields	\$50 per field to drag and line (1 time only)
Staffing Cost (1 Recreation Department employee and 1 Public Works Department employee)	\$50 per hour

Tournaments Fees

Field Rentals	\$1,000 (fee covers marking start of the day and touch up mid-day, as tournament schedule allows) \$25 per hour staffing fee
Gym Rentals	2-day rental (Saturday and Sunday) Unless the tournament is a City sponsored event, no gymnasium will be available for tournament rentals.

Shelter Rental Fees

*Half day: 9:00am-2:00pm or 4:00pm-9:00pm
Full day: 9:00am-9:00pm
Shelter reservations can be done online at mauldinrecreation.com

City Center Shelter 1 (Bomar)	Half day - \$50 Full day - \$80
City Center Shelter 2	Half day - \$100 Full day - \$170
Springfield Park Shelter	Half day - \$50 Full day - \$80
City Park Shelter	Half day - \$50 Full day - \$80
Sunset Park Back Shelter	Half day - \$50 Full day - \$80
Sunset Park Front Shelter	Half day - \$50 Full day - \$80

Classroom & Exercise Room Rental Fees

Sports Center Exercise Room	\$50 per hour (2 hour minimum)
Senior Center Meeting Room	\$30 per hour (2 hour minimum)