

St. Andrew's Parish Parks & Playground Commission Policy Manual	
Section: 7 Policy Number: 2 Page: 1 of 3	Topic: Facility Reservations Date Approved: May 25, 2023

**St. Andrew's Parish Parks and Playground Commission
Facility Rental Pricing and Reservation Rules**

Gymnasium & Picnic Shelter 1095 Playground Road, Charleston, SC 29407

- Playground Road Picnic Shelter (4 hour minimum)
 - \$50 per hour (power is available)
 - Water can included for \$20 flat fee per rental
- Playground Road Gymnasium (4 hour minimum)
 - Gymnasium Floor \$90 per hour
 - Annex Room \$55 per hour
 - Gym Floor & Annex Room combo \$130 per hour
 - League Play \$55 per hour
- Playground Road Baseball Fields
 - \$55 per hour
 - League Rate* - \$35/hour
 - Light Fee (on available fields) - \$10/hour
 - Field Lining and Preparation Baseball and Softball - \$35/game
 - Field Lining and Preparation Soccer and Football - \$75/week

Individuals who are St. Andrew's Public Service District residents receive a \$10/hour discount on facility rental prices listed.

****League Rate includes long term rentals with outside organized groups, such as schools or for-profit organizations.***

Charities and Non-Profit Organizations - Please call for pricing.

Forest Lakes Club House & Pool 1822 Gun Club Road, Charleston, SC 29407

- Club House (4 hour minimum)
 - \$50 per hour
- Pool may be rented for private parties outside of regular pool hours. Please call for pricing and availability.

Fall, Winter and Spring rentals for Forest Lakes Club House include (9) 60" round tables and chairs for up to 50 people. Rentals during Summer months (Memorial Day through Labor Day) include (5) 8' rectangle tables and chairs for up to 50 people.

Dogwood Park 1710 Dogwood Road, Charleston, SC 29407

- Deck & Outside Park (4 hour minimum)
 - \$20 per hour

Rentals for Dogwood Park Deck and Outside Park include 2 tables and 12 chairs.

Ponderosa Community Park 845 Corral Street, Charleston, SC 29414

- Community Room
 - \$55 per hour
- Ponderosa Field
 - \$55 per hour
 - Field Lining and Preparation Soccer and Football - \$75/week

Rentals for Ponderosa Community Center include (4) 6' tables and chairs for up to 50 people. Additional tables and chairs for rent: \$10/table and \$1.50/chair

St. Andrew's Parish residents receive a \$10/hour discount to facility rental prices listed.

Down Payment: A down payment of fifty percent (50%) of the total rental is due at the time of the reservation to secure the facility and date. The full balance of the reservation is due no later than 14 days prior to the date of the reservation.

Renter must agree to reimburse St. Andrew's for any damages, costs or additional fees incurred. The requesting individual or organization will be responsible for any losses, damages or injuries to property or persons while using the facility.

Setup and Break Down: The reservation time that you secured includes setup and break down time for your party/event. The fee also includes a supervisor who will set up and break down the tables and chairs at the facility.

Liability Insurance: Groups of 50 or more; any group, organization or individual charging an admission; or any group, organization or individual that plans to serve alcohol may be required to provide proof of liability insurance in the amount of \$1,000,000 (one million dollars), naming *St. Andrew's Parish Park and Playground Commission* as an additional insured. This requirement is subject to SAPPC discretion. If liability insurance is determined to be required, the renting party must provide proof of insurance at least fourteen (14) days prior to the date of the event.

Security Officer: Groups of 50 or more; any group, organization or individual charging an admission; or any group, organization or individual that plans to serve alcohol may be required to pay for an off-duty Charleston County sheriff deputy or City of Charleston police officer as security for the event. That expense is separate from the rental fee and is the responsibility of the client. This requirement is subject to SAPPC discretion. If police presence is determined to be required, the renting party must provide proof that an officer was hired for the event at least fourteen (14) days prior to the date of the event.

Alcohol & Tobacco: Alcoholic beverages are permitted in St. Andrew's Parish Parks and Playground at indoor rental facilities only. A separate alcohol permit must be obtained from SAPPC at least fourteen (14) days prior to the event.

- \$50 for permit to serve beer and/or wine
- \$75 for permit to serve liquor plus beer and/or wine

In the event the reservation is canceled, the alcohol permit is non-refundable. Groups selling alcoholic beverages, or charging admission where alcohol is being served, must pay the appropriate alcohol permit fee *and* secure the proper ABL permit. Visit www.sc.tax.org Alcohol Beverage Licensing, form ABL-900, for this information. Proof of the proper permit from ABL is required at least fourteen (14) days prior to the event date.

Smoking or use of tobacco products including vapor/vape/vaping products is prohibited at all times on all St. Andrew's Parks locations both indoors and outside.

Outside Equipment: Only licensed and insured rental companies are allowed for jump castles, mobile game trucks, etc.

Right of Refusal or Cancellation Policy: Any reservation canceled 14 days or more prior to the event will receive a 100% refund; 13-7 days will receive 50% refund; 6-0 days will receive 0% refund. All permits and final reservation payment is due no later than 14 days prior to the event. SAPPC reserves the right to cancel this agreement if the rental party does not comply with SPPC policies or mission.

Enforcement: All teammates have the authority to enforce this policy by informing the offender of our policy, pointing out the field use by permit only signs, and asking them to leave. Should any person refuse to comply, a department head or director should be called. Should the person still refuse to comply, the police should be called.