

2014 – 2015

Guidelines for Facilities & Parks



County Annex Building
102 Courthouse Drive, Suite 108
St. Matthews, South Carolina 29135
(803).874.2435
www.calhouncounty.sc.gov

CALHOUN COUNTY PARKS & RECREATION DEPARTMENT

Table of Content

Types of Recreation Services.....	1
Types of Facilities & Parks.....	2
Fort Motte Community Center.....	2
Sandy Run Athletic Fields.....	3
St. John Community Center.....	4
John Ford Community Center.....	5
Types of Reservations.....	6
Rules and Regulations for Facility Usage.....	7-8

TYPES OF RECREATION SERVICES

Facilities and Parks

Community Centers are recreation facilities with outdoor space and are conveniently located throughout the County of Calhoun. These centers have multiple uses including athletics, community programs, special events, as well as multi-purpose areas that can be utilized for meetings, educational and enhancement programs, and workshops. Additionally, our Community Centers offer kitchen access, outdoor playground areas athletic ball fields, basketball courts, and plenty of outdoor aesthetic green space for the community to enjoy. The Community Centers are designed to meet the needs and interests of all age groups and demographics in the County of Calhoun.

Special Events

The county strives to provide year-round parks and recreation facilities equipped for weddings, anniversaries, birthday parties, baby showers, holiday parties, graduation parties, reunions, religious events, corporate events, award banquets, conferences, meetings, activities, picnics and more. If you are interested in utilizing a multi-purpose room, gymnasium, conference room, etc..., please complete a [Permit Request Form](#) and someone will follow up with you as quickly as possible regarding requests.

Community Programs

The county is open to renting community centers and multi-purpose rooms, if available, to community program and public service providers.

Athletics

Calhoun County has a total of five baseball and softball fields and a football field accessible to the county's residents. In addition, the county has a gymnasium and three outdoor basketball courts available as well. If you are interested in utilizing an athletic field and/or gym, please complete a [Permit Request Form](#) and someone will follow up with you as quickly as possible regarding requests.

TYPES OF FACILITIES & PARKS

Fort Motte Community Center

703 New Bethany Road, Fort Motte SC



Fort Motte Community Center has multi-purpose rooms for summer and afterschool programs. It is also the perfect location for special events (birthday parties, anniversaries, etc...). The outdoor area is designed with a baseball field, a full basketball court, and a playground area that has a jungle gym and a swing set for children. The park is located next to the New Bethany Church.

Hours of Operations

Outdoor Amenities:

From Sunset to Dusk (*ball field has lights for extended usage*)

Indoor Amenities:

Scheduling is required.

Contact Information

Calhoun County Annex Building
Parks & Recreation Department
102 Courthouse Drive, Suite 108
St. Matthews 29135
(803).874.2435
www.calhouncounty.sc.gov

Sandy Run Athletic Fields

Kaiser Road, Sandy Run SC



Sandy Run Athletic Fields have two outdoor baseball fields that are ready for a fun day of play. The baseball fields are equipped with lights, scoreboards, and bleachers. In addition, the facility has a concession building and public restrooms. It is also the perfect location for special events (birthday parties, anniversaries, etc...).

Hours of Operations

Outdoor Amenities: From Sunset to Dusk (*ballfields have lights for extended usage*)

Indoor Amenities: Scheduling is required.

Contact Information

Calhoun County Annex Building
Parks & Recreation Department
102 Courthouse Drive, Suite 108
St. Matthews 29135
(803).874.2435
www.calhouncounty.sc.gov

St. John Community Center



301 St. John Road, Cameron SC

Saint John Community Center is the newest built community facility that offers an open floor plan which includes a designated area for kitchen usage. The open multi-purpose room is great for summer and afterschool programs, special events (birthday parties, anniversaries, etc...). The outdoor area is designed with two baseball fields, two full basketball courts, and a playground area that has a jungle gym for adventurous climbing. In addition, the center is equipped with a refrigerator, an ice machine, and public restrooms. The center is located on the property of the old Saint John School.

Hours of Operations

Outdoor Amenities: From Sunset to Dusk

Indoor Amenities: Scheduling is required.

Contact Information

Calhoun County Annex Building
Parks & Recreation Department
102 Courthouse Drive, Suite 108
St. Matthews 29135
(803).874.2435
www.calhouncounty.sc.gov

John Ford Community Center

304 Agnes Street, St. Matthews SC



John Ford Community Center is the largest of the county's community centers. The building is comprised of space for community programs such as public services, community programs, athletics, community meetings, special events, and emergency sheltering. Some of the indoor amenities are a large activity room with kitchen access, a gymnasium with locker rooms, multi-purpose rooms for community programs and public services, and a trade building. The outdoors has a football field, walking track, and a playground area with exercise equipment.

Currently the John Ford community center is receiving a newly constructed face lift. The county is adding a lobby area, a well lit parking lot, and canopies. This center is located in the heart of St. Matthews and was formally the home of John Ford School.

Hours of Operations

Outdoor Amenities: From Sunset to Dusk

Indoor Amenities: Scheduling is required.

Contact Information

Calhoun County Annex Building

Parks & Recreation Department

102 Courthouse Drive, Suite 108

St. Matthews 29135

(803).874.2435

www.calhouncounty.sc.gov

Types of Reservations

The County of Calhoun provides exceptional parks and recreation facilities and outdoor spaces, each offering various amenities including kitchens, multi-purpose rooms, athletic fields and courts, beautiful landscaping and more. Our parks and recreation facilities are a natural choice for all types of special events, such as family reunions, weddings and receptions, board meetings, retreats, anniversaries, birthday parties, festivals, concerts and much more. The following information provides a brief overview of our rules and regulations with regard to building and/or room usage. Please note that all facilities may require fees and regulations. If required, fees and regulations are subject to change.

All usage reservations must be made in person at: Calhoun County Administration Annex, 102 Courthouse, St. Matthews, S.C. 29135 (Hours: Mon-Fri 9 a.m. - 5 p.m.). A minimum of fifteen (15) business days notice is required for most reservations. Any reservations for concerts, festivals, or amphitheater must be done forty-five (45) business days or more in advance. No reservations will be taken by telephone. If you have a question that is not covered here, or for facility availability, please contact the Parks & Recreation Department.

NON-PROFIT:

Any tax-exempt organization claiming status as a non-profit organization must provide proof in the form of a federal non-profit organization form (IRS 501-C form). Non-profit groups may make consecutive reservations on a month-to-month basis (not to include premium rental locations). All facility reservation requests must be done and completely paid for, if required, by the fifth (5th) of each month to reserve all requested dates for the following month.

BUSINESSES / PERSONAL:

Private, special interest or business groups for functions not open to the public. These functions would include parties, banquets, receptions, industrial conferences, seminars, trade shows, employee training, memorial services, etc. Facility reservations may be made up to one year (1) in advance prior to event date. All deposits, if required, must be paid at the time of the agreement.

Rules and Regulations for Facility Usage

RESERVATION INFORMATION:

All permits by organizations and individuals require a Permit Request Form or a Lease Agreement to be completed by the requesting party. Permit and leasing contracts cannot be transferred, assigned or sublet. Groups who have been determined to have priority over other groups cannot permit/or lease a room with the intent of holding it for another group with lower priority. Groups in violation of the rules and regulations set forth may be barred from future usage of County facilities.

The person or organization representative to whom the permit contract is issued assumes all responsibility for use of the facility and will be the sole authority to make changes or submit additional information. That person or their delegate must be in attendance at all times during the event. The representative or their delegate will be required to participate in a pre-inspection and post-inspection walk-through with the building attendant and acknowledge agreement with the findings.

Community Centers to include contracted community programs are not available for use during operating hours.

Persons must be 21 years of age or older to request a facility; all users require adult (21 or older) supervision. All facilities must be closed and vacated by 10:00 p.m. All facilities are booked based on approval of permit request form and collection of security deposit and rental fee, if required. The county facilities are reserve between the hours of 6am to 10pm, Sunday-Saturday. If required, fees begin at the time users enter the facility to prepare for events. If required, rental fees are applied for preparation, actual event, and clean up after the event. The County reserves the right to change fees periodically. Reservations already negotiated will not be affected by rate changes.

Once a reservation is approved by the county, the security deposit and rental fee must be paid when the reservation documentation is signed by the user.

CANCELLATION:

A reservation may be cancelled at least five (5) business days prior to reservation date, in which case, if required, the security deposit and any rental fees paid will be refunded. If a reservation is cancelled less than five (5) business days prior, the County will refund the rental fees, but will retain the security deposit which has been paid. If a reservation is moved to another available date five (5) business days prior to event, and then cancelled, the County will still retain the security deposit. All cancellations must be submitted in writing to the Parks & Recreation office. Cancellations will be processed within five (5) business days and refunds processed within ten (10) business days. The County reserves the right to cancel any use of a community facility within two weeks advanced notice.

ALCHOLIC BEVERAGES:

The use of alcoholic beverages at county parks and recreation facilities without the written permission of the County is prohibited. The County may permit the use of beer, wine or other alcoholic beverage by a special permit, provided that the use of said beer, wine or other alcoholic beverage complies with all state, local, and federal laws. Any permit issued by the County shall be in writing and in conjunction with facility rental. The use of beer, wine, or other alcoholic beverage may be confined to a designated area of a facility accompanied by appropriate security.

DURING THE EVENT:

- The County will furnish light, air conditioning, heat, and toiletry supplies. Trash containers and trash bags are provided.
- Doors may not be propped open and a clear passage to and in front of the doors must remain at all times.
- Smoking is prohibited inside any County facility and at any recreational area or grounds.
- The County has the right to assign staff members to enter and supervise the facility during the event.
- Birdseed, rice and confetti cannot be thrown inside or outside the buildings.
- Decorations cannot be hung, taped, stapled, or nailed from the windows, walls, ceilings or doors unless approved by the Director of Facilities.

AFTER THE EVENT:

- Tables and chairs must be cleaned and taken down after each event.
- Decorations, special preparations and personal property owned or rented must be out of the building before the expiration of the permitted reservation time. User is responsible for cleaning up spills and debris in the kitchen area.
- The renter or their delegate must participate in a post-inspection walk-through of the facility with the building attendant and acknowledge agreement with the findings.
- The renter is responsible for any and all damages to County equipment or property.
- Gratuities cannot be accepted by County employees.
- We hope that you will consider us the next time you're making plans for business or pleasure. Facility reservations must be made in advance by calling (803)874-2435.