

**City of Florence  
Athletics & Sports Tourism  
Facilities Use Rental Policy**

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**A. Purpose**

To manage the City of Florence facilities in a manner to assure equitable opportunities for use without risking the quality of our facilities.

This will be accomplished by using the following:

1. Outline the available facilities and dates of usage.
2. Outline the facility scheduling policies and procedures.
3. Define rules and regulations regarding usage.
4. Define the fees and charges for use of the facilities.
5. Manage the limited number of facilities in a fair and equitable manner.

**B. Statement of Priorities**

An Athletic Field and Court Use Agreement or Tennis Facility Use Permit is required when a group wishes to use an athletic facility in order to ensure availability at a specified time. These permits are available on a limited basis and in accordance with the priorities noted below:

1. Athletics & Sports Tourism scheduled activities and programs.
2. Activities and Programs conducted by other groups or organizations that are co-sponsored by the Athletics & Sports Tourism Department.
3. Civic, service, or social organizations which conduct non-discriminatory and non-profit activities; church sponsored social events
4. City resident non-profit private functions.
5. Non-resident non-profit private functions.
6. Fundraising, for-profit events and partisan activities.

**C. Rules and Regulations for Use of League Athletic Facilities (basketball courts, baseball, softball and soccer fields)**

1. Teams may not use league athletic facilities unless pre-scheduled.
2. Fencing or backstops may not be used for batting practice, soft toss, pickle, etc.
3. Do not pitch or hit from grassed areas. Please place rubber mats over the grassed area if pitching or throwing in front of the pitching mound. Mats need to be removed before leaving the field.
4. Infield, pitching mound, and home plate area must be raked properly after each practice. Also, make sure to fill in all holes and to rake or push the clay away from the grass areas.
5. Our athletic fields will be maintained on the normal seasonal schedule. This includes mowing, lining, dragging, etc. Fields will not be dragged or lined during the months that facilities are available for non-league teams to practice.
6. Non-league teams or organizations using any City of Florence athletic facility for practice will be responsible for damages incurred to the facility during their scheduled timeslot.
7. No alcoholic beverages or illicit drugs are allowed at any City of Florence athletic fields, or within any City of Florence parks, excluding the Dr. Eddie Floyd Tennis Facility which allows alcohol through special permit only. (See Page 15)
8. No trash should be left on the field, court, in the dugouts or benches, around the bleachers, or in the parking lot.
9. No pets are allowed inside athletic facilities. Service animals are allowed. Animals designated as **Therapy pets are NOT ALLOWED.**
10. Parking is allowed in designated parking areas only.
11. Misuse of the City of Florence athletic facilities may result in loss of scheduling privileges.
12. All park guidelines set forth by the City of Florence Recreation Department must be followed at all times.

**D. Scheduling Tournaments or Individual Games at Athletic Facilities**

The City of Florence has multiple venues suitable for tournaments and organized games which may be scheduled for use. These include:

- Florence Soccer Complex
  - Freedom Florence Recreation Complex
  - Dr. Eddie Floyd Florence Tennis Center Complex
  - Pearl Moore Basketball Center
  - Florence Sports Complex
1. The City of Florence Athletics & Sports Tourism Department reserves the right to limit the amount of play permitted at athletic facilities.
  2. All groups/organizations/associations, etc., making a request must submit an Athletic Field and Court Use Agreement to the Athletic Director for consideration or, if for the Tennis Center, must submit a Tennis Facility Use Permit.
  3. All tournaments and games must have a signed contract with the City of Florence Athletics and Sports Tourism Department.
  4. Tournaments or Games are scheduled around league play, maintenance, and staff availability.
  5. Tournament or game requests must be scheduled in advance. No requests will be considered that do not provide the City of Florence with a minimum of a one week's notice.
  6. A facility fee will be charged to all groups that are not directly affiliated with City of Florence Athletics and Sports Tourism Department or a Sponsored or Co-Sponsored Event for the City of Florence.

#### **E. Scheduling Practice Sessions at Athletic Facilities**

1. The City of Florence Athletics and Sports Tourism Department reserves the right to limit the amount of practice permitted at athletic facilities.
2. All groups/organizations/associations, etc., shall submit an Athletic Field and Court Use Agreement to the Athletic Director for consideration.
3. There may be blackout dates for maintenance, recreation events, etc. which may limit availability. Contact the City of Florence Recreation Department at (843) 665-3253 to determine available dates.
4. For re-occurring use, teams may submit requests for 2 weeks at a time for consideration. This allows for equitable use of facilities by interested groups.

5. Practices at neighborhood athletic fields are on a drop-in basis. Practices do not have to be scheduled since they are on a first come, first served basis. Please be aware that, in the event a neighborhood athletic field is booked by another party as part of an entire facility rental, the rental will have priority usage of the facility including the practice field.
6. A facility fee will be charged to all groups that are not directly affiliated with City of Florence Athletics and Sports Tourism Department or a Sponsored or Co-Sponsored Event for the City of Florence.

**F. Rules and Regulations for Use of League Athletic Facilities (Freedom Florence Recreation Complex)**

1. Pedestrians have the right of way throughout the park.
2. Smoking and/or the use of tobacco products in the gated areas of the park is prohibited, except where smoking areas are provided.
3. Bicycles are prohibited inside ticketed gates and playing fields.
4. Motorized vehicles allowed on paved roads and parking lots only.
5. Park only in designated areas within the parking lot. Parking on the grass and/or curbsides will not be allowed and are subject to ticket/towing.
6. Open fires are not allowed at any time.
7. No alcoholic beverages or weapons of any kind allowed in park.
8. No skateboards, roller blades, scooters, hoverboards, or like equipment allowed.
9. No climbing on metal frames, trellis, fencing, or trees.
10. No littering.
11. Practice and warm-up only in designated areas.
12. Soft toss hitting into the fence is prohibited. Violators may be asked to leave the complex and/or assessed a damage fee.
13. Softball fields are reserved for League/Tournament play and practice only.
14. Pets are prohibited inside ticketed gates and playing fields. Due to liability, service animals are permitted inside gated areas only with proper/legal identifications. Animals designated as **Therapy Pets are NOT ALLOWED.**

## **G. Available Facilities**

The City of Florence Athletic & Sports Tourism Department is responsible for scheduling the use of facilities. Fees and charges may be assessed for the use of any facility to help partially offset park operational costs.

Security Deposits may be applied to rentals. These deposits are refundable if the venue is left in a clean and neat manner. If a venue is not left in a suitable manner, the deposit may be forfeited. Security Deposit Refunds may be obtained at the City of Florence Athletics & Sports Tourism Department Administrative Office during business hours any time after the rental has concluded. Business Hours are Monday through Friday, 8:30 a.m.- 5:30 p.m. The Administrative Office is located at 513 Barnes Street, Florence, SC.

The City of Florence Athletic & Sports Tourism Department reserves the right to increase facility usage fees if additional costs are incurred.

The following facilities are available for rental use:

# Florence Sports Complex

*Contact: Athletic Director- 843-665-3253*

<b><u>Carolina Bank Stadium</u></b>	<b><u>Price</u></b>
Field Rental –Tournament Rate	\$500.00 per day
<b><u>Little League Fields</u></b>	<b><u>Price</u></b>
Tournament rate	\$200 per field per day
Single game- Practice Use	
Single Field for 2 Hour with Field Drag	\$30.00
Single Field For 2 Hour with Field Drag & Lined	\$60.00
Single Field for 2 Hour with Field Drag & Lights	\$50.00
Single Field for 2 Hour with Field Drag, Lined, & Lights	\$120.00
<b><u>Track Rental</u></b>	<b><u>Price</u></b>
Track meet	\$500 per day
Equipment rental (hurdles, high jump, pole vault, steeple chase hurdles)	\$150 per meet
Team/group rental for practice/event- No equipment	\$75 for two hours
Team/group rental for practice/event- use of equipment	\$150 for two hours

## DR. EDDIE FLOYD FLORENCE TENNIS CENTER

*Contact: Director of Tennis - (843) 665-3106*

<b><u>Tennis Court Use</u></b>	<b><u>Price</u></b>
Full Facility Rental for Full Day <ul style="list-style-type: none"> <li>• \$100 Refundable Security Deposit</li> </ul>	\$150.00
Full Facility Rental for Half Day (4 hours or less) <ul style="list-style-type: none"> <li>• \$100 Refundable Security Deposit</li> </ul>	\$75.00
Partial Rental for Half Day (50% or less of courts) <ul style="list-style-type: none"> <li>• \$100 Refundable Security Deposit</li> </ul>	\$50.00

# FREEDOM FLORENCE RECREATION COMPLEX

Contact: Complex Coordinator - (843) 669-4597

- Baseball/Softball Fields
- Football Fields
- Gymnastics Center

<b><u>Baseball/Softball Field Use</u></b>	<b><u>Price</u></b>
Single Field for 2 Hour with Field Drag	\$30.00
Single Field For 2 Hour with Field Drag & Lined	\$60.00
Single Field for 2 Hour with Field Drag & Lights	\$50.00
Single Field for 2 Hour with Field Drag, Lined, & Lights	\$120.00
<b><u>Football Field Use</u></b>	<b><u>Price</u></b>
Single Field for 1 Game (2 Hours)	\$35.00
Single Field for 1 Game (2 Hours) with Use of Lights	\$70.00
<b><u>Gymnastics Center</u></b>	<b><u>Price</u></b>
Gym (includes instructor-led games and light gymnastics activities) Reserve 2 hour increments	\$100.00 for 2 hours plus \$17/hour per staff

# PEARL MOORE BASKETBALL CENTER

Contact: Athletic Director - (843) 665-3253

- Basketball Courts

<b><u>Full Facility Use</u></b>	<b><u>Price</u></b>
Weekend Rental (Friday 12pm- Sunday 6pm) <ul style="list-style-type: none"> <li>• \$100 Refundable Security Deposit Required</li> </ul>	\$3000.00
Full Facility Rental for Full Day- (10-hour period) <ul style="list-style-type: none"> <li>• \$100 Refundable Security Deposit Required</li> </ul>	\$1500.00

Full Facility Rental for Half Day (5 Hours or less) <ul style="list-style-type: none"> <li>\$100 Refundable Security Deposit Required</li> </ul>	\$750.00
<b><u>Main Gym Use</u></b>	
Full Day use (10-hour period) <ul style="list-style-type: none"> <li>\$100 Refundable Security Deposit Required</li> </ul>	\$500.00
Half day use (5-hour period) <ul style="list-style-type: none"> <li>\$100 Refundable Security Deposit Required</li> </ul>	\$250.00
Per Hour Rental	\$45.00
<b><u>Auxiliary Gym</u></b>	
Full day use (10-hour period) <ul style="list-style-type: none"> <li>\$100 Refundable Security Deposit Required</li> </ul>	\$1000.00
Half day use (5-hour period) <ul style="list-style-type: none"> <li>\$100 Refundable Security Deposit Required</li> </ul>	\$500.00
Auxiliary Gym Rental per hour (two courts)	\$54.00
Auxiliary Gym Single Court Rental Per Hour	\$45.00
Charge per hour over scheduled reservation period	\$30.00

## SOCCER COMPLEX

*Contact: Athletic Director – (843) 665-3253*

- Soccer Field Use
- Conference Room

<b><u>Soccer Field Use</u></b>	<b><u>Price</u></b>
<b><u>Weekend Rental Rates</u></b>	
Weekend Rental (Friday 12pm- Sunday 6pm) <ul style="list-style-type: none"> <li>• Full Facility 10 Fields (includes use of lights)</li> <li>• \$100 Refundable Security Deposit</li> </ul>	\$1800.00
Weekend Rental (Friday 12pm- Sunday 6pm)	\$900.00

<ul style="list-style-type: none"> <li>• Partial Facility 5 Fields (includes use of one lighted field, if two lighted fields are required, an additional charge of \$45 per hour will be added)</li> <li>• \$100 Refundable Security Deposit</li> </ul>	
<b><u>One Day Rental Rates</u></b>	
Full Facility for Full Day (10 hour period) <ul style="list-style-type: none"> <li>• \$100 Refundable Security Deposit</li> </ul>	\$900.00
Partial Use for Full Day (50% or fewer of fields) <ul style="list-style-type: none"> <li>• \$100 Refundable Security Deposit</li> </ul>	\$450.00
<b><u>Half Day Rental Rates</u></b>	
Full Facility for Half Day (5 hour period) \$100 Refundable Security Deposit	\$500.00
Partial Use for Half Day (50% or fewer of fields) \$100 Refundable Security Deposit	\$250.00
<b><u>Single Field Rental Rates</u></b>	
Single Field for Full Day (10 hour period/lights not included) <ul style="list-style-type: none"> <li>• \$100 Refundable Security Deposit</li> </ul>	\$300.00
Single Field for Half Day (5 hours or less/lights not included) <ul style="list-style-type: none"> <li>• \$100 Refundable Security Deposit</li> </ul>	\$150.00
Hourly Rate per Field (lights not included)	\$30.00
Lights for Championship Fields – hourly rate per field	\$50.00
<ul style="list-style-type: none"> <li>• Charge per hour over scheduled reservation period</li> </ul>	\$30.00
<b><u>Meeting Room Use</u></b>	
Use of the Pavilion Meeting Room <ul style="list-style-type: none"> <li>• \$100 Refundable Security Deposit</li> <li>• Includes cost of 1 staff member on site</li> </ul>	\$70.00 per hour

# BASEBALL/SOFTBALL LEAGUE ATHLETIC FIELDS

Contact: Athletic Director - (843) 665-3253

- Maple Park
- McLeod Park
- Northside Park

<u>Baseball Field Use</u>	<u>Price</u>
2 Hours without Lights	\$30.00
2 Hours with Lights	\$50.00

## NEIGHBORHOOD ATHLETIC FIELDS

- Iola Jones Park
- Levy Park
- Northwest Park
- Southpark

These neighborhood athletic fields are intended for immediate neighborhood use and are available to organized athletic groups for practice on a drop-in basis. Since these fields are not typically available for rental, there are no fees associated with their use except during scheduled events and activities in which a full park may be reserved. The City of Florence Athletics & Sports Tourism Department reserves the right to suspend field availability during opportunities for necessary field maintenance requirements, recreation events, and/or periods of inclement weather.

## **City of Florence, South Carolina Required Insurance Information**

Prior to any work being performed on City of Florence property and/or in the public rights-of-way of the City of Florence, the following insurance requirements shall be met by the applicable firm/vendor.

The firm/vendor shall agree to hold harmless, indemnify and defend the City of Florence, South Carolina, its agents and employees from any claims for property damage or personal injury (including death resulting therefrom). Such claims include, but are not limited to, actual, consequential, incidental, or punitive damages.

### **Comprehensive General Liability Insurance:**

- Naming the City of Florence, SC, as additional insured, with **General Liability** in the amounts of \$1,000,000 per occurrence and \$1,000,000 per person.
- Further, the firm/vendor shall agree to insure prior to commencement of work that all subcontractors, agents or assigns of the firm/vendor maintain sufficient comprehensive general liability insurance, naming the City of Florence, SC, as additional insured in the amounts of \$1,000,000 per occurrence and \$1,000,000 per person.
- **Automobile Liability** insurance with minimum combined single limits of \$1,000,000 per occurrence shall be maintained by the firm/vendor.
- The work being done, or service provided should be specifically described under "Description of Operations" on the Certificate of Insurance.

### **Worker's Compensation and Employer's Liability Insurance:**

- The firm/vendor shall take out and maintain, during the life of the contract and/or project/work agreement, **Worker's Compensation and Employer's Liability Insurance** for all employees to be engaged in services on the project under this agreement in the amount of not less than \$1,000,000 and in case any services are sublet, the firm/vendor shall require all subcontractor(s) also to provide worker's compensation and employer's liability insurance agreement in an amount of not less than \$1,000,000 for all of the subcontractor's employees to be engaged in such.

**Note:** Proof of such insurance shall be provided and given to the City of Florence by an appropriate Certificate of Insurance issued by the firm's/vendors insurance agent.