

# Irmo Chapin Recreation Commission

## *Crooked Creek Park*

### Indoor Facilities

<u>Facility</u>	<u>Capacity</u>	<u>Rates</u>
Card Room A & B	75 – 80	\$50 per hour
<b>Card Room A</b>	<b>35</b>	<b>\$35 per hour</b>
Card Room B	35	\$35 per hour
<b>Kitchen</b>		<b>\$20 per hour</b>
Meeting Room 1	35 – 40	\$40 per hour
<b>Meeting Room 2 (No Food Allowed)</b>	<b>35 – 40</b>	<b>\$40 per hour</b>
Dance Studio	20	\$45 per hour
<b>Arts &amp; Crafts</b>	<b>35</b>	<b>\$45 per hour</b>
Gymnasium – Entire Gym	600	\$120 per hour
<b>Gymnasium – ½ Gym</b>	<b>300</b>	<b>\$60 per hour</b>
Gymnasium – Full Court Team Play		\$40 per hour
<b>Gymnasium – ½ Court Team Play</b>		<b>\$30 per hour</b>

**\*Reasonable table and chair use/set-up is included in the fee.**

*\*An additional \$15 per hour will be charged for use of facilities after business hours.\**

**\*Rental time includes set up, event, and clean up time.\***

\*50% of facility fees are due at reservation. The remaining balance and a \$75 deposit are due 10 days prior to the reservations.\*

### Outdoor Facilities

<u>Facility</u>	<u>Capacity</u>	<u>Rates</u>
Eagles Landing Shelter w/ Grill & Power	75 – 80	\$30/hour *2 hour minimum*
<b>Creeks End Shelter</b>	<b>30</b>	<b>\$15/hour</b> <b>*2 hour minimum*</b>
Athletic Fields – No Lights		\$25 per hour
<b>Athletic Fields – With Lights</b>		<b>\$35 per hour</b>
Athletic Fields Prepared for Game		
Baseball / Softball		\$50/field + rental fee
Soccer / Rugby / Lacrosse		\$75/field + rental fee
Football		\$100/field + rental fee
<b>Disc Golf Course</b>		<b>\$250 per 8 hours</b> <b>\$125 per 4 hours</b>
Certified 5K Course		\$3 per participant

Crooked Creek Park  
1098 Old Lexington Highway  
Chapin, SC 29036

Office – (803)345-6181  
Fax – (803)345-6112

[www.ICRC.net](http://www.ICRC.net)



#### Building Hours:

Monday – Thursday 6:00a – 9:00p  
Friday 6:00a – 7:00p  
Saturday 8:30a – 6:00p  
Sunday 1:00p – 6:00p

#### Park Hours:

Monday – Sunday 6:00a – 10:00p

# Facility Guidelines

The Lessee of Commission facilities are responsible for assuring the proper conduct of all persons attending events, for providing police protection which meets the Commission staff approval, and for immediately restoring Commission property in the event of damage. All such terms, including any fee, shall be set forth in a signed contract.

**The rental fee balance will be due (10) days prior to the event or the facility will be released from reservation.**

1. A facility reservation deposit of 50% of the total rental fee must be submitted at the time of reservation. If the reservation is cancelled less than two weeks prior to the rental this deposit is nonrefundable. A \$75.00 security deposit along with the remaining facility rental balance is due for all facility rentals 10 days prior to the event. Irmo Chapin Recreation Commission requires a \$75.00 (\$200 per athletic field for tournament play) fully refundable security deposit on all facility reservations at CCP and SOP. All security deposits must be paid with a VISA, MasterCard, American Express, money order or cash. This deposit will be refunded within 3 business days after the event, less any damage costs or additional fees incurred.
2. No smoking is allowed in indoor Commission facilities. No weapons, alcoholic beverages, illegal drugs, intoxicants or other controlled substances are allowed on park premises at any time.
3. No adhesives, nails, screws or other devices shall be used on any surface in the facilities.
4. **Indoor Clean-up:** Room free of trash, trash receptacles emptied, floors clean from debris, tables & counters wiped down and room in same condition as found. Loss of deposit fee if failure to comply.
5. The Lessee may be required to provide Public Safety Officer(s) based on the following criteria:  
Event open to public, admission is charged, type of event, anticipated attendance, traffic/parking  
  
Payment for Public Safety must be made 10 days prior to event. This should be given to the Park Director or Facility Manager who will make arrangements for the officers. Checks for Public Safety should be made payable to: **Irmo Chapin Recreation Commission (ICRC)**. Rate: Market Rate
6. **Outdoor Clean-up:** Shelter/Field free of trash and in same condition as found. Shelter rentals are rain or shine.
7. Inflatables are **NOT** allowed on ICRC property.
8. **No facility can be rented for private/corporate gain or fund-raising.**

**Right of Refusal or Cancellation:** ICRC reserves the right to cancel this agreement if it does not comply with ICRC policies and/or mission statement

## AGREEMENT TERMS

The contracting organization or person is responsible for all property brought into ICRC facilities and shall be at sole risk for the loss of that property. In consideration for being able to use the facilities and equipment of Irmo Chapin Recreation Commission, the lessee, on behalf of all heirs, personal representative(s) and assigns, shall indemnify and hold harmless Irmo Chapin Recreation Commission, its officers, agents, employees, representatives, and executors and all others acting on their behalf from and against any and all claims for injury or damages including those caused by passive or negligent acts or omissions of ICRC, its officers, agents, employees, representatives, and executors and all others acting on their behalf arising out or in any way connected with the performances of this Agreement. ICRC reserves the right to cancel a reservation if field conditions are determined, by ICRC, to be unsafe or unplayable due to inclement weather. If a cancellation should occur for this purpose, the renter has the option to reschedule for a future date or receive a full refund for facilities unused due to cancellation.