

GROUNDNS POLICY, PUBLIC

Effective February 1, 2012

Use and Hours of Operation

The grounds of the Sandhill REC are a public facility open to visitors daily from 8:00 a.m. to dusk for purposes associated with the education, research, and extension mission of Sandhill REC. Because this is a public facility, Sandhill cannot guarantee exclusive usage of our grounds, and reserving users may still have other Sandhill visitors in the area during an event. Likewise, portions of this property have been posted as unauthorized areas, and all visitors will be unable to access these areas. Swimming, wading, boating and fishing are not allowed in the lakes. Visitors should also read and obey all other posted signage on the property. Please note: This property is under the Jurisdiction of the Richland County Sheriff's Department and all Federal, State, County, Municipal and Local Laws apply. *No Loitering – No Solicitation – No Unauthorized Entry (Trespassing after dark or in posted areas is prohibited).*

Organized Events on the Grounds

- **Only non-profit organizations will be allowed access for organized events. Proof of the organization's charitable status (501-C3), including a copy of the most recent IRS 990 form AND a copy of the registration form from the Secretary of State's office must be provided.**
- Permission must be requested in writing to the administrative office and approval given at least 10 work days prior to the scheduled date of any organized events which will take place on this facility. The request must include a detailed agenda of activities planned and an advertising plan (**see AGENDA form**). Advertising may not contain references to alcoholic beverages (logos, names, etc.). Advertising must not interfere with safety of the facility, including blocking sight lines of traffic.
- All events must conclude by dusk.
- When evaluating requests for organized events, the following factors will be taken into consideration in approving or denying the request:
 - 1) impact on maintenance of the grounds;
 - 2) public health and safety to the public and other users of the facility;
 - 3) consistency of the event with the mission of the Clemson Institute.

SEE ADDITIONAL RULES AND REQUIREMENTS (page 2)

PUBLIC DAILY RENTAL FEE: \$3,000.00

Cancellation fee: \$300 - Cancellation of a planned event must be made at least ten (10) days in advance of the event. Failure to give the ten (10) day cancellation notice will result in a \$300 cancellation fee. Allow 30 days for refunds.

Liability Insurance is required. Organizers of events will be required to provide liability insurance with Clemson University named as additional insured. Insurance may be purchased through **TULIP**, <https://tulip.ajgrms.com/>. Clemson University/Sandhill REC will not be responsible for accidents nor injuries occurring during the event.

Cleanup

Failure to leave the grounds in a neat, clean and undamaged condition will result in the assessment of a \$100 per hour cleanup fee.

Additional Rules and Requirements

- 1) There shall be no alteration of the grounds without prior consent. Visitors shall respect and neither harm, destroy nor alter any natural resources or improvements on this property. **The person signing the Request for Use of Grounds will be held legally responsible for any damage to the facility/grounds occurring during the approved event.**
- 2) Nothing shall be removed from the grounds of this facility, including, but not limited to landscape materials, plants, fruit, insects, equipment, and picnic tables. Theft of State property will be prosecuted to the full extent of the law.
- 3) **Clemson University is a tobacco-free campus.** All forms of tobacco and smoke-related products are prohibited. Along with cigarettes, the ban includes chewing tobacco, smokeless tobacco and electronic cigarette.
- 4) **No alcohol is permitted on the grounds of this facility without prior approval.** A written request for serving alcohol must be submitted to the Director. Alcohol liability insurance is required. **Please see the Alcoholic Beverage Policy.** Organizers will be held responsible for any consumption of alcohol. Observance of alcohol abuse will result in immediate closure of the event and notification made to the Richland County Sheriff's office. Alcohol liability insurance may be purchased through TULIP, <https://tulip.ajgrms.com> when obtaining general liability coverage.
- 5) **No alcohol will be served or consumed at any event open to the public.** Observation of consumption of alcoholic beverages will result in immediate cancellation of the event.
- 6) **The sale of alcoholic beverages on Sandhill REC property is PROHIBITED.**
- 7) Advertising may not contain references to alcoholic beverages (logos, names, etc.). Advertising must not interfere with safety of the facility, including blocking sight lines of traffic. (see **Advertising Plan form**)
- 8) For large permitted events, user WILL BE REQUIRED to provide a traffic control officer.
- 9) **No open flames allowed. (including charcoal grills, bon-fires, camp fires, etc.) Gas grills are allowed in designated areas only. Fire extinguishers must be provided by user and adjacent to grill.**
- 10) Vehicles may be parked only in designated areas. Vehicles left overnight without permission or in unauthorized areas may be towed without notice.
- 11) User will provide adequate potable drinking water and adequate portable toilets for event participants.
- 12) Users will provide trash bags, bag all trash, and prepare it for disposal upon leaving the premises.
- 13) The reserving party will need to remove its property from the facility at the conclusion of its scheduled function.
- 14) No hunting or fishing is allowed on the Sandhill property. Lakes are unsuitable for swimming, wading or boating.
- 15) Children visiting the facility must be accompanied at all times by a supervising adult.
- 16) All pets visiting the property must remain on leashes.
- 17) Exceptions to usage may be made at the discretion of the director of the Sandhill REC/CIECD and must be in writing, prior to reserving the property.
- 18) Any additional special requests and services must be arranged in advance with the Sandhill staff.
- 19) Any suspect activity, incident or injury occurring on the grounds shall be immediately reported to the administrative office of the Clemson Sandhill REC (803-788-5700). When the office is closed or other circumstances prevent the reporting of incidents, please contact our office at the first available time, no more than two business days after the occurrence.

Clemson University/Sandhill REC is not responsible for damage to or loss of any items left on the facility grounds. Property is placed on the grounds at the guest's own risk. Clemson University/Sandhill REC will not be responsible for accidents/injuries occurring during the event.



Sandhill REC
Request for Use of Grounds
900 Clemson Road
P. O. Box 23205, Columbia, SC 29224-3205
803-788-5700

EFFECTIVE: February 1, 2102

_____	_____	_____		
Contact Name (print)	Phone Number	Picture ID (attach a copy)		
_____	_____		_____	_____
E-Mail Address	Mailing Address	City	ST	Zip
_____	_____			
Organization	Event/Program Title			
_____	_____	_____	_____	
Event Date(s)	Starting Time	Ending Time	Expected Attendance	

Area of grounds requested: _____

By signing this agreement, I agree to abide by the rules set forth by Clemson University/Sandhill REC for the use of the grounds located at 900 Clemson Rd., Columbia, SC.

Signature Date

DAILY RATE: **\$3,000.00**

TOTAL AMOUNT DUE: \$ _____

Payment Method:

- _____ Personal Check (*made payable to Clemson University*)
- _____ Cashier's Check (*made payable to Clemson University*)
- _____ Cash

OFFICE USE ONLY:
AMOUNT PAID: _____
RECEIPT #: _____
<input type="checkbox"/> 501C-3 FORM RECEIVED
<input type="checkbox"/> IRS 990 FORM RECEIVED

FULL PAYMENT OF THE AMOUNT DUE IS REQUIRED 10 DAYS PRIOR TO THE APPROVED EVENT.

Please sign and return this form with payment to confirm your reservation.

Clemson University Cooperative Extension Service offers its programs to people of all ages, regardless of race, color, sex, religion, national origin, disability, political beliefs, sexual orientation, marital or family status and is an equal opportunity employer.

APPROVED: _____	Date: _____
Director / Asst. Director	

ORGANIZED EVENT AGENDA AND ADVERTISING PLAN

Event Date(s): _____ Start Time: _____ End Time: _____ Estimated Attendance: _____

Name of Event or Organization: _____

Admittance Fee: _____ No _____ Yes Amount: \$ _____

Parking Fee: _____ No _____ Yes Amount: \$ _____

Vendors: _____ No _____ Yes Vendor Fee: \$ _____

Type of Vendors: _____ Crafts _____ Food _____ Beverages* _____ Educational/Demonstrations

Other (please list):

*Refer to Rules 4 & 5 of the Additional Rules and Regulations and the Alcoholic Beverage Use Policy.

Entertainment: _____

Other planned activities:

Number of Traffic Control Officer(s): _____ Number of Security Officer(s): _____

Number of Porta-jons provided by organizers: _____ (Required: 1 per 50 people)

ADVERTISING PLAN

_____ Flyers (attach a copy)

_____ Banners: Location(s):

_____ Large Advertising Signs: Location(s):

_____ Newspaper(s): List:

_____ Radio: List:

_____ Television: List:

Refer to the Additional Rules and Regulations, #6: Advertising may not contain references to alcoholic beverages (logos, names, etc.). Advertising must not interfere with safety of the facility, including blocking sight lines of traffic.

ALCOHOLIC BEVERAGE POLICY

Approval to serve alcohol at any event at the Sandhill Research and Education Center (Sandhill REC) must be obtained by request in writing to: Director, Sandhill REC, P. O. Box 23205, Columbia, SC 29224-3205

Please reference the following event information in your letter: *Name, Event Date, Number of Guests, and rental area (i.e., Lake House, Grounds, etc.)*. Once approved, the Director's office will forward a signed copy of the letter to accompany your Rental Agreement.

The following guidelines have been adopted to govern events where alcoholic beverages are served or provided on Sandhill Research and Education Center/Clemson University property. These guidelines apply to all events at the Sandhill Research and Education Center, regardless of whether the event is sponsored by a University unit, external entity or private individual. Strict adherence to these guidelines is required.

- 1. Check identification.** The rental client must check for proper identification and reject any questionable forms of identification. (The legal drinking age in South Carolina is 21.)
- 2. Refuse to serve intoxicated guests.** If a participant or guest appears to have exceeded his or her limit, additional alcohol must not be served to that person and a reasonable effort should be made to arrange for a safe trip home.
- 3. Provide a designated driver or shuttle service.** Event sponsors should establish procedures to provide intoxicated guests or participants a ride home.
- 4. Provide non-alcoholic beverages.** There must be parity between the quantity and variety of alcohol and non-alcoholic beverages.
- 5. Serve food.** When alcohol is served or provided at an event, there must be food available.
- 6. Do not permit self-service of alcoholic beverages.** Event sponsors should serve or hire bartenders to serve alcoholic beverages in order to limit the size and number of drinks being served and to spot those who are drinking too much.
- 7. Post drinking restrictions in prominent places.** Notices informing guests as to legal drinking age should be conspicuously posted where alcohol is served.
- 8. Restrict alcohol to a controlled area.** Event sponsors must take adequate steps to ensure that alcoholic beverages are not allowed outside the pre-determined boundaries of the event.
- 9. NO references to alcohol in advertisements.** Advertisements or invitations to events where alcohol is being served should emphasize the nature of the event and not the alcohol.
- 10. Limit hours of alcohol service.** Alcohol service must be discontinued at a reasonable time, at least one hour before the event is scheduled to end.
- 11. The SALE of alcoholic beverages is PROHIBITED.**
- 12. No alcohol will be served or consumed at any event open to the public.** Observation of consumption of alcoholic beverages will result in immediate cancellation of the event.
- 13. Liability insurance is required.** Alcohol and general liability insurance available through [TULIP](#).

Renter/Host

Date

Date:

Director
Sandhill Research and Education Center
P. O. Box 23205
Columbia, SC 29224-3205

Dear Sir:

On behalf of _____ I would like to request approval to serve alcohol at the following event:

Name of Event:

Date:

Number of Guests:

Location: Sandhill REC _____

I have read and agree to the Alcoholic Beverage Policy for Sandhill REC.

Sincerely,

Approved: _____ Date: _____
Director, Sandhill REC

Approved: _____ Date: _____
Vice President, PSA

Denied: _____ Date: _____
Director, Sandhill REC

Office Use
