RICHLAND SCHOOL DISTRICT TWO™

Excellence. Innovation. Community.

FACILITY RENTAL HANDBOOK

Community Use of District Facilities



COMMUNITY
Supporting events that strengthen our community.

SAFETY
Ensuring a safe and secure environment.

PARTNERSHIP
Building strong partnerships for success.

EXCELLENCE
Providing quality facilities and exceptional service.

ACCESS
Making district facilities available for community use.

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Policies • Procedures • Rental Information • Facility Guidelines

About This Handbook

This handbook provides guidance for community use of Richland School District Two facilities. It outlines rental procedures, responsibilities, fees, and contact information and should be used in conjunction with the District Board Policy and Administrative Rule governing community use of school facilities.

IMPORTANT: Current District policy, administrative rules, approved agreements, and final written rental terms control if they differ from this handbook.

Contents

Section	Topic	What You'll Find
1	Getting Started	Rental process, insurance, deposits, approvals, and staffing
2	Policies & Guidelines	Facility rules, vendors, event expectations, waivers, and prohibited activities
3	School Facility Rental Rates	Facility, staffing, and equipment charges
4	Performing Arts Center	PAC process, policies, facility fees, equipment, and staffing
5	R2i2 Conference Center	Rental overview, tours, and appointment information
6	Resources	Frequently asked questions and contact directory

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Section 1 | Getting Started

Rental process and requirements

School Facility Rental Process

Step	Action	Details
1	Start online	Submit a reservation request through Facilitron at www.facilitron.com at least **30 days** before the event.
2	Provide documentation	Upload the required certificate of liability insurance and any requested vendor documentation.
3	District review	District staff review the request and determine required staffing and operational conditions.
4	Approval	Once approved, pay the required deposit.
5	Final payment	Pay the remaining balance at least **15 business days** before the event.
6	Prepare for use	Receive the District Facility Use Permit and final instructions.
7	Conduct the event	Use only approved areas and follow all District requirements.

RESERVATION STATUS: A reservation is not confirmed until required payments and insurance are approved and a Facility Use Permit has been issued.

Staffing Requirements

Custodial Services

A custodian is required for every rental. Service Solutions will assess event needs, provide a work order for completion before the event, and invoice the renter directly for custodial services.

- Open and secure the facility
- Monitor the facility during use
- Clean after the event
- Lock the building

Safety Personnel

Safety staffing may include District Safety Officers and Richland County Sheriff's Deputies. Requirements depend on attendance, event type, and risk assessment.

Additional District Staff

The principal or District may require additional staff when appropriate.

Pre-Event Readiness Checklist

- Reservation request submitted at least 30 days before the event
- Certificate of liability insurance approved
- Vendor licenses, permits, and insurance approved when applicable
- Required deposit and final balance paid by the stated deadlines
- Custodial, safety, technical, and other required staffing confirmed
- Facility Use Permit received
- Setup, event activities, and cleanup included in the approved reservation time

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Section 2 | Policies & Guidelines

What renters need to know before an event

Facility-Specific Guidelines

Athletic Facilities

Renters may not operate scoreboards, video boards, public-address systems, or electronic displays. Only authorized District employees may operate District equipment. Operator fees apply.

Auditoriums

Contact David Mitchell or Tony Fling before booking an auditorium so the district can identify the best venue for the event.

Contact	Email
David Mitchell, Theater Services Coordinator	dmitchel@richland2.org
Tony Fling, Theater Services Manager	tfling@richland2.org

District operators are required for stage lighting, sound systems, rigging, video systems, and projection. Operator fees apply.

Food Trucks & Vendors

All vendors must provide a certificate of liability insurance, required licenses, and required permits. This applies to food trucks, merchandise vendors, concession providers, and service vendors.

COMPLIANCE: Failure to provide required documentation may result in event cancellation.

Event Expectations

- Supervise all participants and attendees
- Follow District policies and staff directions
- Remain within approved rental areas
- Leave the facility clean
- Report any damage immediately

The renter is responsible for any damage that occurs during the event and for the conduct of attendees.

Fee Waivers - School Facilities

Waiver	Requirements
50% facility-fee waiver	Registered nonprofit or District-affiliate organization; admission or participation fees are charged; event benefits the school or community.
100% facility-fee waiver	Registered nonprofit or District affiliate; no admission or participation fees; event benefits the school or community.

"The organization must be registered and in good standing with the South Carolina Secretary of State as a charitable organization, when applicable, in accordance with the South Carolina Solicitation of Charitable Funds Act (S.C. Code of Laws, Title 33, Chapter 56). or a District registered affiliate organization;" and then the admission or participation fees are charged or no admission or participation fees; etc.

STAFFING CHARGES: Fee waivers apply only to the facility rental fee. Required staffing and other applicable charges still apply.

Prohibited Activities

- Alcohol
- Illegal drugs
- Tobacco products
- Vaping
- Fireworks
- Pyrotechnics
- Open flames
- Grills
- Bounce houses or inflatables
- Unauthorized facility modifications
- Political campaign advertisements
- Exceeding building occupancy

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Section 3 | School Facility Rental Rates

Facility fees, required staffing, and equipment

Unless otherwise noted, facility rentals have a two-hour minimum. Rental time includes setup, rehearsal, decorating, event activities, and cleanup.

PLAN ENOUGH TIME: Events that extend beyond the approved reservation time will be billed at the applicable hourly rate and may incur additional staffing charges.

Auditoriums

Facility	Rate
District Auditorium (Richland Northeast High) - Performance	$400/hour (2-hour minimum)
District Auditorium (Richland Northeast High) - Rehearsal	$200/hour (2-hour minimum)
School Auditorium - Performance	$200/hour (2-hour minimum)
School Auditorium - Rehearsal	$100/hour (2-hour minimum)

All auditorium lighting, sound, video, and stage equipment must be operated by authorized District personnel. Technical support fees apply.

Outdoor Athletic Facilities

Facility	Rate
Track (practice only)	$125/hour (no minimum)
High School Stadium - Day	$250/hour (2-hour minimum)
High School Stadium - Night	$500/hour (2-hour minimum)
High School Practice Field - Day	$150/hour (2-hour minimum)
High School Practice Field - Night	$300/hour (2-hour minimum)
Middle School Field	$150/hour (2-hour minimum)
Baseball/Softball Field - Day	$300/hour (2-hour minimum)
Baseball/Softball Field - Night	$500/hour (2-hour minimum)

DAY-TO-NIGHT TRANSITION: If lighting becomes necessary during an event that began in daylight, the nighttime rental rate applies.

Indoor Facilities

Facility	Rate
Gymnasium	$300/hour (2-hour minimum)
Auxiliary Gymnasium	$150/hour (2-hour minimum)
Cafeteria (no kitchen access)	$150/hour (2-hour minimum)
Multi-Purpose Room	$150/hour (2-hour minimum)
Classroom (must be rented with another facility)	$50/hour (2-hour minimum)
Parking Lot	$100/hour (2-hour minimum)

Required Staffing Charges

Staffing	Rate
Auditorium Technical Support	$50/hour per technician
School Staff on Duty	$50/hour per staff member
District Safety Officer	$30/hour per officer
Custodian	$30/hour per custodian
Richland County Sheriff's Deputy	Contracted directly with the Richland County Sheriff's Department $65/hour per deputy

Equipment

Equipment availability varies by school and facility. Available equipment may include audio/visual systems, projection equipment, stage lighting, sound systems, scoreboards, video boards, podiums/lecterns, and projection screens.

Equipment fees vary based on the equipment and technical support required. Only authorized District personnel may operate specialized equipment.

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Section 4 | Performing Arts Center





Specialized rental procedures, technical requirements, and fees

PAC staff manage all Performing Arts Center (PAC) rentals directly, rather than through the standard school-facility rental process.

Performing Arts Center Staff

Contact	Role	Phone	Email
Paula Pickregin	PAC Director	803-790-3333	ppickregin@richland2.org
Mary Scheirer	PAC Administrative Asst.	803-790-3333	mscheirer@richland2.org

PAC Rental Process

Begin by contacting the PAC Director. The initial consultation reviews date and time availability, organization classification, technical and production requirements, insurance, and performance licensing or royalties when applicable.

1. The renter receives a rental estimate and the PAC Policies and Procedures Agreement.
2. A signed rental agreement and a 25% non-refundable deposit are required to reserve the date.
3. Final payment and required documentation are due no later than 14 days before the event.

Organization Categories

Group	Description
A	Richland School District Two schools and school organizations
B	Approved Fine Arts community partners serving Richland Two students
C	Nonprofit organizations (proof of nonprofit status required)
D	For-profit organizations

PAC Staffing & General Policies

The Director determines staffing. Staffing may include an event manager, event technicians, a lighting designer, ushers and event staff, custodial staff, Richland Two security, and Richland County Sheriff's Deputies.

- A 25% non-refundable deposit is required when the rental agreement is executed.
- Cancellations must be submitted in writing at least 14 days before the event to receive a refund of fees paid, less the deposit.
- A certificate of insurance naming Richland School District Two Performing Arts Center as an additional insured is required.
- Security is required for public events.
- The facility seats approximately 1,175 guests, with ADA-accessible seating available.
- Reserved seating ticketed events are managed through the PAC ticketing system.
- Audio or video recording requires prior written approval.
- Sale of concessions or merchandise requires prior approval.
- Renters are responsible for all required performance licenses and copyrights.

PAC Facility Rental Fees

Unless otherwise noted, PAC rental spaces have a two-hour minimum. Main Theater performance rentals have a six-hour minimum.

Facility	Group B	Group C	Group D
Main Theater - Performance (6-hour minimum)	Call for pricing	First 6 hours: $850; additional: $175/hour	First 6 hours: $1,600; additional: $250/hour
Main Theater - Rehearsal	Call for pricing	$200/hour	$300/hour
Black Box Theater	Call for pricing	$150/hour	$200/hour
Concessions Area	Call for pricing	$100/event	$200/event
Dressing Room 1	Call for pricing	$100/hour	$150/hour
Dressing Room 2	Call for pricing	$100/hour	$150/hour

GROUP A AND SELECTED GROUP B ORGANIZATIONS: District-established rates may apply. Contact the PAC Director for current pricing and eligibility.

PAC Equipment Rental Fees

Equipment	Fee
A/V Screen & Projector	$25/event
Corded Microphone	$25 each
Wireless Microphone	$30 each
Body Pack Microphone	$45 each
Grand Piano	$100/event
Piano Tuning (if required)	$200/event
Dance Floor	$400/event
Choral Risers	$150/event
Communication Systems	$100/event
Chairs	$1.50 each/event
Tables	$4 each/event
Audio Monitors	$20 each/event
Music Stands (rack of 20)	$15/event
Podium with Microphone	$60/event
Multi-Camera System with Technician	$75/hour

PAC Staffing Fees

Staffing	Fee
Event Manager	$50/hour
Event Technician	$40 per technician/hour
Lighting Designer (if needed)	$75/hour
Event Staff (ushers, concessions, etc.)	$20 per staff member/hour
Custodian	$30 per person/hour
Richland Two Security	$30 per person/hour
Uniformed Richland County Sheriff's Deputy	County rate of $65 per officer/hour
Interpreters/Closed Captioning	Available upon request with at least 60 days' notice; fee based on service

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Section 5 | R2i2 Conference Center

Conference and event spaces





The R2I2 Conference Center is the perfect place to host your upcoming corporate meeting, wedding, birthday party, trade show, or special celebration. Enjoy beautiful pre-event and event spaces enhanced by state-of-the-art AV equipment, guaranteed to elevate your special occasion.

Conference Center Staff

Contact	Role	Phone	Email
Jacqueline Lee	Conference Center Director	803-738-8481	jalee@richland2.org
Dakota Kolev	Conference Center Staff	803-790-3002	dkolev@richland2.org
Jairo Chigua	Conference Center Staff	803-966-7822	jchigua@richland2.org

Conference Center Rental Process

All Conference Center rental requests begin by contacting the Conference Center staff. During the initial consultation, staff will review the requested event date and time, room availability, estimated attendance, space requirements, audio/visual needs, and any additional rental items, such as linens, staging, or podiums.

1. The renter will receive an Event Proposal, Conference Center Rental Agreement, Housekeeping Sheet, and Conference Center Addendum for review.

2. The signed Conference Center Rental Agreement, Housekeeping Sheet, Conference Center Addendum, and a $1,000 non-refundable deposit are required to reserve the date.

a. Reservations are confirmed on a first-come, first-served basis and are not guaranteed until all required documents and the deposit have been received.

3. Final payment and all required event documentation must be submitted no later than ten (10) business days prior to the event.

a. State agencies and approved governmental organizations may submit payment in accordance with their approved Purchase Order (PO) or contractual payment schedule, with prior approval from the Conference Center staff.

Conference Center General Policies & Procedures:

- $1,000 non-refundable deposit is required once the rental agreement has been executed to reserve an event date.
- The ballroom can accommodate up to 700 guests in theater style and 500 guests in banquet style seating (including a stage).
    - Room capacities vary depending on setup style.
- Security personnel, Richland County Sheriff's deputies, custodial services, and setup fees are Richland Two mandated and are not reflected in the Conference Center room rental rates and will be added to the final event proposal.
- Conference Center rental rates, staffing fees, and equipment pricing are subject to change without notice.
    - Please contact Conference Center staff for the most current pricing information.
- Audio-visual equipment and other services are not included in the rental price
    - Refer to the event order or event confirmation
- The final Event Confirmation serves as the official document outlining all event details, including room assignments, setup instructions, Audio/Visual requests, staffing, and approved services. Clients are responsible for reviewing this document for accuracy before the event date.

Catering:

- The R2i2 Conference Center requires the use of an approved caterer.
- Clients wishing to use a caterer not currently on the approved list must submit a Caterer Qualification Request for review and approval prior to the event.

Rental Fees:

The R2i2 Conference Center maintains a separate fee schedule from the district's standard facility rental rates and fee waivers.

R2i2 Conference Center Rental Rates:			
Rooms	**Monday - Thursday Rates**	**Friday - Saturday Rates (Weekends)**	**Room Capacities**
1st Floor - Lobby area			
Executive Meeting room	$400	$600	Up to 15 people (Set up as is)
Board Rooms 1 & 2	$1,600	$2,000	Up to 100 people (Banquet style)
Board Room 1	$800	$1,000	Up to 50 - 60 people (Banquet style)
Board Room 2	$800	$1,000	Up to 50 - 60 people (Banquet style)
Lobby	$1,500	$2,000	- Contact the staff for more details
Patio Only	$600	$800	- Contact the staff for more details
Cafe & Patio	Not Available	$2,000	- Contact the staff for more details
2nd Floor - Conference Center			
Palmetto	$1,200	$2,000	Up to 80 people (Banquet style)
Sandhills	$1,200	$2,000	Up to 150 people (Banquet style)
Piedmont	$1,200	$2,000	Up to 150 people (Banquet style)
Low Country	$800	$1,000	50 - 60 people (Banquet style)
Pee Dee	$800	$1,000	50 - 60 people (Banquet style)
Grand Ballroom & Terrace	$5,500	$6,500	Up to 500 people (Banquet style) 700+ people (Theater style)

R2i2 Conference Center – Additional Amenities		
Amenity	**Description**	**Rental Fee**
Basic Audiovisual Package	Includes one projector, one screen, and one handheld or one lapel microphone.	$300 per room/day
Wireless Mic Cart	Includes up to 6 additional wireless microphones and/or 6 lapel mics. (One cart available, up to 12 channels.)	$300 per day
Linens	Available sizes include 120" round, 90" × 132", and 90" × 156".	$17 per table
Small Stage	16' × 12' stage platform.	$300 per day
Large Stage	16' × 18' stage platform.	$500 per day
Stage Wash Lighting	Spotlighting designed to enhance stage presentations and performances.	$400 per day
Stage Riser	Two (2) 2' × 8' riser panels available.	$300 per day
Stage Pipe & Drape	Decorative stage backdrop. Colors may vary based on availability.	$400 per day
Wooden Podium	Traditional wooden podium.	$100 per day
Digital Podium	Digital podium with built-in display capabilities.	$200 per day
Uplighting	Up to 16 LED uplights available.	$20 per light, per day
Dance Floor	Available in white or wood finish. Pricing is based on the requested size.	Contact Conference Center staff

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Section 6 | Resources

Frequently asked questions and contact information

School Facility FAQs

When should I submit my request?

At least 30 days before the event.

Who may I contact for assistance?

Valissha Johnson at vjohnson@richland2.org or 803-736-3774.

Can I bring food trucks?

Yes, if they have the required insurance, licenses, and permits.

Can I decorate the facility?

Yes, if decorations do not damage district property or violate fire-code requirements.

Can I use the scoreboard?

Only when a district employee has been scheduled to operate it.

Can I cook in the kitchen?

No. Kitchen use is limited to food preparation, and only authorized district food service employees may operate kitchen equipment.

R2i2 Conference Center FAQs

When is the Conference Center closed?

Sundays, District holidays, and during inclement weather closures.

What time may I enter for my event?

Setup times are based on your rental agreement and event schedule. Early access may be available depending on the facility schedule and may be subject to additional rental fees.

Are we allowed to use Glitter or Confetti?

No, we do not allow glitter or confetti.

Do you allow smoke machines?

No, we do not allow smoke machines.

Do you allow cold sparklers?

Yes, we do allow cold sparklers; all cold sparklers must be approved by the conference center staff.

Do you provide catering?

The Conference Center requires the use of an approved caterer. If you wish to use a caterer that is not currently approved, they must complete the Caterer Qualification Request and receive approval before the event.

Is parking available on-site?

Yes. Complimentary parking is available for Conference Center guests. Overflow parking may also be available for larger events.

Who should I contact if I have questions?

Our Conference Center staff is happy to assist you throughout the planning process. Please contact us by phone or email with any questions regarding your event.

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Contact Directory

Need Assistance With	Contact	Phone	Email
School Facility Rentals	Valissha Johnson	803-736-3774	vjohnson@richland2.org
Auditorium Rentals	David Mitchell	803-699-2896	dmitchell@richland2.org
Auditorium Rentals	Tony Fling	803-260-3988	tfling@richland2.org
PAC Rentals	Paula Pickreign	803-790-3333	ppickreign@richland2.org
PAC Rentals	Mary Scheirer	803-790-3333	mscheirer@richland2.org
R2i2 Conference Center	Jacqueline Lee	803-738-8481	jalee@richland2.org
R2i2 Conference Center	Dakota Kolev	803-790-3002	dkolev@richland2.org
R2i2 Conference Center	Jairo Chigua	803-966-7822	jchigua@richland2.org

Online Reservations

FACILITRON: Submit school-facility rental requests at www.facilitron.com. Assistance: 1-800-272-2962.