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Title of Document: Short-Term Use of DDSN Regional Center
Property by the Public

Date of Issue: June 30, 1987

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Applicability: DDSN Regional Centers

I. PURPOSE

This directive establishes guidelines governing the short-term use (one month or less in duration) of the Department of Disabilities and Special Needs (DDSN) Regional Center property by the public. Its general intent is to recognize that such use, while requiring reasonable control, tends to encourage community knowledge of DDSN programs and makes available to people served a wider range of activities and developmental or recreational experiences.

II. POLICY

A. Application Submission and Approval:

1. The DDSN Director of Contracts will empanel an internal group to review and approve or deny applications for the use of Regional Center property following the priorities and guidelines set forth in this document.

2. DDSN Regional Center Facility Administrators are responsible for providing information about the spaces available at the specific Centers and maintaining a schedule/calendar for each space available for use.
3. An application (Attachment) is to be completed by anyone requesting to use the property and will be maintained in a central electronic file maintained by the DDSN Director of Contracts. Applications should only be approved once evidence of adequate insurance coverage is provided.
4. Any fees to be charged must be determined as part of the application review and approval process.
5. DDSN reserves the right to refuse an application for any reason.

B. Use Priorities:

1. First priority is given to applicants who propose to conduct activities involving people who live at Regional Centers or other people who receive services from DDSN or any of its sponsored programs.
2. Second priority is given to applicants who propose activities involving other people with disabilities.
3. Third priority is given to all other applicants.

C. General Guidelines:

The following apply to all users and their guests while on DDSN property:

1. Non-interference with programs: No activity which interferes with the ordinary conduct of the programs and services provided at the site will be permitted.
2. Length of stay: Hours of access/use will be permitted from 8:00 A.M. to 10:00 P.M seven (7) days per week.
3. Supervision of Minors: A minimum of one adult (age 18 or older), provided by the user group, is required for every 15 minors.
4. Liability Insurance: Users of DDSN property are required to show evidence of adequate liability coverage for the duration of the approved period of use and will be required to sign a statement relieving DDSN of all liability (See Attachment). The required liability coverage will be determined based on the intended usage of the property (e.g., approved fires require fire coverage in liability insurance). DDSN's General Counsel will be the determinant of the insurance requirements and must be consulted by the Facility Administrator before agreeing to the usage of DDSN property.

5. Fees: DDSN reserves the right to charge a fee for use of DDSN property. Any fees for use of the facility will be determined according to a fee schedule and will be stated on the application submitted.

D. Specific Restrictions:

The following apply to all users participating in approved activities and may not be waived or adjusted. Failure to comply will result in the immediate expulsion of the offending persons participating from DDSN property and may result in legal action being taken by DDSN in accordance with State law. Users may also be denied any future use based on the severity of the violations of these restrictions.

1. Destruction of Property: No property of DDSN is to be removed, destroyed, or defaced. This applies equally to any tree or other natural formations on the grounds.
2. Litter and Trash: Dumping any refuse or waste, including grey water, from any trailer or other vehicle except in places or receptacles provided for such use.
3. Pets and Other Animals: Dogs or any other animal may be brought onto DDSN property or into a facility only if it is crated, caged, or upon a leash not longer than six (6) feet or otherwise under physically restrictive control at all times.
4. Possession of Weapons and Explosive Devices: No firearms, archery equipment or other potentially dangerous devices will be permitted at any time. Fireworks, may be permitted on DDSN property when specifically authorized by DDSN.
5. Use of State Funds: State funds may not be expended to support any activities occurring on DDSN property which are not sponsored by DDSN.
6. Fishing: Each user required to possess a fishing license in compliance with State law must do so and have it available at all times during fishing activities on DDSN property.
7. Hunting: Hunting of any type is prohibited on DDSN property.
8. Use of Boats: No boat may be launched onto any pond or lake located on DDSN property without the specific approval of the DDSN Director of Contracts. All boats must be appropriately licensed and meet State and Federal safety regulations.
9. Possession of Alcoholic Beverages, Narcotics, or Illegal Drugs: No alcoholic beverages, narcotics or illegal drugs are to be brought onto or consumed on DDSN property.
10. Speeding: No vehicle is to exceed the speed limits posted on DDSN property.
11. Fires: Fires may not be built except in authorized locations and under the direct supervision of a responsible adult user during the time of its use. All fires must be approved in advance.

12. Use of DDSN vehicles: No DDSN vehicle is to be used to transport users or their belongings.
13. Advertising: No users may solicit business while engaged in activities authorized by this directive.
14. Disorderliness: Users acting in a disorderly or unruly manner or creating any noise that would be an annoyance to others may be asked to leave or physically escorted from DDSN property by the police.

Unusual requests or requests exceeding the parameters of this directive are to be referred to the DDSN Director of Contracts.



Barry D. Malphrus
Vice Chairman



Gary C. Lemel
Chairman

To access the following attachments, please see the agency website page “Current Directives” at: <https://ddsn.sc.gov/providers/ddsn-directives-standards-and-manuals/current-directives>

Attachment: FACILITY USE APPLICATION