



# Spearfish Rec & Aquatics Center

## Room Rental Reservation Request Form

122 Recreation Ln, Spearfish SD 57783 P:605-722-1430 • F: 605-722-1436  
 Email: rentals@cityofspearfish.com • www.SpearfishRecCenter.com

Today's Date	Requested Rental Date(s)
Contact Name	Organization Name
Email	Phone

Residential Address (Include City, State, Zip)

### RENTAL ROOM REQUESTED

<input type="radio"/> Batting Cage <input type="radio"/> Group Fitness Room <input type="radio"/> Lookout Room <input type="radio"/> Multi-Purpose 1 <input type="radio"/> Multi-Purpose All	<input type="radio"/> Party Room <input type="radio"/> Serving Kitchen <input type="radio"/> South Gym <input type="radio"/> Water Park Rental
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### See Next Page for Specific Room Pricing

Anticipated Number of Attendees Youth _____ Adult _____	Rental Time Requested (Including Setup) Event Start Time _____ Event End Time _____
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Event Description: (please include any Event Type and all relevant details including special requests):

If Birthday Party, Name & Age of Birthday Boy/Girl: \_\_\_\_\_

**ROOM RENTAL ONLY (No Rec or WP Passes)**

### PARTY PACKAGE OPTIONS (ROOM RENTAL + PASSES)

	PACKAGES	PASSES	ROOM RENTAL	RATES
<input type="radio"/>	Indoor Party	10 (Rec)	2 Hrs	\$84 (\$70 Resident)
<input type="radio"/>	Rec Assistant	Time Requested: _____		\$25/Hour
<input type="radio"/>	WATER PARK (A)	10 (WP)	2 Hrs	\$155 (\$135 Resident)
<input type="radio"/>	WATER PARK (B)	20 (WP)	4 Hrs	\$275 (\$210 Resident)

Each additional Rec Center Pass - \$2,                      Each additional Water Park Pass - \$6

This request does not guarantee reservation. You must speak with Rec Center Staff to confirm availability, as well as return a Signed Contract & Deposit. Return request via one of the following methods: IN PERSON: Spearfish Rec & Aquatics Center: 122 Recreation Ln  
 EMAIL: recreation@cityofspearfish.com • FAX: (605)722-1436



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### PRIVATE WATER PARK RENTAL

(Available after hours  
 Memorial Day - Labor Day)  
 2 Hour Private Water Park Rental

<input type="radio"/>	1-25 people	\$250
<input type="radio"/>	26-100 people	\$375
<input type="radio"/>	101-200 people	\$500
<input type="radio"/>	201-400 people	\$625
<input type="radio"/>	401-700 people	\$750

### ROLLER SKATE PARTY RENTAL

Available After Peak Hours (5:45 pm)

Private Skate Party (Small)		Large Fundraiser Skate Rental
Capacity	Up to 25 Skaters - \$5 for each additional skater up to 50	Up to 300 Skaters
Regular	<input type="radio"/> \$150	<input type="radio"/> \$400
Non-Profit	NA	<input type="radio"/> \$350
Deposit	\$200	\$200

### ADDITIONAL AMMENITIES & EQUIPMENT RENTAL ITEMS:

SUBJECT TO AVAILABILITY & 48 HOURS ADVANCED NOTICE.

<input type="radio"/> SERVING KITCHEN: \$20	<input type="radio"/> PODIUM : \$10.00
<input type="radio"/> TV/ DVD: \$10	<input type="radio"/> PORTABLE SCREEN: \$10
<input type="radio"/> SMALL PROJECTOR: \$25	<input type="radio"/> SMALL SPEAKER: \$25
<input type="radio"/> LARGE PROJECTOR: \$100	<input type="radio"/> INFLATABLE SCREEN w/REC STAFF: \$150
<input type="radio"/> BASKETBALL HOOPS: \$50 (Small) \$100 (Large)	<input type="radio"/> KITCHEN \$25

**ALL EQUIPMENT RENTALS INCLUDE ADDITIONAL DAMAGE DEPOSIT**

### REC CENTER ROOM RENTAL RATES & DEPOSITS

	MP 1/2	MP All	Half Gym	Gymnasium (After Hours)	Party Room	Group Fitness	Serving Kitchen
Capacity	45	94	250	500	38	24	NA
Regular	\$30	\$50	\$38	\$75	\$40	\$40	\$25
City Resident	\$25	\$40	\$30	\$60	\$30	\$30	\$20
Non-Profit	\$15	\$30	\$25	\$50	\$25	\$20	\$20
Deposit	\$50	\$100	\$100	\$200	\$50	\$50	NA

### LOOKOUT ROOM & BATTING CAGE RENTALS

	LOOKOUT ROOM (8 Hrs - Entire Room )	LOOKOUT ROOM (4 Hrs - Entire Room)	1/4 LOOKOUT ROOM (Price Per Hour)	BATTING CAGE ONLY (Price Per Hour)
Capacity			Batting Cage Area	
Regular	\$480	\$240	\$60	\$25
City Resident	\$387	\$193	\$48	NA
Non Profit	\$400	\$200	\$50	NA
Deposit	\$100	\$100	\$100	NA

### SPEARFISH CITY RESIDENT PRICING POLICY

*It is our goal to price programs and services fairly and competitively, and to operate in a fiscally responsible way. Prices are subject to change without notice; however, we do attempt to give members advanced notice. It is the policy of the City to equalize fees among Spearfish City residents. Residents may receive a discount of up to 24% for city recreation services and rentals.*



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### FACILITY RENTAL POLICIES

- The SRAC facilities may be rented for activities and events at the discretion of the director.
  - A security/damage deposit and a facility usage form are required at the time of reservation.
  - All paperwork for facility rental must be completed before the reservation will be scheduled.
  - Rental setup is the responsibility of the user/renter.
  - The user/renter must clean areas immediately after use. See the cleanup guidelines for specific information.
1. The Renter shall authorize a Security Deposit in addition to the rental fees. The Security Deposit is held by the Spearfish Rec & Aquatics Center to ensure reservation, proper cleanup, and assurance that the facility, equipment and surrounding area are not damaged during the rental.
  2. The SRAC reserves the right to deduct from the Security Deposit all additional charges relating to, but not limited to, janitorial services, maintenance/repair services, staff time, or emergency services that were required as a result of your use.  
The Security Deposit may be withheld for any of the following reasons:
    - Damage to facility, equipment, or surrounding area.
    - Insufficient cleaning of room and/or premises.
    - Renter use exceeded time frame reserved.
    - General Policies, Rules and Procedures are not followed.
    - Misuse of SRAC facility.
    - Staff time for removal of items left in facility and/or storage of said items.
    - Renters are responsible for the conduct of their guests. If your event requires police intervention, part or all of deposit may be withheld.
    - Misrepresentation of the type of event held, or group/individual actually using the facility.
  4. The rental timeframe includes 15 minutes set-up and 15 minutes clean-up time of the facility and grounds unless otherwise specified by SRAC staff. The SRAC staff will inspect the facility prior to arrival and upon departure.
    - All Facility Rentals are subject to availability with priority given to SRAC programming
    - Standard rental times for all other rooms are a half-hour after opening and a half-hour before closing SRAC and Water Park times.
  5. An SRAC staff member can assist in party organization, supervision or other activity setup and cleanup needs if reserved in advance at a \$25 per hour.
  6. SRAC and Water Park Policy adult-to-child ratios are as follows: Age 0-3 - 1:3 adult-to-toddler with access to zero-depth, 1:1 for all other pool areas (within arm's length of toddler); Age 4-8 - 1:5 adult-to-youth; no more than 2 children may be supervised by a teen age 14-17 years old. Children under 9 must be accompanied by a person age 12 or older. The SRAC reserves the right to refuse rental if the renter cannot meet these requirements.
  7. The Renter shall abide by all local ordinances as well as state and federal laws.
  8. The Renter shall not permit Heelys, roller skates or roller blades, skateboards, bicycles, motorized vehicles, or the use of any other mechanical devices unless permission is granted by the SRAC Director.
  9. Tobacco, alcohol, drugs and weapons are prohibited anywhere on the SRAC property.
  10. Additional passes for parties packages are available at:
    - Youth Rec Day Pass: \$2 each
    - Water Park Pass: \$6.00 each
  11. This application, when executed by both parties, becomes a legally enforceable contract and the Renter agrees to comply with all the terms and conditions set forth herein, and to all SRAC Rules and Regulations. The undersigned warrants that if the applicant is not an individual, he/she has the authority to bind applicant.
  12. Cancellation Policy: If the Renter cancels at least 30-days prior to the rental date, 100 percent of the paid rental deposit is refundable. If the Renter cancels less than 30-days from the rental date, 50 percent of the paid rental fee is refundable. The entire deposit will be forfeited if cancellation notice is not given within 72-hours of the event

#### TERMS OF AGREEMENT

I have read and understand the facility rental agreement. I agree to inform persons participating in this proposed activity of the terms and conditions of the permit, if granted, and agree to comply with the conditions set forth in the permit. I further agree to hold harmless the City of Spearfish, its officers, agents, and employees from any liability for personal injury, death, property damage, arising out of any permit issued or activities thereunder or in result of consequences thereof.

**APPLICANT'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_