



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)			
Room Requested <input type="radio"/> Party Room <input type="radio"/> South Gym <input type="radio"/> MultiPurpose 1 <input type="radio"/> Group Fitness <input type="radio"/> Multi Purpose All <input type="radio"/> Water Park		Rental Time Requested (Including Setup) Event Start Time_____Event End Time_____	
Anticipated Number of Attendees	Number & Age of Attendees <input type="radio"/> Youth_____ <input type="radio"/> Adult _____ <input type="radio"/> Both_____		
Event Description: (please include any Event Type and all relevant details including special requests):			
If Birthday Party, Name & Age of Birthday Boy/Girl:_____			
<input type="radio"/> Room Rental Only			
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 Pass - \$2, Each additional WP 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

**ADDITIONAL RENTAL OPTIONS
ON REVERSE**





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

ADDITIONAL AMMENITIES & EQUIPMENT RENTAL ITEMS:

SUBJECT TO AVAILABILITY & 48 HOURS ADVANCED NOTICE

<input type="checkbox"/> SERVING KITCHEN: \$20	<input type="checkbox"/> PODIUM : \$10.00
<input type="checkbox"/> TV/ DVD: \$10	<input type="checkbox"/> PORTABLE SCREEN: \$10
<input type="checkbox"/> PROJECTOR: \$25	<input type="checkbox"/> SPEAKER: \$25
<input type="checkbox"/> INFLATABLE SCREEN: \$50	<input type="checkbox"/> STAFF TO SET UP MOVIE SCREEN: \$25/hr
<input type="checkbox"/> BASKETBALL HOOPS: \$50 (Small) \$100 (Large)	

REC CENTER ROOM RENTAL RATES & DEPOSITS (HOURLY RATES)							
	MP 1/2	MP All	South Gym	Gymnasium	Party Room	Group Fitness	Kitchen
Capacity	45	94	250	500	38	24	NA
City Resident	\$25	\$40	\$30	\$60	\$30	\$30	\$20
Non-Resident	\$30	\$50	\$38	\$75	\$40	\$40	\$25
Non-Profit	\$15	\$30	\$25	\$50	\$25	\$20	NA
Deposit	\$50	\$100	\$100	\$200	\$50	\$50	NA

PRIVATE WATER PARK RENTAL (Available after hours seasonally, Memorial Day - Labor Day)

Based on 2 Hour Private Water Park Rental

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

SPEARFISH CITY RESIDENT PRICING POLICY

Spearfish City Residents are defined as individuals living within Spearfish City Limits and paying Spearfish property tax. It is the policy of the City of Spearfish and SRAC to provide our residents with a discount for facilities and programs for which they are already making significant contributions through property tax, City services and other fees. This policy is designed to help equalize fees among Spearfish residents. It is our goal to price programs, activities and services fairly and competitively, and to operate in a fiscally responsible way. Proof of residency will be required. Prices are subject to change without notice.



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

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: _____



ACH PAYMENT AUTHORIZATION FORM

Schedule your payment to be automatically deducted from your checking or savings account. Just complete and sign this form.

Here's How Payments Work:

You authorize scheduled charges to your checking or savings account. You will be charged the amount indicated below. A receipt for each payment will be emailed to you and the charge will appear on your bank statement as an "ACH Debit." You agree that no prior-notification will be provided unless the date or amount changes, in which case you will receive notice from us at least 10 days prior to the payment being collected.

All information will remain confidential and be destroyed immediately after use.

Please complete the information below:

I _____ authorize City of Spearfish to charge my bank account
(full name)

indicated below for _____ on or by _____
(amounts) (date)

for processing Facility Rental Down Payment, Facility Rental Balance, and Damage Deposit (if necessary).

Billing Address _____

Phone# _____

City, State, Zip _____

Email _____

Account Type: Checking Savings

Name on Acct _____

Bank Name _____

Account Number _____

Bank Routing # _____

Bank City/State _____



SIGNATURE _____

DATE _____

I understand that this authorization will remain in effect until I cancel it in writing, and I agree to notify City of Spearfish in writing of any changes in my account information or termination of this authorization at least 15 days prior to the next billing date. If the above noted periodic payment dates fall on a weekend or holiday, I understand that the payment may be executed on the next business day. I understand that because this is an electronic transaction, these funds may be withdrawn from my account as soon as the above noted periodic transaction dates. In the case of an ACH Transaction being rejected for Non Sufficient Funds (NSF) I understand that City of Spearfish may at its discretion attempt to process the charge again within 30 days, and agree to an additional \$40 charge for each attempt returned NSF which will be initiated as a separate transaction from the authorized recurring payment. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law. I agree not to dispute this recurring billing with my bank so long as the transactions correspond to the terms indicated in this authorization form.



AUTHORIZATION FOR CREDIT CARD USE

PRINT AND COMPLETE THIS AUTHORIZATION AND RETURN.

Here's How Payments Work:

You authorize scheduled charges to your debit or credit card. You will be charged the amount indicated below. A receipt for each payment will be emailed to you. You agree that no prior-notification will be provided unless the date or amount changes, in which case you will receive notice from us at least 10 days prior to the payment being collected.

All information will remain confidential and be destroyed immediately after use.

Name on Card: _____

Billing Address: _____

Credit Card Type: _____ Visa _____ Mastercard _____ Discover _____ AmEx

Credit Card Number: _____

Expiration Date: _____

Card Identification Number: _____ (last 3 digits located on the back of the credit card)

I authorize City of Spearfish to charge the above to the credit card provided herein

for _____ on or by _____
(amounts) (date)

for processing Facility Rental Down Payment, Facility Rental Balance, and Damage Deposit (if necessary).

I agree to pay for this purchase in accordance with the issuing bank cardholder agreement.

Cardholder – Please Sign and Date

Signature: _____

Date: _____

Print Name: _____