



SRAC FACILITY RENTAL CONTRACT

Spearfish Rec & Aquatics Center * 122 Recreation Ln, Spearfish SD 57783
(605)722-1430 (p) (605)722-1436 (f) SpearfishRecCenter.com

ROOMS & RENTAL PACKAGES

PARTY ROOM

CAPACITY: 38

The Party Room is great for birthday parties, meetings or other small gatherings. The room comes with tables and chairs, private restroom, private access to water park (seasonal only), refrigerator, microwave and sink.

PARTY ROOM RATES –

\$30 – City Resident, \$40 – non resident

RENTAL PACKAGES

Rec Center Party Package –

Two hours of room rental, (10) Rec Center passes. \$2 per each additional wristbands.

Party Package Rates:

\$70 – City Resident, \$84 – Non-Resident

REC ASSISTANT OPTION - \$25.00/hour: A Rec Assistant can be requested to facilitate party activities. One hour minimum required and must be designated at time of submitting rental agreement or with a minimum of 48-hours advanced request.

Water Park Party Packages

A – Two (2) hours of room rental with ten (10) wristbands for outdoor Water Park access. \$6.00 per each additional wristband.

WATER PARK PACKAGE (A) RATES:

\$135.00 – City Resident, \$155 – Non-Resident

B – Four (4) hours of room rental with twenty (20) wristbands for outdoor Water Park access. \$6.00 per each additional wristband.

WATER PARK PACKAGE (B) RATES: \$210 – City Resident, \$275 – Non-Resident

MULTI-PURPOSE ROOMS (MP) CAPACITY: 45/EA

The Multi-Purpose Rooms are available for meetings, presentations and large gatherings. The multi-purpose room can be separated into two smaller spaces, or opened up for one large room. The rooms come standard with tables and chairs.

MP (Half) ROOM RATES –

\$25 – City Resident, \$30 – Non-resident

MP (ALL ROOM RATES –

\$40 – City Resident, \$50 – Non-resident

GYMNASIUM

CAPACITY: 500

The Gymnasium is available for sporting events and practices including, but not limited to, basketball, soccer, tennis, and volleyball. The gymnasium comes standard with two ten-foot basketball hoops. Soccer goals, volleyball nets, and tennis nets are available upon request.

HALF GYM RATE: \$30 – City Resident, \$38 Non-Resident

FULL GYM RATE: \$60 – City Resident, \$75 Non-Resident

ADDITIONAL AMMENITIES & EQUIPMENT

RENTAL ITEMS – subject to availability – 48 hours advanced request required)

SERVING KITCHEN: \$20 PODIUM: \$10.00

TV/ DVD: \$10 PORTABLE SCREEN: \$10

PODIUM: \$10 SERVING KITCHEN: \$20

SPEAKER: \$25 PROJECTOR: \$25

INFLATABLE SCREEN: \$50

STAFF TO SET UP MOVIE SCREEN: \$25/Hour

BASKETBALL HOOPS: \$50 (Small) \$100 (Large)

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.



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RATE CHARTS

ROOM RENTAL RATES & DEPOSITS							
ROOMS & RATES	MP 1 or 2	MP ALL	South Gym	Gym All	Party Room	Group Fitness	Serving 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

PACKAGE RATES			
PACKAGE	Indoor Party	Water Park Party Pkg A	Water Park Party Pkg B
Passes Included	10 +\$2 for each additional	10 + \$6 for each additional	20 + \$6 for each additional
Room Rental Time	2 Hours	2 Hours	4 Hours
City Resident	\$70	\$135	\$210
Non-Resident	\$84	\$155	\$275

PRIVATE WATER PARK RENTAL	
Based on 2 Hour Rental	
1-25 people	\$250
26-100 people	\$375
101-200 people	\$500
201-400 people	\$625
401-700 people	\$750



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RENTAL AGREEMENT

DESCRIPTION OF EVENT: _____

Name of applicant (user): _____

Company/Organization: _____ Today's Date: _____

Rental room requested: _____ Requested Rental Date(s): _____

Rental Times: _____ Description of event: _____

Anticipated Total attendance _____ # of Supervising Adults: _____

Attendees with be: Adult Teen 12 & Under

In the event of inclement weather: Reschedule Cancel Move Indoors

ROOM SETUP:

\$25 for Staff to Set Up Room YES NO (Tables & Chairs are provided)

(IF BIRTHDAY PARTY) Name Birthday Boy/Girl _____ Age of Birthday Boy/Girl _____

REC ASSISTANT * (Available for \$25/Hr to administer games/activities): YES NO

Name of Rec Assistant Requested: _____ Age of Participants _____

* See *Optional Games/Activities below**

RESPONSIBLE PARTY CONTACT INFORMATION

Adult (Responsible for Event) Contact Name: _____

Address: _____ City, State & Zip: _____

Home phone: _____ Cell #: _____ Work #: _____

Email: _____

Payment/Deposit Card #: _____ Card Expiration: _____

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: _____

3 | **Alcohol, Drugs, Tobacco and Weapons, of any type, are strictly forbidden on SRAC Property.**



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FACILITY USE AGREEMENT

1. The Renter shall pay 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.

3. 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 attending the event. If your event requires police intervention, part or all of your deposit may be withheld.
- Misrepresentation of the type of event held, or group/individual actually using the facility.

4. The rental timeframe includes set-up and 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. Specifically:

- The Cardio Room rental times are dependent on SRAC class schedules.
- A single Gymnasium is available for rent during regular SRAC hours, but permission from SRAC Director must be sought for peak hour rentals. The double Gymnasium is only available outside of SRAC regular business hours. SRAC can make available the use of bleachers and sports equipment if reserved in advance.
- 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 fee.

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 are available at:

- Youth Rec Day Pass: \$3.00 each (For more than 20 - \$2 each.)
- Adult Rec Day Pass: \$4.00 each (For more than 20 - \$3 each.)
- Water Park Pass: \$7.00 each (For more than 20 - \$5.50 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

Room rentals include a **15-minute set-up and tear-down period** if the room is not rented for a minimum of four (4) hours. **Deposits are required at time of signing the rental agreement.** The SRAC reserves the right to refuse rental if the renter cannot meet these requirements.

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. Additional fees will be assessed if area is not clean.