



Mount Rushmore Society Room Rental Agreement

Room: ___ Event Center ___ Board Room ___ Conference Room

Description of Meeting: _____

Meeting Date: _____ Start Time: _____ Ending Time: _____

If additional set up time is needed, please indicate when you will arrive: _____

Expected Attendance: _____

Name of Organization: _____

Address: _____

Contact Person: _____

Phone Number: _____ Email: _____

Is the Contact Person a Member of the Mount Rushmore Society? ___ Yes ___ No

Conference Room (Max 4 attendees)

The room is available Monday-Friday during office hours. It includes a round table and 4 chairs. Conference phone, TV and video conferencing available.

Will you need video conferencing (\$25): ___ Yes ___ No. If yes, you will be sent directions for starting a meeting from that room.

Fees: Half Day (4 hours or less) \$50 ___ | Full Day (More than 4 hours) \$75 ___

**Includes Cleaning Fee*

Board Room (Max 24 attendees)

The room is available Monday-Friday during office hours. It includes a board table surrounded by 20 chairs plus 4. Sink, countertop, coffee maker, TV, laptop, conference phone and video conferencing are available.

Will you need video conferencing (\$25): ___ Yes ___ No. If yes, you will be sent directions for starting meeting from that room.

Will refreshments/meals be served? ___ Yes ___ No **Renter will be responsible for making catering arrangements and clean up. Water is provided. A coffee maker is provided in room.*

Fees: Half Day (4 hours or less) \$100 ___ | Full Day (More than 4 hours) \$250 ___

**Includes Cleaning Fee*

Event Room (Max 125 attendees)

The 2,000-square-foot room has access to 14 60-inch round tables, 18 60-inch rectangle tables and 125 chairs and podium. Projector, retractable projector screen, handheld/lavalier mics, sink, countertop, photo booth (\$50), coffee maker and water container available. ADA restrooms access.

Room Configuration Request:

_____ 60-in Round Tables | # _____ 60-in Rectangle Tables *MRS does not provide linens.

Projector Screen/Projector _____ Podium _____ Microphone (handheld/lavalier) _____

Coat Racks _____ Photo Booth (\$50) _____

Will refreshments/meals be served? __Yes __No *Renter will be responsible for making catering arrangements and clean up. Water is provided. A coffee maker and sink is available.

Will alcohol be served? __Yes__No * Alcohol may be consumed but not sold. If a fee is charged for your event, the caterer for your event or your organization must obtain an alcohol license 30 days in advance by contacting the City Finance Department. MRS does not hold a license to sell alcohol.

Fees: Half Day (4 hours or less) \$450 _____ | Full Day (More than 4 hours) \$750 _____

***Includes \$150 Cleaning Fee; A \$100 damage deposit is also required, to be returned at conclusion of the meeting and satisfactory inspection of room.**

This MRS Room Agreement must be completed in full and returned with payment at least 7 days prior to the meeting date. Reservations will be made on a first-come, first-serve basis, however, MRS sponsored meeting have priority. Cancellation may be made up to 4 days prior to the function date for a full refund. No refunds will be given after that time. MRS reserves the right to refuse service to any groups desiring to use the facility.

_____ Room Rental Fee

_____ Photo Booth use in Event Room (\$50)

_____ Zoom Video Conferencing use in Boardroom or Small Conference Room (\$25)

_____ 6.5% Sales Tax

_____ Plus \$100 Damage Deposit, if renting Event Center

_____ TOTAL Enclosed

Or pay by credit card:

Name on card _____ Address _____

Card # _____ Exp Date _____ CVV# _____

Fee is payable at time of signing rental agreement. Make checks payable to Mount Rushmore Society, 830 Main Street, Rapid City, SD 57701.

Signature of Rental Party: _____ Date: _____

Mount Rushmore Society Room Rental Policies

- Entry to the building/room will be provided to Renter the day of event.
- Mount Rushmore Society (MRS) will ensure facility is clean prior to use by the Renter. MRS will inspect the facility following the Renter's use and determine the conditions of the facility. General clean-up is expected. Please leave the room as it was prior to your meeting. Garbage is to be placed in the bin in the enclosure in the alley. If the room is found to be in unsatisfactory condition, MRS will assess damages over and above the rental fee. Renter shall keep the equipment cleaned and free of damage, including from food and/or drink.
- No Pets are allowed in the MRS Building, except ADA-service animals.
- No smoking is allowed in the facility.
- Renter may not hang or fasten anything to the walls or equipment or use objects that create smoke or odor such as candles or incense. Renter is responsible for all damages to building and equipment.
- Renter shall use the property exclusively for the agreement purpose.
- Renter and all meeting attendees agree to not enter or use other office work areas, staff computers, staff phones or other areas of the building. Use is limited to the room rented and common areas, such as the restrooms.
- The Rental Agreement is non-assignable and no portion of the facility may be sublet by the Renter to any party.
- MRS reserves the right to enter and inspect the facility at any time.
- Renter is responsible for the set-up of the room. The number of tables/chairs requested will be placed in the room, but Renter must rearrange as needed for event.
- If refreshments/meals served, renter must supply their own dishes, silverware, cups, glasses, food, beverages and other supplies. A coffee maker and water container is supplied.
- Arrangements for equipment and/or set up must be made in advance with the MRS office. The MRS staff does not operate any equipment for groups. It is the responsibility of the group to have a competent, trained person to run the equipment.
- Renter agrees to indemnify and hold MRS, and its officers, agents and employees harmless from any and all liability, damages, actions claims, demands, expenses, judgement, fees and costs of whatever kind of character, arising from, by any reason of, or in connection with the use of the facilities described herein. It is the intention of the parties that MRS, and its officers, agents and employees shall not be liable or in any way responsible for injury, damage, liability, loss of expense resulting to the user and those it brings to the premises due to accidents, mishaps, misconduct, negligence or injuries either in person or property.

Additional Requirements When Alcohol Is Being Served

Alcohol may be consumed but not sold. If a fee is charged for your event, the caterer for your event or your organization must obtain an alcohol license 30 days in advance by contacting the City Finance Department. MRS does not hold a license to sell alcohol.

I have completely read and fully understand the term and conditions pertaining to the use of MRS Event Room, Board Room and/or Conference Room. I agree to be responsible for compliance with the Rental Agreement and making all payments as called for herein.

Signature of Rental Party: _____ Date: _____

Signature of MRS Representative: _____ Date _____

OFFICE USE ONLY: Date: _____ Check #: _____ Amount: _____