



Phone: (605) 629-3661

Scott Gladis – Mayor

David Cutler– Ward 1
Cody Sunderland – Ward 1

Dylan Schwartz – Ward 2
Arlen Wright – Ward 2

Chris Haines– Ward 3
Matt Lagerstrom – Ward 3

McKnight Community Center Rental Terms & Conditions/Contract

Thank you for your request to reserve the use of the McKnight Community Center in White, SD for your event. Please read through all the following information prior to signing the contract.

1. For any event, prior to your reservation date you may be contacted by a City Council Member or the Community Club to help coordinate support for your event.
2. **PROPERTY DAMAGE:** On request, City Staff will perform a walkthrough with you to verify condition of the facility before your event. Renters shall be financially responsible for any and all damage to equipment, facilities, and grounds as a result of their use and shall reimburse the City of White in full for the expense of such. This covers unclean dishes in the kitchen, excessive drink spillage, garbage (drink cups, beer cans, etc.) left on the floor, and/or damage to equipment of the facility. Any janitorial services needed in excess of 2 hours will be charged to the renter at a rate of \$50 per hour. In renting, leasing, or making available the use of its facilities, the City of White assumes no responsibility for:
 - a) Loss or damage to any property placed on the premises by the renter.
 - b) Loss or damage to any property or personal effects, including motor vehicles and their contents of: the renter, its members, employees, agents, participants, guests, or attendees.
 - c) Costs associated with any production or event
3. **DECORATIONS:** Items already hung are not to be removed. Tables are not to be drug across the floor but are to be lifted or moved with the table mover that is available in the facility. Nails, screws, or fixtures of any kind may not be driven into the walls, woodwork, floors, or ceilings. Items such as glitter, tape and stickers are not to be used as they create more cleanup for staff. If you discover any damage, contact City Staff immediately so that it can be properly noted and repaired.
4. **ALCHOLIC BEVERAGES.** The City of White through the White Community Club holds the liquor license for the establishment and will not serve alcohol to minors. No alcoholic beverages can be brought in from the outside. The Community Club also provides all bartenders and a bar is set up for all dances unless otherwise specified at the time your reservation is made. **Please call Julie at 605-690-0691 to make arrangements and coordinate any special requests or needs that you may have of the bar and event staff. It is STRONGLY SUGGESTED that you discuss your event plan with Julie so that there is enough of the right kind of materials on hand at the right times (for example during wedding toasts) to accommodate your event.**
5. **RENTER'S RESPONSIBILITIES:**
 - a) Set up and removal of all decorations is solely the renter's responsibility.
 - b) Dishes must be washed with soap, dried, and put away as you found them.
 - c) Initial Cleaning of the facility – It is expected that all garbage is removed from the area that you used; any spills are mopped up; and that all tables and chairs are orderly in appearance or stored properly on their carts.
 - d) Any time renters leave the facility, the doors shall be locked to avoid damage to property and/or facility.
6. **HOLD HARMLESS AGREEMENT.** The renter, lesser, or user indemnifies and holds harmless the City of White, all its officers, employees, volunteers, and agents against all claims, losses, or liabilities arising from the use of said rooms/areas arising from but not limited to, the actions of the designed function or activity but also from the general use of the McKnight Community Center.
7. **INSURANCE.** The City of White may require an applicant to show proof of insurance to protect the City of White against liability as may be associated with usage.
8. **ACTIVITIES.** The City of White reserves the right to control all activities and to eject any person(s) disregarding the rules and regulations of the facility. In such case, there will be no refund of fees.
9. **SAFETY.** No tables, chairs, or other obstructions will be permitted in passageways, aisles, or emergency exits such as would hinder entering or exiting the facility.
10. **LAWS.** The renter shall abide by all local ordinances as well as state and federal laws.

11. **EQUIPMENT USE.** No tables, chairs or other equipment may be removed from the McKnight Community Center without prior written permission from the White City Council.
12. **OCCUPANCY.** Occupancy limits of rented area shall not be exceeded (400 people).
13. **PAYMENT.** Payment of rental charges are due in full at the time of making your reservation. If rental is not confirmed by payment within seven (7) days from date requested, the date will be released from the calendar for another booking. Please make checks payable to the **CITY OF WHITE** and return with signed contract.
14. **CANCELLATION FEES:** Should your event be canceled; the rental charges shall be refunded at the following rates:
90 days or more prior to the event – **100%** / 45-90 days prior – **50%** / Less than 45 days – **Non-refundable**
15. **WAIVER OF RENTAL FEES.** If your group or organization wishes to have rental fees reduced or waived, a written request must be presented to the White City Council at the regular Council meeting (held on the first Monday of each month) prior to the event. If the waiver is granted, floors must be swept and spot mopped as needed, tables & chairs cleaned and returned to their original location, all equipment/dishes used must be washed, dried, and returned to their original locations, and garbage taken out to the dumpster located on the west side of the building. Failure to comply may result in charges and/or loss of future rental ability.
16. **All questions** regarding this document should be directed to the City Finance Officer (605) 629-3661.

RENTER'S NAME: _____

MAILING ADDRESS: _____

DAYTIME PHONE: _____ **EVENING PHONE:** _____

MCKNIGHT HALL RESERVATION DATE: _____

_____ **Full Facility Rental (Main Hall, Legion Room & Kitchen) \$500.00**
 (With Full Facility Rental, the Renter is allowed to get into the facility the day before the event to set up.
 All items will need to be removed by noon (12:00pm) the day following the event.)

_____ **Main Hall and Kitchen \$400.00**

_____ **Main Hall ONLY \$300.00**

_____ **Legion Room ONLY \$100.00**

_____ **Kitchen ONLY \$100.00**

(The Legion Room and Kitchen may be rented for the combined rate of \$150.)

TOTAL ENCLOSED \$ _____ **+ 6.5% tax =** _____

Event Details – You must complete this to the best of your ability to help City Staff prepare for your event.

Type of Event: **PRIVATE – or – OPEN TO THE PUBLIC**

NOTE. A mailing list of events held in McKnight Hall is sent to area dance clubs and the newspaper. If your event is PRIVATE, your event will be listed as a private party on the schedule of events

Nature of the Event: **Banquet / Business Meeting / Dance / Funeral / Graduation / Public Presentation**

Estimated Number of People in Attendance:

Set up and Tear Down

Time that your event starts:

When do you plan to set up your event?

Time that you estimate your event will end:

When do you plan to clean up following your event?

Special requests: *(The City may or may not be able to meet your needs, but this is your chance to ask.)*

I have read, understand and agree to the terms of this rental contract.

_____ Date _____

Signature Required

Return one signed copy of this agreement along with payment. Retain a copy for your records.

Received in the office on: _____ **by:** _____