

PARKS AND RECREATION



Facilities Rental Packet



General Rental Information

Please Note

As with all of our parks, reservations include only the area you have specifically requested. The activities of your event must be contained to the area reserved. Any equipment including, but not limited to tables and chairs must remain in the area reserved. The remainder of the park is still available to the general public to enjoy.

****Recreation Facility Gym Floor Restrictions Note:*** The new gym floor has the following restrictions:

- No tape.
- No high heels.
- No tables or chairs on the gym floor. Tables and chairs are to be used in the library only.
- All equipment used will need to be preapproved prior to rental.
- No sharp objects allowed on the floor.

****Storm Shelter Community Room Special Note:*** Since the main purpose of the building is a storm shelter, if someone comes to shelter because of bad weather then you must cease your event and allow people in to shelter from the storm.

Rental Information

- Available daily, April - October
 - Storm Shelter Community Room and Recreation Facility are year round
- Rental Hours:
 - Park Facilities: 9am-10:30 pm
 - Recreation Facility: 6pm-10pm weekdays, and 8am-10pm weekends. Inquire regarding other times that may be available.
 - To ensure efficient scheduling, hourly rentals must be reserved as a single continuous block of time. Non-consecutive rentals by the same renter/organization on the same day are not permitted.
- You may call either 773-3057 or 773-7445 to inquire if the date you want is available
- Deposit amount:
 - Park Facilities is \$150.00
 - Recreation Facility is \$150.00 for rentals on weekends
- Daily fees and deposit (if applicable) must be paid in full, and signed forms (statement of user responsibility and facilities use) received within 10 calendar days of approval of application. If fees, deposit and signed forms (statement of user responsibility and facilities use) are not received within 10 calendar days, the application will be considered

Updated: 2/17/2026

abandoned, and the facility will be considered available for use by another applicant on that date

- Check the facility immediately upon entering and report any damage before you begin your activity or you will be held responsible for that damage
- Set-up and Clean-up must be accomplished by the applicant using the facility within the timeframe of the rental.
- If the facility requires a key or a fob for entry, the key or fob must be returned following the event. After making sure the door is locked, drop the key or fob in the lock box on site.
- No animals can be inside the Storm Shelter Community Room and the Recreation Facility.
- Umbrellas located inside the Storm Shelter Community Room are for use on the picnic tables on the patio. If you use the umbrellas, remember to return them to where they were stored. Please use good judgement in using them in windy conditions as to not damage the umbrellas.
- Cancellation received 30 days or more prior to the reservation date will receive a refund of all fees and deposit, minus a \$30 cancellation fee. Cancellation received less than 30 days prior to the reservation date will receive a refund of all fees, minus the deposit amount. Refunds will be processed within 15 business days after cancellation.
 - Recreation Facility Weekly Renters Only: Cancellation must be received prior to the 20th of the preceding month to not be billed for the time slot.

Amphitheatre Available Amenities

- 10 tables
- 40-50 Chairs
- Sound System
- Approximately 6 picnic tables in area

Arboretum

- Pavilion
- 2 Picnic Tables
- Wedding Arbor

Storm Shelter Community Room Amenities

- Regular Size Refrigerator
- Counter Space with Sink
- Cabinets
- Electrical Outlets
- Accessible restrooms
- 7 tables with seating for 50 people
- Patio with picnic tables
- Mop/Bucket/Broom/Dustpan
- Garbage Can
- Grill

Cornhole Sets

- Each set contains 2 boards, 8 bags, and scorekeeper

Recreation Facility

- Multi-purpose space
- Restrooms
- Regulation basketball court
- 3 pickle ball courts
- 10 Tables
- 50 Chairs

Updated: 2/17/2026

- Sound system
- Kitchen/Concession area

Sports Fields Amenities (excludes Hyde Stadium)

- Fields without Lights
 - Harrison Field
 - PILC Soccer Fields
 - Hilgers Gultch (4th Street) Soccer Field
 - LaBarge Field
 - LaBarge Tennis Courts
- Fields with Lights
 - Kelley Field
 - All fields at the Softball Complex
 - Griffin Park Field
 - Griffin Park Tennis Courts

Alcohol/Food

- No Alcohol can be sold without special permits
- Alcohol is allowed to be consumed in City Parks
- No alcohol is allowed at the Recreation Facility without a letter of approval from the Boys and Girls Club and approval of the City Commission.

Decorations

- All residues must be removed when decorations are taken down
- Do not attach anything to the sound panels in the storm shelter community room
- Do not attach anything to a painted wall with tape
- ABSOLUTELY NO bird seed, metallic confetti or rice
- No candles or open flames

Extra Seating and Use of Tents in Parks

- Extra seating and tents are the responsibility of the applicant
- If you use tents or anything that needs to be staked into the ground near the Amphitheatre or Arboretum, the renter must call SD One Call at least 48 hours prior to event. The date the call was made along with the ticket number must be shared with the City prior to rental date.
- Tents are not allowed on the grass near the Storm Shelter

Clean Up Process

The applicant is responsible for removal of all decorations and any items of property brought to the facility. Trash shall be deposited in appropriate receptacles outside of the facility. (Except for the Storm Shelter Community Room—bag garbage and leave in the room). All City-owned tables and chairs must be stacked and placed in proper storage areas. Prior to leaving the facility, the

applicant is responsible for cleaning and placing in order all areas used. If the site is left in good condition and no damage has occurred, the deposit will be refunded within 15 business days after the reservation date. Any additional costs for clean up or damage above and beyond the deposit amount shall be paid by the applicant.

Approval of Application

Staff determines if the reservation request is appropriate for the facility. Reservations are not confirmed until all required documents, full payment of all fees and deposit have been received. A copy of the approved request will be provided to the applicant and notice of the event will be forwarded to the Police Department and Park Superintendent.

Music

Use of amplified sound requires adherence to City of Pierre Park Rules, which requires that music or sound must be contained within the boundaries of the park. No music or sound after 10pm without special permission from the City Commission. We reserve the right to check decibel levels at boundaries of the park.

Equipment

- The city is not responsible for equipment left at a park or recreation facility.
- The concession area at the Recreation Facility is used by the Boys & Girls Club as their kitchen. Do not take any of their items.

Lost Keys/Fobs

If a key or fob is lost, a \$25.00 replacement fee either taken out of the deposit (if collected) or billed to the applicant.

Recreation Facility Billing

For those who are renting the Recreation Facility on a weekly basis: to initially reserve the facility one month must be paid in advance. You will then be billed the fees monthly.

Recreation Facility - Inflatable Rentals

A minimum two-hour weekend rental is required to add inflatables. Inflatables must stay inside the Recreation Facility. They are for use by individuals aged 7 and older. The person renting the facility must be present throughout the entire rental. If the inflatable is damaged, the renter will be responsible for the full replacement cost.

The following rules apply to inflatables:

• All

- Keep sharp objects away from the inflatables.
- No eating while on the inflatables.
- Do not move Soccer Darts.
- Do not tape or attach anything to the inflatables.

• Nerf Wars

- Goggles are required.
- All guns and darts must be accounted for.

Updated: 2/17/2026

City of Pierre

Application for Use of the Amphitheatre

Applicant _____ Phone Number _____

Contact Email Address _____

Contact Address _____

Date of Event _____ Hours of Event _____

Specific Area Requested for Use

Provide a detailed description of The Event

Will you be selling food at your event? _____ If yes, please list items _____

- Is your event:
- Non-Profit Entity
 - Private Party
 - Open to Public

- Items Requested:
- Folding Tables
 - Chairs
 - Sound System

| | |
|------------------------------------------|----------|
| Park Facility Rental Deposit | \$150.00 |
| Daily Fees: | |
| Amphitheatre Daily Rental Fee | \$ 40.00 |
| Amphitheatre Daily Non-Profit Rental Fee | \$ 20.00 |
| Use of Sound System | \$ 30.00 |
| Use of electric boxes | \$ 20.00 |

****This form alone does not reserve a facility.**

Signature _____ Date _____

For Office Use Only - Record the following dates

| | |
|---------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|
| Application Received _____ | SD One Call Date Called & Ticket # _____ |
| Review _____ | Keys Will Be Picked Up _____ |
| Renter Contact _____ | Keys Returned <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Usage Agreement Received _____ | Facility Check _____ by _____ |
| Deposit/Fees Received _____ | Return Deposit <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Advised Park/Police Department _____ | (If no, fill out damage/rule violation form) |
| Cancellation Date _____ | Deposit Returned & Amount _____ |
| <u>>30 days</u> Return/Deposit & Fees Minus \$30.00 Cancellation Fee \$ _____ Date _____ | |
| <u><30 Days</u> Return Fees Only (deposit is forfeited) \$ _____ Date _____ | |

City of Pierre

Application for Use of the Storm Shelter Community Room

Applicant _____ Phone Number _____

Contact Email Address _____

Contact Address _____

Date of Event _____ Hours of Event _____

Specific Area Requested for Use

Provide a detailed description of The Event

Will you be selling food at your event? _____ If yes, please list items _____

- Is your event:
- Non-Profit Entity
 - Private Party
 - Open to Public

- Items Requested:
- Grill

Park Facility Rental Deposit \$150.00

Daily Fees:

| | |
|----------------------------------------------------|----------|
| Storm Shelter Community Room Daily Rental Fee | \$150.00 |
| Storm Shelter Community Room Non-Profit Rental Fee | \$ 75.00 |

****This form alone does not reserve a facility.**

Signature _____ Date _____

For Office Use Only - Record the following dates

| | |
|---------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|
| Application Received _____ | Door Code _____ |
| Review _____ | |
| Renter Contact _____ | Facility Check _____ by _____ |
| Usage Agreement Received _____ | Return Deposit <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Deposit/Fees Received _____ | (If no, fill out damage/rule violation form) |
| Advised Park/Police Department _____ | Deposit Returned & Amount _____ |
| Cancellation Date _____ | |
| <u>>30 days</u> Return/Deposit & Fees Minus \$30.00 Cancellation Fee \$ _____ Date _____ | |
| <u><30 Days</u> Return Fees Only (deposit is forfeited) \$ _____ Date _____ | |

City of Pierre

Application for Use of Sports Fields

Applicant _____ Phone Number _____

Contact Email Address _____

Contact Address _____

Date of Event _____ Hours of Event _____

Specific Area Requested for Use

Provide a detailed description of The Event

Will you be selling food at your event? _____ If yes, please list items _____

- Is your event:
- Private Party
 - Open to Public

Park Facility Rental Deposit \$150.00

Daily Fees per field/court:

| | |
|-----------------------------------------------------------------------------------------------------|----------|
| Sports Field Daytime Rental Fee - Non-local Affiliated Team | \$ 50.00 |
| Sports Field Evening Rental Fee (if field has lights that will be used) - Non-local Affiliated Team | \$100.00 |

****This form alone does not reserve a facility.**

Signature _____ Date _____

For Office Use Only - Record the following dates

| | |
|---------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|
| Application Received _____ | Keys Will Be Picked Up _____ |
| Review _____ | Keys Returned <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Renter Contact _____ | Facility Check _____ by _____ |
| Usage Agreement Received _____ | Return Deposit <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Deposit/Fees Received _____ | (If no, fill out damage/rule violation form) |
| Advised Park/Police Department _____ | Deposit Returned & Amount _____ |
| Cancellation Date _____ | |
| <u>>30 days</u> Return/Deposit & Fees Minus \$30.00 Cancellation Fee \$ _____ Date _____ | |
| <u><30 Days</u> Return Fees Only (deposit is forfeited) \$ _____ Date _____ | |

City of Pierre

Application for Use of Arboretum

Applicant _____ Phone Number _____

Contact Email Address _____

Contact Address _____

Date of Event _____ Hours of Event _____

Specific Area Requested for Use

Provide a detailed description of The Event

Will you be selling food at your event? _____ If yes, please list items _____

- Is your event:
- Non-Profit Entity
 - Private Party
 - Open to Public

Picnic tables are available at the Arboretum

| | |
|---------------------------------------|----------|
| Park Facility Rental Deposit | \$150.00 |
| Daily Fees: | |
| Arboretum Daily Rental Fee | \$ 40.00 |
| Arboretum Daily Non-Profit Rental Fee | \$ 20.00 |

****This form alone does not reserve a facility.**

Signature _____ Date _____

For Office Use Only - Record the following dates

Application Received _____

Review _____

Renter Contact _____ Facility Check _____ by _____

Usage Agreement Received _____ Return Deposit Yes No

Deposit/Fees Received _____ (If no, fill out damage/rule violation form)

Advised Park/Police Department _____ Deposit Returned & Amount _____

Cancellation Date _____

>30 days Return/Deposit & Fees Minus \$30.00 Cancellation Fee \$ _____ Date _____

<30 Days Return Fees Only (deposit is forfeited) \$ _____ Date _____

City of Pierre

Application for Use of Recreation Facility

Applicant _____ Phone Number _____

Contact Email Address _____

Contact Address _____

Date of Event _____ Hours of Event _____

Provide a detailed description of
The Event

List all equipment used whether
provided personally or by the
Boys and Girls Club

Will you be selling food at your event? _____ If yes, please list items _____

Is your event: Private Party Open to Public

I have read, understand, and agree with the special note regarding the gym floor restrictions.

Recreation Facility Rental Deposit (Saturday or Sunday rentals only) \$150.00

Daily Fees:

Recreation Hourly Fee (Weekday) \$ 25.00

Recreation Hourly Fee Weekend \$ 40.00

Recreation Daily Fee (Weekend) \$250.00

Use of Nerf Wars (with minimum 2 hr rental on weekend) \$ 40.00

Use of Soccer Darts (with minimum 2 hr rental on weekend) \$ 40.00

Use of Human Foosball (with minimum 2 hr rental on weekend) \$ 80.00

Use of the sound system and/or scoreboard (per day) \$ 30.00

Use of concession area (per day) \$ 50.00

Weekly Use Monthly Billing:

Provide address (if different from above) _____

****This form alone does not reserve a facility.**

Signature _____ Date _____

For Office Use Only - Record the following dates

Application Received _____ Door Code _____

Review _____

Renter Contact _____ Facility Check _____ by _____

Usage Agreement Received _____ Return Deposit Yes No

Deposit/Fees Received _____ (If no, fill out damage/rule violation form)

Advised Park/Police Department _____ Deposit Returned & Amount _____

Cancellation Date _____

>30 days Return/Deposit & Fees Minus \$30.00 Cancellation Fee \$ _____ Date _____

<30 Days Return Fees Only (deposit is forfeited) \$ _____ Date _____

Monthly Billing: Cancel Date _____ Advise Finance _____

City of Pierre

Application for Use of Cornhole Sets

Applicant _____

Phone Number _____

Email Address _____

Address _____

Rental Date(s) _____

How many sets: (circle)

- | | | | |
|---|---|---|----|
| 1 | 4 | 7 | 10 |
| 2 | 5 | 8 | 11 |
| 3 | 6 | 9 | 12 |

Daily Fees:

| | |
|--------------------------------|----------|
| Each Cornhole Set | \$ 10.00 |
| Each Cornhole Set Non-Resident | \$ 15.00 |

The renter must call the Recreation Superintendent at 773-7445 to arrange pick up and drop off the sets. The renter is responsible for loading and unloading the cornhole sets.

****This form alone does not reserve equipment.**

Signature _____ Date _____

For Office Use Only - Record the following dates

Application Received _____ Set(s) Will Be Picked Up _____

Renter Contact _____ Set(s) Will Be Returned _____

Fees Received _____



Statement of User Responsibility For City of Pierre Park and Recreation Facility Use

In consideration for the use of City of Pierre park and recreation facilities, all users agree to the following:

1. The user shall be responsible for the conduct of the participants attending the activity/event, with regard to the control and containment of litter, and for any damage to the premises beyond ordinary wear and tear.
2. Amplified music or other amplified sound is not allowed to be played at a volume that causes the music or other sound to be heard beyond the boundaries of the park. Sound shall be directed away from the water. No sound after 10pm without the approval of the City Commission.
3. The user shall conduct all activities on the premises in accordance with any applicable federal, state, or local laws, ordinances and rules, including all park regulation, and shall comply with the requirements stated in this Park and Recreation Facility Rental Packet.
4. Portable equipment of any kind is only allowed with the Park & Recreation Director's approval. This includes inflatable devices and dunk tanks.
5. It is unlawful for any person to use fireworks (other than those allowed by ordinance) in the park
6. The park rules require that all dogs must be leashed and barking must not become a nuisance.
7. The park rules require that you promptly remove any dog waste deposited on public or private property.
8. Cancellation received 30 days or more prior to the reservation date will received a refund of all fees, minus a \$30 cancellation fee. Cancellation received less than 30 days prior to the reservation date will receive a refund of all fees, minus the deposit amount. Refunds will be processed within 10 business days. Recreation Facility Weekly Renters Only: Cancellation must be received prior to the 20th of the preceding month to not be billed for the canceled time slot.
9. Park Facility - While the parks allow alcohol consumption, no one under 21 is allowed to consume alcohol at event.
10. Recreation Facility – Alcohol is not allowed on the premises without a letter of approval from the B&G Club/CACS board and approval from the City Commission.
11. Violations of any rules, regulations, or guidelines will result in the forfeiture of the refundable deposit.

To Be Completed by Applicant:

I hereby certify that I am the authorized representative of the organization or group listed and that the application statements are true to the best of knowledge. I agree to abide by the rules and regulations for use of the Amphitheatre Storm Shelter Sports Field facility Arboretum Recreation Facility, as well as the ordinances of the City of Pierre. I accept responsibility for any violations as they may pertain to the facility reserved or damage to equipment used and/or rented.

Printed Name of Applicant: _____

Signature of Applicant: _____

Date Signed: _____

Date of Event: _____

FACILITIES USE AGREEMENT INDEMNIFICATION CLAUSE

User agrees to indemnify and hold the City of Pierre, and its officers, agents and employees harmless from any and all liability, damages, actions, claims, demands, expenses, judgments, fees and costs of whatever kind or character, arising from, by reason of, or in connection with the use of facilities described herein. It is the intention of the parties that the City of Pierre, and its officers, agents and employees shall not be liable or in any way responsible for injury, damage, liability, loss or expense resulting to the user and those it brings onto the premises due to accidents, mishaps, misconduct, negligence or injuries either in person or property.

User expressly assumes full responsibility for any and all damages or injuries which may result to any person or property by reason of or in connection with the use of the facilities pursuant to this Agreement, and agrees to pay the City of Pierre for all damages caused to the facilities resulting from user’s activities hereunder.

INSURANCE REQUIREMENTS CLAUSE

In certain cases, the City of Pierre may require a Certificate of Insurance for an activity or event planned in such amounts as it deems appropriate.

If required, user shall furnish the City of Pierre with properly executed Certificates of Insurance which shall clearly evidence all insurance required in this Agreement, name the City of Pierre as an Additional Insured, and provide that such insurance shall not be canceled, except on 30 days’ prior written notice to the City of Pierre.

SUPERVISION REQUIREMENT CLAUSE

User represents that its activities, pursuant to this Agreement, will be supervised by adequately trained personnel, and that user will observe, and cause the participants in the activity to observe all safety rules for the facility and the activity. User acknowledges that the City of Pierre has no duty to and will not provide supervision of the activity.

ALCOHOL USE CLAUSE

If alcohol is allowed at the event, City Commission approval is required.

I HAVE READ THIS AGREEMENT and acknowledge I have authorization to sign below.

Name of Facility_____ Event Date(s)_____

Printed Name_____ Address_____

Signature_____ Date_____

*****COMPLETED FORM MUST BE FORWARDED TO SUSAN LAFAVE, CITY HALL*****