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.

*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 (Recreation Facility is 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.
- 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 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 damages 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. *Exception: When renting the recreation facility on a weekly basis, the key or fob may be kept until the rental for that season ends.*
- There is a $25.00 replacement fee for a lost key or fob.
- No animals can be inside the Storm Shelter Community Room
- 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 10 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

**Storm Shelter Community Room Amenities**
- Regular Size Refrigerator
- Counter Space with Sink
- Cabinets
- Electrical Outlets
- Accessible restrooms
- 6 tables with seating for 50 people
- Patio with picnic tables
- Mop/Bucket/Broom/Dustpan
- Garbage Can

**Sports Fields Amenities (excludes Hyde Stadium)**
- Fields without Lights
  - Harrison Field
  - PILC Soccer Fields
  - Hilgers Gulch (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

**Arboretum**
- Pavilion
- 2 Picnic Tables
- Wedding Arbor

**Recreation Facility**
- Multi-purpose space
- Restrooms
- Kitchen/Concession area
- Sound system
- Regulation basketball court
- 2 pickle ball 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/CACs board and approval of the City Commission.

Decorations

- All residue 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

- Extra seating and tents are the responsibility of the applicant
- If using tents near the Amphitheatre or Arboretum, the locate fee must be paid
- Tents are not allowed on the grass near the Storm Shelter
- If seating is outside, only lawn or sand-chair style seating is allowed

Clean Up Process

The applicant is responsible for removal of all decoration and any items of property brought to the facility. Trash shall be deposited in appropriate receptacles outside of the facility. 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 10 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.

Facilitated Birthday Parties at Recreation Facility

A staff member will set up the activity, facilitate the activity and clean up the activity. Maximum of 20 kids. Adults will need to be present at a minimum of 1 Adult per 5 kids.

****More information on types of facilitated birthday parties soon!!****
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 Items Requested: □ Folding Tables
□ Private Party □ Chairs
□ Open to Public □ Sound System

Picnic tables are available at the Amphitheatre. If the renter moves extra tables, a fee is required and tables must be returned by the renter to the original location or deposit is forfeited.

Park Facility Rental Deposit $150.00

Daily Fees:
Amphitheatre Daily Rental Fee $ 40.00
Amphitheatre Daily Non-Profit Rental Fee $ 20.00
Amphitheatre Daily Non-Resident Rental Fee $ 75.00
Use of Sound System $ 30.00
Placing Tents in Park Locate Fee (City will also contact One Call) $ 20.00
Extra Picnic Tables Fee (Renter to move tables within Park system and return to original location) $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 □ Yes □ No
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 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

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
Storm Shelter Community Room Non-Pierre Resident Rental Fee $200.00

**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 ☐ Yes ☐ No
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 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 __________________ Review __________________ Renter Contact __________
Usage Agreement Received __________ Deposit/Fees Received __________ Advised Park/Polic Date

Keys Will Be Picked Up __________________ Keys Returned ☐ Yes ☐ No Facility Check __________ by __________
Return Deposit ☐ Yes ☐ No Deposit Returned & Amount __________________ (If no, fill out damage/rule violation form)
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 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
Arboretum Daily Non-Resident Rental Fee ___________________________ $75.00
Placing Tents Locate Fee (City will also contact One Call) ___________________________ $20.00

**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 □ Yes □ No
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/Policing 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 _______________

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

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
Facilitated Birthday Party (Weekend-1½ hour) $75.00
Facilitated Birthday Party (Weekend-2 hours) $100.00

    Party ___________________________ Number of Kids ___________ Number of Adults ___________

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 ___________________________ Keys Will Be Picked Up ___________________________

Review ___________________________ Keys Returned ☐ Yes ☐ No

Renter Contact ___________________________ Facility Check ________________ by ___________________________

Usage Agreement Received ___________________________ Return Deposit ☐ Yes ☐ No

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

Deposited 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 ___________________________
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 receive 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.

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***