

Davison County Meeting Hall & Activities Center Rental Rates

Name of Event: _____
 Contact Name: _____
 Address: _____ E-mail: _____
 Phone: _____ Cell _____
 Dates requested: _____
 Other items needed: _____

Scheduling Procedures

Scheduling Scheduling of the facility by any and all parties including County Staff will be done through the Davison County Fairgrounds Office.

Scheduling dates & times will be done on a first come, first serve basis. Four hour blocks will run from 8am - 12noon, 1pm - 5pm, and 6pm - 10pm. All Day blocking will run from 8am until midnight.

Contact with this office may be made Monday - Friday, 8am – 12, 1pm - 5pm at:
 Davison County Fairgrounds, **Office Phone 605-995-8620, Office Fax 605-995-8621 or e-mail address: davison.county@sdstate.edu**
web-site: www.davisoncounty.org - to see photos

Scheduling Fee 25% of the rent for the desired date and time will be due upon scheduling of the date. No scheduling will be done until this fee is received. This fee will guarantee the date and time requested. This is a non-refundable charge if the event is cancelled after scheduled.

Rent Balance of the rent (75%) will be due at time of key pick up for the scheduled event. The rent may be dropped off or mailed to: **Davison County Fairgrounds, 3200 West Havens, Mitchell, SD 57301**

NOTE: Requests will not be processed until Scheduling Fees are received!

	Half Day		Full Day		Total Charge
Classroom A	\$125		\$250		\$
Classroom B	\$80		\$160		
V-Tel Room	\$75		\$150		\$
Kitchen	\$75		\$150		\$
Entire Activity Center	\$200		\$350		\$
North Side Activity Center	\$100		\$175		\$
South Side Activity Center	\$100		\$175		\$
Tables & Chairs Setup (if not performed by renter)	\$100 per event	Tables Needed	Chairs Needed		\$
Clean up of rooms rented including lobby (if not performed by renter)	\$100 per space per event				\$
Clean up of Activity Center including the lobby (if not performed by renter)	\$100 per space per event				\$
Total Rental Charge					\$

Wireless Internet available. Use of tables and chairs are included in the rental price.

Additional Charges

- A deposit of \$200.00 will be due at the time of key pickup. This amount should be in the form of a separate check, which will be held until after the event.
- Deposit checks will be returned by mail no more than 15 working days after the event conditional on satisfactory inspection of the facility.
- Davison County will assess damage over and above the deposit amount if necessary through the State’s Attorney Office.

Livestock Related Rates

Activity Center Arena Charge: \$100.00 (Use of Arena, Pens and Mats)

Note: Renter is responsible for Set-up and Tear-down / Clean-up of arena and pens. County Staff will be on hand to supervise if necessary.

Policies

- County & other local government Activities - No Fee. However, maintenance and cleanup will be the sponsoring agencies responsibility. Failure to perform cleanup will affect ability to utilize the facility in the future and a charge for cleanup.
- Gun Shows - Gun shows are required to provide a minimum of one (1) security guard (Certified Law Enforcement Officer) anytime the show is not open when firearms are present. Security of the show will be the responsibility of the operators of the show during open hours.
- NO ALCOHOLIC BEVERAGES of any kind permitted at any time.
- Smoking is prohibited in all county buildings per state law.
- Set-up will be allowed one (1) Hour before the event. If a longer set-up time is necessary, renter will be charged for that period of time either at the 4-hour rate or daily rate.
- Renters for livestock events are responsible for all setup and materials necessary for their event. This also includes setup of the arena and any tie-off panels. Renters are required to provide their own bedding materials, wood chips are recommended. Renters are also responsible for cleanup after the event. Clean up fee does not apply to this type of event.
- Keys must be picked up at the Extension Office Monday – Friday between the hours of 8:00a.m. – 12:00p.m. and 1:00p.m. – 5:00p.m. or make other arrangements.

Meeting Hall Dimensions

Seating

Room A	55ft x 50ft Approximate	240 people
Room B	30ft x 50ft Approximate	224 people
Rooms A, B	85ft x 50ft Approximate	450 people
V-Tel	22ft x 44 ft Approximate	56 people (Classroom Setting)

Dining

Room A	55ft x 50ft Approximate	26 Tables	208 people
Room B	30ft x 50ft Approximate	20 Tables	160 people
Rooms A, B	85ft x 50ft Approximate	Approximately 360 people	

*(People figured on 8 people per table)

V-Tel	22ft x 44ft	14 Tables	56 people (Classroom Setting 4/Table)
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Classroom Style Seating

Room A	6 rows of 24 chairs from east to west, 36 tables	144 people
Room B	4 rows of 24 chairs from east to west, 24 tables	96 people
Room A & B	11 rows of 24 chairs from east to west, 66 tables	264 people

*(People figured on 4 per table)

Activity Center Dimensions

Main Area	125ft x 120ft	General Display & Activities
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*Bleachers are available for use on-site only.

*Main Service Door is 20' X 20'

Maintenance Guidelines

Activity Center and Meeting Rooms

- Floors should be swept clean of debris
- All trash should be picked up and in refuse containers
- Floors should be mopped where necessary
- All windows should be closed
- All tables and chairs should be cleaned and returned to their original locations
- All other equipment should be returned to original locations
- All lights should be turned off

Kitchen

- Floors should be swept and clean of debris
- All trash should be picked up and in refuse containers
- Floors should be mopped where necessary
- All serving windows should be closed
- All countertops and sinks should be washed and cleaned
- All Appliances should be cleaned
- Stoves should be cleaned if needed and made sure they are off
- All lights should be turned off

Bathrooms

- Floors should be swept and clean of debris
- All trash should be picked up and in refuse containers
- Floors should be mopped where necessary
- All countertops and sinks should be washed and cleaned
- Flush Toilets
- All lights should be turned off

Grounds & Parking Lots

- All trash and litter should be collected and placed in trash containers provided
- Any equipment utilized should be accounted for and returned to its original location

****Place all garbage bags in the dumpster on the south edge of the parking lot.**

****General cleaning supplies and tools are provided for use from the Lobby Closet.**

Maintenance Problems – Contact
Larry Schmitt-Fairground Maintenance
999-8906
or
Mark Ruml - Director of Physical Plant
Office 605-995-8645
Cell 605-770-9625

Davison County Rental Agreement

This agreement is entered into between _____ & Davison County, a political subdivision of the State of South Dakota, of 200 East 4th Avenue, Mitchell, South Dakota.

The following space has been reserved in the Davison County Fairgrounds Complex by the above listed person, hereinafter referred to as "Renter" for the listed function:

Space _____ Function _____

The Date reserved for this function is: _____

From: _____ to _____

The Renter agrees to pay Davison County \$ _____ scheduling fee and the balance of \$ _____ due at the time of key pick up. **Total Due:** _____ \$

Renter also agrees to pay a \$200.00 Deposit Fee in the form of a separate check.

Make checks payable to Davison County Treasurer.

- Renter shall preserve and maintain the facility in good condition. Renter shall neither permit nor commit waste of the facility. Renter shall use the property exclusively for the above listed function.
- Davison County reserves the right to enter and inspect the facility at any time.
- Renter covenants and agrees that it will indemnify and hold Davison County harmless from all liability of any kind arising from Renter's use of the facility. If Davison County determines prudent, Renter shall provide the County with proof of liability insurance covering Renter's liability for its use of the premises and naming Davison County as an additional insured.
- In the event of breach of any of the terms and conditions of this Rental Agreement, Davison County and the Renter shall have any and all remedies available at the time of breach under the laws of the State of South Dakota.
- All required payments to be made under this Rental Agreement shall be made to Davison County at: **Davison County Fairgrounds, 3200 West Havens, Mitchell, SD 57301.**
- This Rental Agreement is non-assignable and no portion of the facility may be sublet by the Renter to any party.
- Davison County will have the facility clean prior to use by the Renter. Davison County will determine the conditions of the facility. If found to be in unsatisfactory condition, Davison County will keep the deposit and/or a portion of provided by the Renter, and assess damages over and above the deposit through the State's Attorney's Office.
- No smoking is allowed in any County Facility per State of South Dakota Law.
- No Alcohol is allowed on County Property.

Please refer to the Fairgrounds Policies and Maintenance Guidelines for further explanations.

Signature of Rental Party: _____ Date: _____

Signature of County Representative: _____ Date: _____