

Aurora County Community Building Rental Rates and Agreement
 PO Box 397, Plankinton, SD 57368 - 605-942-7754

Name of Event: _____

Contact Name: _____

Address: _____ Email: _____

Phone: _____ Cell: _____

Dates Requested: _____

Scheduling Procedures:

Scheduling of the facility will be done through the *Aurora County Extension Office*. Contact with this office may be made Monday-Thursday, 10:00 am – 4:30 pm at the Aurora County Courthouse. Office Phone 605-942-7754 or email: aurora.county@sdstate.edu. Rent payment can be made at time of key pickup or before. Key pickup is the day before the event (Thursday for weekend events). Renter should contact Aurora County immediately if event is cancelled.

Rent Schedule:

		# of days	Total
Full Day Rental	\$200.00		
Additional Days for Set Up/Tear Down	\$25.00		
Meeting Rental (4 Hours or less)	\$100.00		

Additional Charges

- A deposit 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.
- Aurora County will assess damage over and above the deposit amount if necessary through the State’s Attorney Office.

Deposit Schedule:

No Liquor Use	\$100.00		
With Liquor Use	\$1,000.00		

Policies:

- County and 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 any damages or cleanup may be assessed.
- Alcoholic Beverages are permitted if appropriate deposit has been made. No cash bars are allowed.
- Set up prior to and tear down after event day is charged according to rent schedule.
- Key must be picked up at the Extension Office Monday-Thursday between the hours of 10 am – 4:30 pm or make other arrangement.

Hall Dimensions and Available Seating:

50' x 100' includes bathrooms and kitchen

Tables: 35 – 8' resin; 38 – 6' resin; 10 – 60" round. Chairs: 345

The physical address of the Community Building is: **1302 E. 1st Street, Plankinton, SD 57368**

Decorating Guidelines

- No scotch tape or masking tape or other sticky substances shall be placed on the walls. Signs or notices may be placed on the provided message board.
- Lights, streamers, fabric panels can be hung from the rafters and wire around the perimeter. All wires and strings must be removed after use.

Maintenance Guidelines

- General cleaning supplies can be found in the storage closets.
- Floors should be swept clean of debris and mopped where necessary
- All trash should be bagged up and put in appropriate containers. Trash in excess of (3) three bags shall be hauled away by the renter.
- All windows should be closed.
- All tables and chairs should be cleaned and returned to their original locations in the storage area
- All other equipment should be returned to original locations.
- All lights should be turned off.
- Thermostat should be turned to designated setting.
- All countertops and sinks should be washed and cleaned off.
- All appliances should be cleaned.
- Stoves should be cleaned if needed and turned off.
- Flush Toilets.
- All trash and litter should be picked up outside on the grounds.

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This agreement is entered into between _____ and Aurora County, a political subdivision of the State of South Dakota, 401 N. Main St., Plankinton, SD 57368.

The Aurora County Agricultural Building has been reserved by the above listed person, hereinafter referred to as "Renter" for the listed function:

Function: _____

The date(s) reserved for this function: _____

The Renter agrees to pay Aurora County \$ _____ at the time of key pickup or before.

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

Make checks payable to Aurora 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.
- Aurora County reserves the right to enter and inspect the facility at any time.
- Renter agrees to indemnify and hold Aurora County, 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 Aurora County, 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 Aurora County for all damages caused to the facilities resulting from user's activities hereunder.
- If Aurora 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 Aurora County as an additional insured.
- 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 Aurora County has no duty to and will not provide supervision of the activity.
- In the event of breach of any of the terms and conditions of this Rental Agreement, Aurora 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 Aurora County Treasurer at: Aurora County Extension Office or Aurora County Treasurer's Office, 401 N. Main Street, Plankinton, SD 57368.
- This Rental Agreement is non-assignable and no portion of the facility may be sublet by the Renter to any party.
- Aurora County will have the facility clean prior to use by the Renter. Aurora County will determine the conditions of the facility after use. If found to be in unsatisfactory condition, Aurora 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.

Signature of Rental Party: _____ Date: _____

Signature of County Representative _____ Date: _____

Key # _____ Date Key picked up _____ Date Key returned _____
Date Deposit Returned to Renter _____