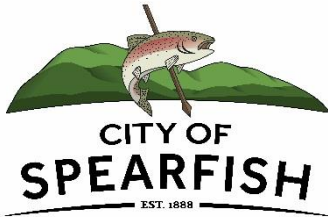


# Policy 6.1.3: Spearfish Recreation and Aquatics Center Facility Rental Policy

## I Policy Index



Date Signed: **March 21, 2022**  
Effective Date: **March 21, 2022**  
Last Revision Date: **March 8, 2022**  
Department of Primary Responsibility: **Parks and Recreation**

## II Policy

The Spearfish Recreation and Aquatics Center (SRAC) facilities and rooms may be rented for activities and events by the general public at the discretion of the SRAC Facility Superintendent or Parks and Recreation Director.

SRAC staff reserves the right to refuse service or programming to anyone with or without cause.

## III Rental Rules

1. All paperwork for facility rental must be completed before the reservation will be scheduled.
2. The rental setup is the responsibility of the renter. Tables and chairs will be provided in the rented space as needed.
3. The renter must clean areas immediately after use. See the cleanup guidelines for specific information.
4. The rental timeframe includes 15 minutes set-up and 15 minutes cleanup times of the facility and grounds unless otherwise specified by SRAC staff. The SRAC staff will inspect the facility before arrival and upon departure.
5. All facility rentals are subject to availability with priority given to SRAC programming.
6. An SRAC staff member can assist in party organization, supervision, or other activity setup and cleanup needs if reserved in advance at a rate of \$25 per hour.
7. SRAC and water park policy adult-to-child ratios are as follows:
  - a. Ages 0-3: 1:3 adult-to-child with access to zero-depth, 1:1 for all other pool areas (within arm's length of a child age 0 to 3);
  - b. Ages 4-8: 1:5 adult-to-child.
    - i. Individuals aged 12 to 17 years old may supervise no more than two children aged 4 to 8.
  - c. No one under age 12 may supervise any child under age 9.
  - d. The SRAC reserves the right to refuse to rent the facility if the renter cannot meet these requirements.
8. The renter must abide by all local ordinances, SRAC policies as well as state and federal laws.

9. The renter shall not permit wheeled shoes, roller skates, rollerblades, skateboards, bicycles, motorized vehicles, or the use of any other mechanical devices unless permission is granted by the SRAC facility superintendent.
10. Tobacco, alcohol, and drugs are prohibited anywhere on the SRAC property.
11. Additional passes for party packages are available at the following rates:
  - a. Youth Rec Day Pass: \$2 each
  - b. Water park Day Pass: \$9 each.
12. Cancellation Policy: If the Renter cancels at least 30 days before the rental date, 100 percent of the paid rental deposit is refundable. If the Renter cancels less than 30 days from the rental date, 50 percent of the paid rental fee is refundable.

## **IV Responsibility**

It is the responsibility of staff and patrons to adhere to this policy, the SRAC Operations Policy, and the SRAC Water Park Policy. It is the responsibility of the Parks and Rec Director or designee to review and update this policy as needed. Any substantive changes must be approved by the City Council.

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Tyler Ehnes, Parks and Rec Director

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Date