



Mount Rushmore Society Room Rental Agreement

Room: ___ Event Center ___ Board Room ___ Conference Room

Description of Meeting: _____

Meeting Date: _____ Start Time: _____ Ending Time: _____

If additional set up time is needed, please indicate when you will arrive: _____

Expected Attendance: _____

Name of Organization: _____

Address: _____

Contact Person: _____

Phone Number: _____ Email: _____

Is the Contact Person a Member of the Mount Rushmore Society? ___ Yes ___ No

Conference Room (Max 4 attendees)

The room is available Monday-Friday during office hours. It includes a round table and 4 chairs. Conference phone, TV and video conferencing available.

Will you need video conferencing (\$25): ___ Yes ___ No. If yes, you will be sent directions for starting a meeting from that room.

Fees: Half Day (4 hours or less) \$50 ___ | Full Day (More than 4 hours) \$75 ___

**Includes Cleaning Fee*

Board Room (Max 24 attendees)

The room is available Monday-Friday during office hours. It includes a board table surrounded by 20 chairs plus 4. Sink, countertop, coffee maker, TV, laptop, conference phone and video conferencing are available.

Will you need video conferencing (\$25): ___ Yes ___ No. If yes, you will be sent directions for starting meeting from that room.

Will refreshments/meals be served? ___ Yes ___ No **Renter will be responsible for making catering arrangements and clean up. Water is provided. A coffee maker is provided in room.*

Fees: Half Day (4 hours or less) \$100 ___ | Full Day (More than 4 hours) \$250 ___

**Includes Cleaning Fee*

Event Room (Max 125 attendees)

The 2,000-square-foot room has access to 14 60-inch round tables, 18 60-inch rectangle tables and 125 chairs and podium. Projector, retractable projector screen, handheld/lavalier mics, sink, countertop, photo booth (\$50), coffee maker and water container available. ADA restrooms access.

Room Configuration Request:

_____ 60-in Round Tables | # _____ 60-in Rectangle Tables

**Renter will be responsible to provide linens, if needed.*

Projector Screen/Projector _____ Podium _____ Microphone (handheld/lavalier) _____

Coat Racks _____ Photo Booth (\$50) _____

Will refreshments/meals be served? __Yes __No **Renter will be responsible for making catering arrangements and clean up. Water is provided. A coffee maker and sink is available.*

Will alcohol be served? __Yes __No **Alcohol can be consumed but not sold.*

Fees: Half Day (4 hours or less) \$450 _____ | Full Day (More than 4 hours) \$750 _____

****Includes \$150 Cleaning Fee; A \$100 damage deposit is also required, to be returned at conclusion of the meeting and satisfactory inspection of room.***

This MRS Room Agreement must be completed in full and returned with payment at least 7 days prior to the meeting date. Reservations will be made on a first-come, first-serve basis, however, MRS sponsored meeting have priority. Cancellation may be made up to 4 days prior to the function date for a full refund. No refunds will be given after that time. MRS reserves the right to refuse service to any groups desiring to use the facility.

_____ *Room Rental Fee*

_____ *Photo Booth use in Event Room (\$50)*

_____ *Zoom Video Conferencing use in Boardroom or Small Conference Room (\$25)*

_____ *6.5% Sales Tax*

_____ *Plus \$100 Damage Deposit, if renting Event Center*

_____ *TOTAL Enclosed*

Fee is payable at time of signing rental agreement. Make checks payable to Mount Rushmore Society, 830 Main Street, Rapid City, SD 57701.

Signature of Rental Party: _____ Date: _____