

Mount Rushmore Society Room Rental Policies

- Entry to the building/room will be provided to Renter the day of event.
- Mount Rushmore Society (MRS) will ensure facility is clean prior to use by the Renter. MRS will inspect the facility following the Renter's use and determine the conditions of the facility. General clean-up is expected. Please leave the room as it was prior to your meeting. Garbage is to be placed in the bin in the enclosure in the alley. If the room is found to be in unsatisfactory condition, MRS will assess damages over and above the rental fee. Renter shall keep the equipment cleaned and free of damage, including from food and/or drink.
- No Pets are allowed in the MRS Building, except ADA-service animals.
- No smoking is allowed in the facility.
- Renter may not hang or fasten anything to the walls or equipment or use objects that create smoke or odor such as candles or incense. Renter is responsible for all damages to building and equipment.
- Renter shall use the property exclusively for the agreement purpose.
- Renter and all meeting attendees agree to not enter or use other office work areas, staff computers, staff phones or other areas of the building. Use is limited to the room rented and common areas, such as the restrooms.
- The Rental Agreement is non-assignable and no portion of the facility may be sublet by the Renter to any party.
- MRS reserves the right to enter and inspect the facility at any time.
- Renter is responsible for the set-up of the room. The number of tables/chairs requested will be placed in the room, but Renter must rearrange as needed for event.
- If refreshments/meals served, renter must supply their own dishes, silverware, cups, glasses, food, beverages and other supplies. A coffee maker and water container is supplied.
- Arrangements for equipment and/or set up must be made in advance with the MRS office. The MRS staff does not operate any equipment for groups. It is the responsibility of the group to have a competent, trained person to run the equipment.
- Renter agrees to indemnify and hold MRS, and its officers, agents and employees harmless from any and all liability, damages, actions claims, demands, expenses, judgement, fees and costs of whatever kind of character, arising from, by any reason of, or in connection with the use of the facilities described herein. It is the intention of the parties that MRS, and its officers, agents and employees shall not be liable or in any way responsible for injury, damage, liability, loss of expense resulting to the user and those it brings to the premises due to accidents, mishaps, misconduct, negligence or injuries either in person or property

Additional Requirements When Alcohol Is Being Served

Alcohol may be consumed but not sold.

I have completely read and fully understand the term and conditions pertaining to the use of MRS Event Room, Board Room and/or Conference Room. I agree to be responsible for compliance with the Rental Agreement and making all payments as called for herein.

Signature of Rental Party: _____ Date: _____

Signature of MRS Representative: _____ Date _____

OFFICE USE ONLY: **Date:** _____ **Check #:** _____ **Amount:** _____