



Rental Agreement

Handley Recreation Center

845 Miners Ave.

Lead SD 57754

605-580-5535

info@handleycenter.org

Group Name _____

Contact Name _____

Contact Phone # _____

Name of Event _____

Dates _____

Start time _____ End Time _____

Will there be an entry fee for the event? (please circle) YES NO How much? _____

Will the event sell anything? If Yes, What? _____

Have you obtained the proper licenses and/or permits for this event? _____

Name of License _____

******Please attach copies of your license and/or permit(s) to this application******

Gym: Day Use for Private Groups *-(includes bathrooms and lobby area)*

\$300.00 for the day _____ \$150.00 for half day _____

\$50 Birthday Party Special 2 hour rental (includes skates) _____

Nonprofit Agreement _____

Batting Cage Rental \$20/Hour _____

%10 Discount for (circle one) Annual Membership Corporate Accounts

Monthly Use ONLY (circle one) Gym Studio 1 Studio 2

Other areas impacted _____ Cleaning Deposit _____ CK# _____

Assessed Monthly Rate _____

Begin Date _____ End Date _____ S M T W Th F S Time _____ to _____

Deposit Fee		Rental Fee	
Clean up and damage deposit	\$250	Building Rental Fee	
Key Deposit	\$200	Early Entrance Fee	\$25
		Trash Fee	\$20
		Bathroom clean up and restock fee: \$25 for every 50 people full day event	
Total		Total	

Renter's Responsibilities:

- _____ Key must be returned same day as event
- _____ Take trash to HRC dumpster (if dumpster is full, take garbage with you)
- _____ Do NOT use other dumpsters
- _____ Sweep and mop gym & bathroom floors
- _____ Clean and sanitize bathrooms—toilets, sinks
- _____ Clean and sanitize tables & chairs
- _____ If your guest use a space that was not part of the original agreement, you are expected to clean it or will be assessed a portion from you cleaning deposit.
- _____ Clean up must be done on day of rental unless you rent the space for the next day also.
- _____ Please do not prop open doors or keep doors unlocked to come back the next day.
- _____ Key can be picked up from the Handley on (date)_____ (time)_____

Supplies provided by The Handley:

- Cleaning supplies
- Paper towels for bathrooms
- Toilet paper for bathrooms

The Handley Rec Center will not be responsible for any accidents and/or bodily harm, lost or damaged personal property.

Renter Signature _____ Date: _____

Staff Signature _____ Date: _____

Staff: Check and initial areas before deposits are returned.	
Upstairs Lobby and Concessions _____ Gym _____ BGC Sink and Restroom _____	
Deposit Amount Returned _____	
Renter Signature _____ Date _____	
Staff Signature _____ Date _____	