



# Larson Nature Center | Dakota Nature Park

1705 32nd Street S | Brookings, SD | 605-693-2233

For reservations contact: City of Brookings Park, Recreation & Forestry

520 3<sup>rd</sup> Street, Ste 130 | Brookings, SD | 605-692-2708 | www.cityofbrookings.org

## Larson Nature Center Rental Agreement:

The Larson Nature Center & Dakota Nature Park is primarily for the use of programs and activities sponsored or affiliated with the Park Rec & Forestry Department. The building is for rent when the schedule permits. Building rentals are available for non-profit and business's with an emphasis placed on nature based educational themed rentals. We do not accept rental reservations for social gatherings, such as, and not limited to, weddings, birthdays, family reunions, graduations, and bridal/baby showers.

Date requested: \_\_\_\_\_

\*Time and Space Requested \_\_\_\_\_

Larson Nature Center Rooms	Rental Rate Per hour	Non-Profit Rental Rate Per hour	
<b>Classroom</b> Max 40 people	\$60/hr	\$30/hr	Require a 2 hour minimum
<b>Atrium</b> Max 60 people	\$60/hr	\$30/hr	Require a 2 hour minimum
<b>Sunroom/Porch</b> Max 15people	\$60/hr	\$30/hr	Require a 2 hour minimum
<b>Building</b> Max 60 people	\$180/hr	\$90/hr	Require a 2 hour minimum
<b>East Shelter</b> Max 24 people	\$25/hr	\$12.50/hr	

**Larson Nature Center  
Hours**  
**1705 32<sup>nd</sup> Street South**  
**Hours open to public**  
**\*June – August**  
 Wed-Friday 12noon-8 P.M.  
 Sat–Sunday 9 A.M. – 8 P.M.  
**\*September – May**  
 Sat–Sunday 9 A.M. – 5 P.M.  
**All other hours by request and rental.**

**\*The Atrium and entire building are only for rent during non public hours.**



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Number Attending: \_\_\_\_\_

Person/Business Responsible for Event: \_\_\_\_\_

Business Contact: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Is your event: Educational: Yes | No Recreational: Yes | No

Will you be using the projector in the classroom: Yes | No

Will you be using the park/ rental equipment: Yes | No

Will there be food: Yes | No Who will be catering? \_\_\_\_\_

Will there be alcohol: \*Yes | No

**\*Please see the Alcoholic Beverage Policy (#15) under “General Rules”**

### General Rules

1. Scheduling will be done by the City of Brookings Park, Recreation & Forestry Department (BPRD) at 605-692-2708.
2. Payment must be made prior to event unless arrangements are made in advance with the BPRD.
3. Events must start and end at approved times. Anything beyond approved hours will be at a rate of \$100/hour.



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4. Reservations must be made a minimum of two weeks in advance and no later than three months in advance.
5. Cancellations need to be made 2 weeks prior to the event for a full refund. If made less than 2 weeks in advance, the customer will get a refund of all but \$50.
6. The park is not an event facility, parking is limited to 3 handicap spots/23 parking spots.
7. All equipment rentals are on a first come first serve basis and must be paid for at the time of the rental unless other arrangements are made in advance with BPRD staff.
8. Damages to equipment, property and/or facility will be charged to the renter responsible.
9. Kitchen amenities are not available. You must furnish all food and food service items.
10. Decorations, tape, staples, or other items are not allowed on the walls. Upon inspection, if walls are damaged, charges will be billed to the person/business responsible for the event.
11. Moving existing furniture or structures is not allowed.
12. No pets or animals, except service dogs, are allowed in the building.
13. Smoking is not allowed in the building or within 100 feet of the building
14. The City of Brookings and/or the Larson Nature Center are not responsible for damages or loss to personal property of the customer, guests or caterer/vendor, which is left on the premises before, during or after the event.
15. The BPRD Facilities Alcoholic Beverage Policy is enforced and reads as follows: The possession and consumption of alcoholic beverages in the City of Brookings Parks System is limited to malt beverages and wine products, including wine coolers and similar beverages. At no time are beverages that include hard liquor allowed in City Parks & Facilities (Sexauer Campground exception.) Activities which include the presence of alcoholic beverages and more than 20 people need written approval from the City Manager or the BPRD Director. Only non-glass containers are allowed in City Parks & Facilities. No alcoholic beverages are allowed to be present during organized youth activities (under 18 years old.)
16. BPRD reserves the right to request that the user maintains a certificate of liability insurance policy listing the City of Brookings as additionally insured for the period of the rental.

I/We agree to the terms, conditions and rules in this rental agreement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

BPRD Director or Recreation Manager Approval: \_\_\_\_\_

\_\_\_\_\_  
Signature



HOLD HARMLESS AGREEMENT FOR PREMISES USERS

Regarding the use of \_\_\_\_\_ Premises

for \_\_\_\_\_ Activity

on \_\_\_\_\_ Dates and Times

The \_\_\_\_\_ (referred to hereafter as the USER) shall indemnify and hold harmless the City of Brookings and its officers, officials, employees, agents and volunteers, from and against all claims, damages, losses and expenses, including, but not limited to, attorneys' fees, arising out of or resulting from the (i) the conduct or use of the Premises by the undersigned or the undersigned's organization or group, (ii) any act, omission, or negligence of the undersigned or the undersigned's organization or group, or the partners, directors, officers, agents, employees, and other users and invitees of the undersigned or the undersigned's organization or group, and (iii) any accident, injury or damage whatsoever occurring in or at the Premises while the undersigned or the undersigned's organization or group is using the facilities.

( ) Check if applicable. The undersigned shall maintain occurrence based commercial general liability insurance or equivalent form with a limit of not less than \$1,000,000.00 each occurrence. If such insurance contains a general aggregate limit, it shall apply separately to this Agreement or be no less than two times the occurrence limit. Such insurance shall add the City of Brookings and its officers, officials, employees, agents and volunteers as additional insures.

USER Representative Phone Date

City of Brookings Representative Date