

McKnight Community Center Rental Information



The McKnight Community Center in White, SD offers rental space for events of all sizes. We have a large event hall for larger events, a small conference room for smaller events, and a fully stocked kitchen.

Contact us at (605) 629-3661 today to reserve space for your next event!

Event Hall



- 5,239 square feet of space
- 400 person capacity
- 48 8' banquet tables with seating for up to 8
- 32'x24' portable stage
- In house sound system with microphone access
- Ceiling mounted video projector
- Handicap accessible with easy access to restrooms
- Cash bar options

Conference Room



- 869 square feet of space
- 60 person capacity
- 8' banquet tables with seating for up to 8
- Open wall to display presentations
- Handicap accessible with easy access to restrooms
- Direct access to the kitchen with serving window

Kitchen



- 453 square feet of space
- 2 oven ranges
- Grill and fryer
- Large island with 2 large sinks
- Refrigerator
- Plates, silverware and serving trays
- 2 large coffee pots
- Popcorn machine (for rent)

McKnight Community Center Rental Agreement

Event Date _____ Time: From _____ To _____

Renter's Name/Organization _____

Contact Person _____ Phone _____

Address _____

Purpose of Rental _____

Rental Costs: **(Must be paid before receiving key)**

**All costs are per day basis from 8:00am – 2:00am, except the wedding costs which require a 2 day rental.*

Damage Deposit: **\$100.00**

(due within 7 days of reservation)

Event Hall	\$150.00	_____
Conference Room	\$50.00	_____
Kitchen	\$50.00	_____
Wedding Dance & Reception (Event Hall Only)	\$300.00	_____
Wedding Dance & Reception (Entire Facility)	\$400.00	_____
	Subtotal:	_____
	6% Tax:	_____
	Total:	_____

Deposit Date _____

Amount _____

Damage Charges _____

Refund Amount _____

Refund Date _____

* There is no fee for the American Legion or the Legion Auxiliary to use the conference room. Youth fundraisers, school functions, and other special events may be given discounted rates.

This policy is reviewed by the White City Council annually.

I have read, understand, and agree to the terms and conditions of this rental contract.

X

Renter

X

Mayor, Council Member or Finance Officer

X

Date of Approved Contract

McKnight Community Center

Rental Terms & Conditions

Please read through all the following information prior to signing the contract. Prior to receiving all required signatures, contract is only considering a request.

1. **PROPERTY DAMAGE.** Renters shall be financially responsible for any and all damage to equipment, facilities, and grounds as a result of their use and shall reimburse the City of White in full for the expense of such damage. A \$100.00 damage/cleaning deposit is required within 7 days of reservation. This covers undone dishes in the kitchen, excessive drink spillage, garbage (drink cups, beer cans, etc.) left on the floor, and/or damage to equipment or the facility. The \$100.00 deposit, less any damage/cleaning costs, will be refunded the first Monday of the month following the event upon satisfactory inspection. Any janitorial services needed in excess of 2 hours will be charged to the renter at a rate of \$15.00 per hour and will be deducted from renter's damage deposit. In renting, leasing, or making available the use of its facilities, the City of White assumes no responsibility for:
 - a. Loss or damage to any property placed on the premises by the renter.
 - b. Loss or damage to any property or personal effects, including motor vehicles and their contents of the renter, its members, employees, agents, participants, guests, or attendees.
 - c. Costs associated with any production or event.
2. **CANCELLATION FEES.** Should your event be canceled, the rental charges shall be refunded at the following rates:

90 days or more prior to event date –	100%
45-90 days prior to event date -	50%
Less than 45 days prior to event date -	Nonrefundable
3. **ALCOHOLIC BEVERAGES.** The City of White/White Community Club holds the liquor license for the establishment. No alcoholic beverages can be brought in from the outside. A bar is set up for all dances, unless otherwise specified at the time your reservation is made. The Community Club also provides all bartenders and ticket takers (if needed). If you have questions, please call Tracia at 605-695-4412 or Mavis at 605-629-3181.
4. **DECORATIONS.** Items already hung are not to be removed. Tables may be arranged as needed but are not to be dragged across the floor, but are to be lifted or moved with the table mover that is available in the facility. Nails, screws, or fixtures of any kind may not be driven into the walls, woodwork, floors, or ceilings. Items such as glitter, tape and stickers are not to be used as they create more clean-up for staff.
5. **RENTER RESPONSIBILITIES.**
 - a. Set up and removal of all renter decorations.
 - b. Move tables and chairs back to original arrangement.
 - c. Dishes must be washed, dried, and put away, if renting the Kitchen.
 - d. Any time renters leave the facility, the doors should be locked to avoid damage to property and/or facility.
6. **HOLD HARMLESS AGREEMENT.** The renter, lessee, or user indemnifies and holds harmless the City of White and White Community Club, all its officers, employees, volunteers, and agents against all claims, losses, or liabilities arising from the use of said rooms/areas, not limited to the actions of the designed function or activity, but also from the general use of the McKnight Community Center.
7. **ACTIVITIES.** The City of White/White Community Club reserves the right to control all activities and to eject any person(s) disregarding the rules and regulations of the facility. In such case, there will be no refund of fees. The renter shall abide by all local ordinances, as well as state and federal laws.
8. **EQUIPMENT USE.** No tables, chairs, or other equipment may be removed from the McKnight Community Center without prior written permission from the White City Council.
9. **PAYMENT.** Payment of rental charges and damage deposit is due in full at the time of making your reservation. Rental charges are non-refundable. If rental is not confirmed by payment within seven (7) days from date of signed contract, the date will be released from the calendar. Please make checks payable to the CITY OF WHITE and return with signed contract.
10. **WAIVER OF RENTAL FEES.** If your group or organization wishes to have rental fees waived, a written or oral request must be presented to the White City Council at the regular Council meeting (held on the first Monday of each month) prior to the event. A \$100.00 damage/cleaning deposit is still required. Following your event, the facility must be left as you found it—floors swept and spot mopped as needed, tables and chairs cleaned and returned to original locations, equipment/dishes washed, dried and put away, garbage taken out to dumpster on west side of building, etc.
11. **WEDDINGS.** All wedding receptions and/or dances require a 2-day rental contract. Renter will be allowed to get into the facility the Friday before their event to set up. All items must be removed by 12:00 noon on the Sunday following the event.
12. **KEY USE.** All doors must be locked at the completion of the event and keys dropped in the City Finance Office's utility drop box located in the west entry of the building. If doors are left unlocked after use, renter is responsible for overnight damage. Keys that are not returned to the City Finance Office will be charged to the renter and/or taken out of damage deposit at a cost of \$25 per key. In the event a key is lost by the renter, an additional \$100 fee to re-key the locks will be charged.
13. **QUESTIONS.** All questions and/or suggestions regarding this contract should be directed to the White City Finance Office at 605-629-3661.