

## RENTAL PROCESS

### BOOKING

Booking a date is on a first-come, first-served basis. To book a date, all rental paperwork must be filled out, signed, and returned to the City office with deposit and rental fees. Dates will not be penciled in or held without full payment and paperwork.

### PAPERWORK

Email or call the City office for paperwork that can be filled out and returned electronically. The paperwork can also be printed from the City website or picked up from the City office.

### PAYMENT BY MAIL

Payment can be mailed to:  
CITY OF CROOKS  
PO BOX 785  
CROOKS, SD 57020

### PAYMENT IN PERSON

Cash, credit or check payments can be accepted at the City office at 701 S West Ave, Crooks, SD 57020. Convenience fees will apply to credit card and e-check payments.

### PAYMENT OVER THE PHONE

Credit card or e-check payments can be made over the phone by calling 605-543-5238 during business hours. Convenience fees will apply.

### CONTACT

For any questions or to receive rental paperwork, email [ssmith@crookssd.org](mailto:ssmith@crookssd.org) or call 605-543-5238 extension 1.



605-543-5238 CROOKSSD.ORG  
701 S WEST AVE, CROOKS, SD 57020

See the Community Center Rental page on the City website for more information.

Community Center bookings can be made beginning at 9 am and ending by 3:30 pm Monday through Thursday only. Appointments for tours during these hours are appreciated.

# Crooks Community Center

## RENTAL INFORMATION

605-543-5238 CROOKSSD.ORG  
701 S WEST AVE, CROOKS, SD 57020



The City of Crooks is an equal opportunity provider.

## RENTAL GUIDELINES

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### FULL LISTING OF GUIDELINES

See the facility use policy and cleaning checklist for all guidelines before renting the Community Center. Failure to follow the guidelines will result in the loss of some to all the deposit and possibly being banned from renting in the future.

### CLEANING

The Community Center must be cleaned and returned to the same condition as before the event. See the cleaning checklist for full details

### ALCOHOL

Renter bringing alcohol on premises without paying the bar fee and providing event insurance will automatically lose the entire deposit and will be banned from renting in the future. Guests may not bring their own alcohol. Alcohol may not be consumed outside of the Community Center.

### DECORATIONS

Glitter, confetti and other small, difficult to clean decorating materials are not allowed. No decorations may be used that cause damage to City property. Security cameras may not be covered at any time.

### DOORS

Doors are not to be propped open at any time, and all doors must be locked at the end of the event, or it will result in the loss of the entire deposit.

## RENTAL FEES

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### DEPOSIT – REFUNDED IF PREMISES LEFT IN GOOD CONDITION

\$1650 per rental

### RENT

\$900 per day (0 – 100 attendees)

\$1350 per day (101 – 250 attendees)

### BAR FEE – REQUIRED IF ALCOHOL IS BROUGHT ON PREMISES

\$300

### EVENT INSURANCE – REQUIRED IF ALCOHOL IS BROUGHT ON PREMISES

Purchase through private insurance company and provide to City at least a week prior to event.

### ADDITIONAL FEES

Damage, property loss or excessive cleaning costs may result in renter being charged additional fees to cover the cost of repair, replacement, or cleaning of City property.

### KEYS

Keys will be in a lock box on a post outside the Community Center door. The code to access the lock box is the last four digits of the phone number listed on rental agreement. At end of event, place the keys in the drop box by the City office door. Failure to return the key will result in being charged for changing the locks.

### CROOKS RESIDENTS

Contact the City office or see City website for resident-specific rates.

## ITEMS INCLUDED IN RENTAL

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### TABLES

10 round 6'

25 long 8' by 30"

### CHAIRS

250 folding chairs

### KITCHEN

Roasters

Refrigerator

Refrigerator/Freezer

Stoves

Dishes

Utensils

### CHAIR AND TABLE RACKS

The racks for chairs and tables may be stored in the storage shed south of the Community Center during the event. The racks must be returned to the Center at the end of the event and tables and chairs placed on the racks. Note the top level of chairs must be removed from the chair racks for them to fit through the door.

### MAXIMUM CAPACITY

250 people

### RENTAL HOURS - 2 AM TO 2 AM

Decorating may begin at 2 am on the day of the rental. The event must end by midnight of the day of the rental. The Community Center must be fully cleaned and vacated by 2 am of the following day. To decorate before 2 am, renter must pay the daily rental fee for any days preceding the event.