



Facility Use Request

Application for Use of the Visitors Center

Contact Buildings & Grounds, 605-773-3344, to confirm availability of the date requested before completing this application form.

Bureau of Administration, Buildings & Grounds
Room B01, 500 E. Capitol Ave., Pierre, SD 57501
Phone: 605-773-3344 Fax: 605-773-6333

Applicant/Group

Describe the event or activity in detail. Include facility use and event/activity program information.

Contact Person

Contact E-mail

Contact Phone

Contact Address

Date(s) of Event to

Time of Event to

Room(s) Requested Observation Deck Only - \$50/event
Conference Room - \$100/event
Conference room with Kitchen and/or
Observation Deck - \$150/event

Estimated Attendance

Item(s) Requested: Projection System Garbage Cans (<6)
Table Top Podium Chairs (<120) Tables (<17)
Sound System (additional deposit required)

Accordion Folding Doors: Open Closed

Room Arrangement:

The Capitol Lake Visitors Center Use Guidelines describes the availability, requirements, restrictions, responsibilities and fees related to the use of the Visitors Center. By signature, user certifies that the user read, understands and agrees to all of the terms and conditions of the use guidelines.

User also agrees to indemnify and hold the State and its officers, agents, and employees harmless from any and all liability, damages, actions, claims, demands, expenses, judgements, fees and costs of whatever kind of character, arising from, by reason of, or in connection with the use of the facilities described herein. It is the intention of the parties that the State and its officers, agents and employees shall not be liable or in any way responsible for injury, damage, liability, loss or expense resulting to the user and those the user brings on the premises. User expressly assumes full responsibility for any and all damages or injuries which may result to any person or property by reason of or in conjunction with the use of the facilities pursuant to this agreement, and agrees to pay the State for all damages caused to facilities resulting from user's activities. In certain cases the Commissioner of Administration may require a Certificate of Insurance for an activity or event.

Signed

Date

BOA/B&G Use Only

Approved

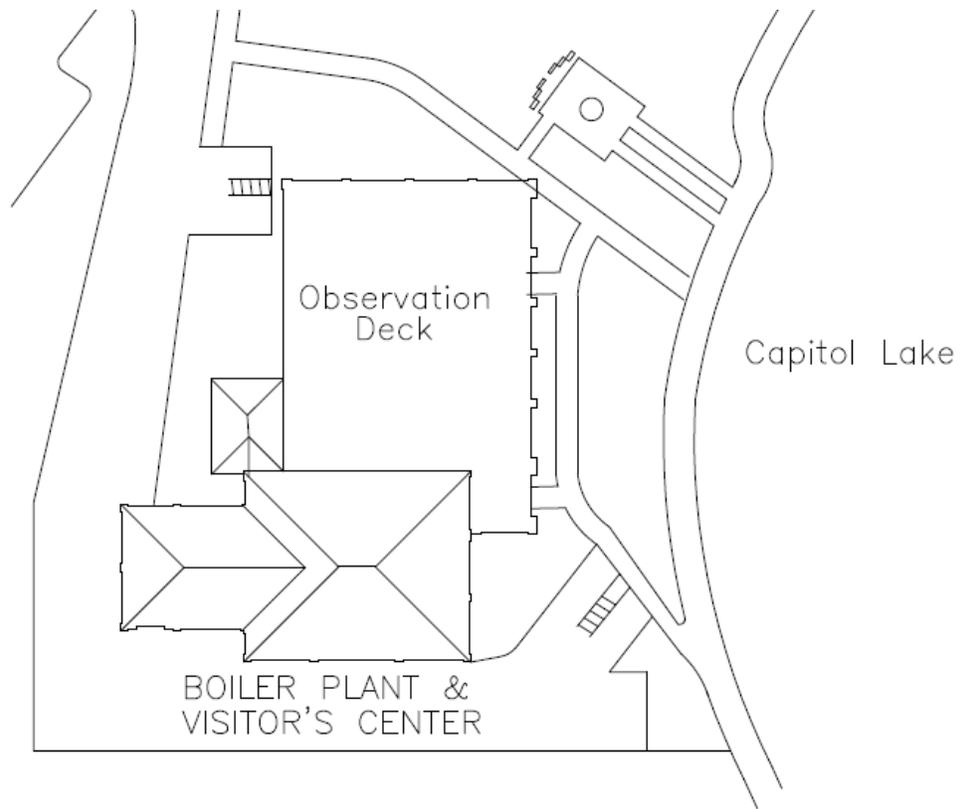
Signed

Date

Disapproved

Comments:

Exterior



VISITOR'S CENTER

Interior

