



CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-2724

BANDSHELL – MEMORIAL PARK OPERATING PROCEDURES

The Memorial Park Bandshell is available for use by all the performing arts organizations in the community, as well as other citizens or organizations that desire to use the facility.

In order to ensure a safe environment at events in the Bandshell and Memorial Park, the following operational procedures shall be complied with:

Scheduling:

All reservations for use of the Bandshell must be made with the Rushmore Plaza Civic Center, 444 Mt. Rushmore Road North, Rapid City, SD 57701, telephone (605) 394-4115.

Information Sheet:

Attached please find an event information sheet that must be completed in full and returned to the Civic Center at least 60 days prior to the date of your event. All of this information will be forwarded to all other City Departments to determine if your event requires any special needs.

Rental Charges:

The established administrative fee for use of the Bandshell is \$100.00 (non-refundable) per day, plus actual electrical charges and special equipment. This fee allows for the proper administration of the Bandshell, but not for the equipment or upkeep of the facility. The administrative fee must be received at the time the rental lease agreement is signed. Reservations will not be considered firm, contracted dates until the lease agreement is signed and returned with the applicable fee, and if required, certificate of insurance.

Facility Access:

Provided the lease agreement and administrative fee are received, keys for the Bandshell can be picked up at the Civic Center Office between 8 a.m. and 5 p.m. on the day of the event, or on the Friday prior to a Saturday or Sunday event. Lessee is required to provide a check or money order in the amount of \$150.00 as a key security deposit, as well as sign for the keys at the time of issue.

Lessee is required to return the Bandshell keys to the Civic Center Office within 3 days following the conclusion of the event. Once the keys have been signed back in to the Civic Center Office, the Lessee's deposit check will be returned. If the keys have not been returned at the conclusion of the three day period, the \$150.00 deposit will be cashed to pay for replacement locks. It is the sole responsibility of the lessee to secure the Bandshell at the conclusion of the event.



EQUAL HOUSING
OPPORTUNITY

EQUAL OPPORTUNITY EMPLOYER

Insurance:

If you are using City property including the Rushmore Plaza Civic Center, Memorial Park Bandshell, and all other City Parks and Facilities, a certificate of liability insurance naming the City of Rapid City as an additional insured will be required. The insurance shall include bodily injury and property damage liability with the limits of:

Each Occurrence Limit	\$1,000,000
Products & Completed Operations	\$1,000,000
General Aggregate	\$2,000,000

The insurance requirement is **mandatory** for all commercial events, including charitable; and any sporting or amusement activities.

Alcohol: If you will be selling alcohol during the event, Liquor Liability is also required including the additional insured status for the City of Rapid City.

Insurance Exceptions: the insurance requirement will be waived for most small, non-commercial events including meetings, seminars, wedding receptions, private parties, family reunions, etc. To determine if you are exempt from insurance requirements, please call the City Risk Manager at 394-4136.

Park Hours:

Normal park hours are from 6:00 am until 10:00 pm. Written permission from the City Parks Department is required for use of the park beyond normal park hours.

Concessions:

Should organizations desire to provide concessions during their event at the Bandshell, arrangements must be made to provide for adequate containers to properly dispose of litter and waste. There will also be a Concession catering fee collected from any food vendor at the event.

Alcohol, Beer, Wine:

If your special event includes the sale of alcohol, beer and/or wine, a Uniform Alcoholic Beverage License Application must be filled out and submitted. This application form can be picked up at the City Finance Office at City Hall. The application should be filled out and returned at the minimum of one month prior to your event. **ALCOHOL IS NOT ALLOWED IN ANY CITY PARKS UNLESS AN ALCOHOLIC BEVERAGE LICENSE HAS BEEN ISSUED BY THE CITY.**

Waste Management:

All organizations using the Bandshell will be required to police the area at the conclusion of their event and pick up any litter generated by participants attending the event. If excessive garbage remains following the event, the lessee will be charged for any garbage disposal fees incurred.

Arrangements for trash collection must be made with the City of Rapid City Solid Waste Division. Renters may be required to contract for trash collection. The Parks Division, at its discretion, may provide additional 33 gallon containers for onsite collection. Bandshell renters are encouraged to recycle.

Restrooms:

Toilet facilities for special events must be provided based on the applicant's best estimate of the number of people to be present at any one time at the event. The following chart identifies the number of facilities that are required:

# of Persons of each sex	Water closets (Urinals)		Lavatories		Drinking Water Facilities	Other
	Male	Female	Male	Female		
1-100	2	2	1	2	1/1000 people	1 service sink/floor
101-200	4	5	2	4		
201-400	6	10	2	5		
ea add'l 200 up to 2,600	add 1	add 2	add 2	add 2		
ea add'l 300 over 2,600	add 1	add 2	add 2	add 2		

The adopted codes authorize a number of reductions in these requirements. Please contact the Development Service Center at 394-4157 for information on how your event may qualify for those reductions.

Sound System:

Organizations reserving the Bandshell may supply their own microphones, speakers and amplifiers, or they may use the system installed in the Bandshell. This system consists of three Bose Column speakers, one Bose sub-woofer speaker and the necessary controllers and amplifiers for them. Also provided are two microphones, two mic cords, two mic stands and a twelve channel mixer.

Fees for Use of the Sound System:

Lessee may pay the sum of \$200.00 for the services of a Rushmore Plaza Civic Center Sound Technician to operate the Bandshell sound system for the event. This fee is for a maximum of four hours. If the Sound Technician's services are needed for more than the initial four-hour period, the additional service will be invoiced following the event at a fee of \$17.00 per hour.

Or, the lessee may furnish a deposit in the amount of \$500.00 to be sent along with the lease agreement for the use of the Bandshell sound system. This deposit, payable to the Rushmore Plaza Civic Center, is for any damage to the Bandshell sound system as a result of the event. The deposit will be retained in order to assure full payment to the Civic Center for all damages as deemed by the Civic Center General Manager. In the event that damages are in excess of \$500.00, lessee is fully liable and will be invoiced for any further damages. In the event no damages occur, the deposit will be returned within one week after the event.

Electrical Power:

Bandshell:

There are twelve 110 volt 20 amp outlets which accept standard plug ins located in the storage room and in the columns down stage right and left. There are also disconnects available for hookup by a certified electrician. They all consist of single phase 220 volt. There are two 200 amp, two 100 amp and two 60 amp panels. Keys to the electrical panel may be picked up from the Civic Center Office.

South Lawn:

There are three 400 amp power boxes located on the south lawn of the Civic Center, with a large variety of outlets to accommodate almost every need.

At the beginning and end of each event a meter reading will be taken to determine the actual usage of electricity for the event. This will in turn be billed to the lessee following the event. If this amount is less than \$15.00, it will be waived. Any amount exceeding \$15.00 will be billed in its entirety to the Lessee.

Electrical Permits:

South Dakota State Statutes require that an electrical permit be obtained for all electrical installations and service connections for carnivals and celebrations. For a copy of the standards that must be met or to obtain a permit, please contact the Development Service Center at 394-4157.

Underground Utilities:

Underground utilities (gas, water, communication and sprinkler systems) must be located prior to any digging or installation of fence posts, signs, and tent stakes.

Custodial Services:

The Parks Division will provide once per day custodial services (normally in the morning) at the bandshell. Additional services may be required and will be provided at the expense of the renter.

Potable (Drinking) Water:

Water service to provide sanitary or potable water may be provided by the Parks Division with prior arrangements.

SDCL 11-6-19 Review:

Special Events that include any temporary or permanent structures within Memorial Park require that the Rapid City Planning Commission review and approve a SDCL 11-6-19 Review. There is no fee for the review nor is there a legal notification requirement. However, the item must be placed on the Planning Commission agenda for action. A copy of the application form has been attached for your convenience. A SDCL 11-6-19 Review application may also be obtained at the following web site address:
www.rcgov.org/planning/applications/applications.htm.

The following items must be submitted to the Planning Department with the completed application as a part of the SDCL 11-6-19 Review:

1. Four copies of a complete site plan showing all of the existing and proposed use(s), temporary structures including tents and booths, risers, stages, seating areas, parking stalls and aisles, portable restrooms, fencing, etc. One copy of the site plan at 11" x 8 1/2" must be furnished;
2. A vicinity sketch, and;
3. A written statement describing the proposed or intended use.

Upon receipt by the Planning Department of the above referenced information, the SDCL 11-6-19 Review request will be routed to City Department(s) for comment. Subsequently, the SDCL 11-6-19 Review will be placed on the Planning Commission Agenda. The Planning commission meets twice a month. Approximately thirty (30) days from the date of receiving the application, the item will be heard by the Planning Commission. The submittal calendar identifying submittal deadlines to the Planning Department and Planning Commission meeting dates is available at the following web site address:

www.rcgov.org/planning/submittal.htm

Temporary Use Permit:

Upon approval of a SDCL 11-6-19 Review, a Temporary Use Permit must be obtained for any temporary or permanent structures from the Building Inspection Division prior to the event. The fee for a Temporary Use Permit is \$50.00. A complete site plan showing all of the existing and proposed use(s), temporary structures including tents and booths, seating areas, parking stalls and aisles, portable restrooms, fencing, etc. must be submitted with the Temporary Use Permit application.

Floodplain:

Portions of Memorial Park are located in the 100 year Federally Designated Floodplain. In addition, Rapid Creek and the land located directly adjacent to the creek are located within the hydraulic floodway. Placement of all temporary structures, including tents and booths, seating areas, portable restrooms, fencing, etc. must be located outside of the hydraulic floodway or a Special Exception to the City's Flood Area Construction Regulations must be granted by the City Council. Six markers have been located in Memorial Park between Mt. Rushmore Road and Fifth Street. These markers identify the hydraulic floodway boundary. A map has been attached identifying the location of the six markers and the floodway boundary. Although located outside the hydraulic floodway, structures in the flood fringe may be damaged by a flood event. The City is not liable for damage caused by flooding.

American with Disabilities Act:

The Americans with Disabilities Act gives civil rights protections to individuals with disabilities. The Federal Government requires both temporary and permanent services, programs, or activities meet all requirements set forth by the American with Disabilities Act. As such, any group sponsoring an event must comply with the Americans with Disabilities Act. In particular, all special events must provide accessible parking spaces in appropriate locations, provide an accessible route through the site, and provide the accessible features for food service, toilet facilities (including accessible portable restrooms), assembly area seating, etc. where such elements or facilities are provided for the public. It is very important to consider accessibility requirements when the event is in the planning stage so that accessible facilities can be identified and incorporated in a manner that does not require extensive construction or last minute modifications.

Effective communication requirements also apply to temporary or special events. It may be necessary to provide qualified sign language interpreters or other auxiliary aids and services as requested, such as print material in a large-print format or on computer disk, unless to do so would result in undue financial and administrative burdens. Promotional material for a temporary or special event should explain how the public can request a particular auxiliary aid or service and be informed of when specific auxiliary aids and services may be available. A Copy of the American with Disabilities Act is available at the Rapid City Planning Department. The document is also available at the following web site address: www.usdoj.gov/crt/ada/publicat.htm.

Police Department:

The Rapid City Police Department is interested in safety and security concerns with an event on City property. To determine the need for your event of on-site presence of law enforcement, please call Lt. Tom Vlieger at 394-4133 to discuss further.

Fire Department:

Outdoor - Most Common Encountered Concerns:

- Pages 21 and 22 of the "Regulations for Indoor/Outdoor Public Assembly Functions" shall be filled out and submitted to the Civic Center and to the Fire Prevention Division 14 days prior to the event setup.

- A layout of the area shall be submitted for review 14 days prior to **each** show's set-up date. Detailed layout showing the minimum 10' aisles throughout the event. All plans are to be first submitted to the Civic Center Staff, which in turn shall send a copy of the layout to the Fire Department. **No deviation** to the layout once it has been approved.
- Structural stability of all temporary membrane structures shall be properly constructed to prevent collapse.
- Upon completion of the placement or construction of permanent or temporary structures, the Building Inspection and Fire Department must be called to inspect the structure. Please call 394-4157 and 394-5233.
- All sidewalls, drops, tops, and tabletop coverings that hang down from the horizontal plane of the table shall be that of a flameproof material or treated. Copy of the "Fire Retardant Self-Application" form, Appendix III, page 22 of the "Regulations for Indoor/Outdoor Public Assembly Functions" and the product used shall be on hand and kept in the booth for verification. Sample burn test may be required.
- No storage of excess product allowed in booth.
- Loading and unloading will be allowed in the Fire Lane as long as a licensed driver with the vehicle's keys remains with the vehicle.
- No setup or tear down during the show hours.
- Cooking devices that produce grease laden vapors shall be required to have a Class "K" extinguisher with a current service tag per cooking device and the proper tight fitting lids for that device within their booth. A 2A:B extinguisher shall be required in all other food booths.
- All pressurized tanks shall be secured to prevent tip over.
- Maximum size LP-gas cylinder shall be one 100-pound DOT cylinder.
- Number of Fire Extinguishers required as per Fire Prevention Division:

200 to 500 square feet	One 2-A:10-B:C
501 to 1000 square feet	Two 2-A:10-B:C
Each additional 2000 square feet	One 2-A:10-B:C
Each kitchen and mess hall	Class K
Power generator and transformer	One 40-B:C
Flammable or combustible liquids area	One 40-B:C
Others as required by the chief	

- Number of Exits:

TABLE 3211-A – MINIMUM NUMBER OF MEANS OF EGRESS AND MEANS OF EGRESS WIDTHS FROM TEMPORARY MEMBRANE STRUCTURES, TENTS AND CANOPIES

Occupant Load	Minimum Number Of Means of Egress	Minimum Width of Each Means of Egress (inches)	
		X 25.4 for mm	
		Tent or Canopy	Membrane Structure
10 to 199	2	72	36
200 to 499	3	72	72
500 to 999	4	96	72
1,000 to 1,999	5	120	96
2,000 to 2,999	6	120	96
Over 3,000	7	120	96

Additional information is available in the “Regulations for Indoor/Outdoor Public Assembly Functions” which can be found at: www.rcgov.org/firedept/prevention_division.com or contact the Civic Center Staff.

Emergency Preparedness Plan:

Individuals and/or organizations hosting special events on Rapid City and/or Pennington County-owned land such as Memorial Park, Canyon Lake Park, the Fairgrounds, etc. are required to have an Emergency Preparedness Plan.

This plan shall include, as a minimum, an evacuation map of their area showing evacuation routes from the location of the special event to the major roads in the area; a procedure to notify visitors to their area of the emergency/need to evacuate; and a method to receive emergency information such as a NOAA Weather Radio. The plan must be approved by the Emergency Management Office prior to the event.

Please contact the Rapid City-Pennington County Emergency Management Office at 394-2185 if there are any questions.

Appendix II

SPECIAL EVENT INFORMATION FORM/PERMIT FORM
RAPID CITY DEPARTMENT OF FIRE AND EMERGENCY SERVICES
FIRE PREVENTION DIVISION

Event Name _____

Event Date(s) _____ Event Times _____ # of Booths _____

Business Name _____

Business Representative _____ Phone _____

Business Address _____ City/State/Zip _____

Remit Form AND Payment ONLY if your exhibit includes one or more of the following:

Open Flame Devices _____ Candles Stoves _____ Lanterns _____ Other _____

Describe Device _____

Describe Use _____

Describe Safety Precautions _____

Flammable/Combustible Liquids _____ Gasoline _____ Solvents _____ Alcohol _____ Other _____

Describe Use _____

Describe Container and Capacity _____

Compressed Gases _____ Propane _____ Butane _____ Natural Gas _____ Other _____

Describe Use _____

Describe Container and Capacity _____

Fireworks/Pyrotechnic _____ Indoor _____ Outdoor _____ (See NFPA 1124 and 1126 or 1123)

Describe Devices & Triggering Method _____

Bond/Liability Carrier _____ Amount of Coverage _____

Storage Area/Magazine _____

Note: ONLY inert gases that do not possess fire, explosive or health hazards are exempt from special use permits (although they still need "kickover" protection). A few examples of associated gases would be carbon dioxide, nitrogen, helium, and oxygen in small quantities. Facility Management approval is required prior to use of listed inert gases.

I understand that a pre-event, on-site inspection will be done by the Fire Prevention Division and that if I do not comply with the Uniform Fire Code, my permit may be revoked.

Signature _____ Date _____

FOR OFFICAL USE ONLY
PERMIT # _____ FEE _____ DATE INSPECTED _____
This Permit Valid From _____ To _____
By _____

Appendix III

FIRE RETARDANT SELF-APPLICATION

RAPID CITY DEPARTMENT OF FIRE AND EMERGENCY SERVICES
FIRE PREVENTION DIVISION

Professional flame retardant treatments, or materials that are inherently flame retardant in their manufacture, shall meet Nationally Recognized Standards.

SELF-APPLICATION OF FLAME RETARANT MATERIALS

Individuals or contractors actually applying fire retardant chemicals must provide the following information:

Event _____	Event Date _____
Exhibitor / Contractor Name _____	
Address _____	
Telephone Number _____	
Contact Person _____	_____
(Print Name)	(Signature)
Treated Item(s) _____	

Product used to Fire Retard _____	

Product Registration Number _____	

Method of Application _____	

Longevity of Product _____	

Name of Person who applied Fire Retardant and Date applied to item _____	
_____	_____
(Name)	(Date)

NOTE: A swatch of treated material is required for an on-site test.

BANDSHELL/MEMORIAL PARK INFORMATION SHEET

TODAY'S DATE

**APPLICANT NAME
ORGANIZATION
ADDRESS
PHONE NUMBER**

NAME OF SPECIAL EVENT:

PROPOSED LOCATION OF EVENT:

DURATION OF EVENT:

MOVE IN/SET UP DAYS
EVENT DAYS
MOVE OUT DAYS

IS THE EVENT PUBLIC OR PRIVATE?

WILL THERE BE ANY PERMANENT OR TEMPORARY STRUCTURES SUCH AS:

TENTS, CANOPIES, FENCES, STAGES, RISERS, JUMPING CASTLES, CLIMBING WALLS

WILL ANY SPECIAL HAZARDS BE USED (CIRCLE ONE)

PYROTECHNICS
FOG GENERATOR
DECORATIVE MATERIAL
FLAME RETARDANT
DECORATIVE LIGHTING
OPEN FLAME

(These items require documentation and/or Special Event Information/Permit Form.)

TYPE OF EVENT (CIRCLE ONE):

PICNIC
SMALL FREE CONCERT
RUN/WALK
CHURCH SERVICE
PUBLIC FESTIVAL/COMMERCIAL
PRIVATE PARTY
CARNIVAL
OTHER

WILL ALCOHOL BE SERVED OR SOLD?

YES

NO

IS THERE A NEED FOR ON-SITE PRESENCE OF LAW ENFORCEMENT? (CIRCLE ONE):

- YES
- NO
- UNSURE

WILL FOOD BE INVOLVED? (CIRCLE THOSE THAT APPLY)

- FOOD VENDORS SELLING PRODUCT
- CATERED EVENT
- OTHER

WHAT ELECTRICAL REQUIREMENTS WILL YOU NEED?

WRITE A COMPLETE DESCRIPTION OF THE EVENT SOUGHT TO BE HELD:

PLEASE PROVIDE A SITE PLAN/MAP FOR YOUR EVENT INCLUDING THE FOLLOWING:

1. A drawing of event location and placement of any fencing, barriers, or barricades
2. Mark all customer access points into the event
3. Locations of all stages, platforms, booths, cooking areas, trash containers, etc.
4. Food booth and cooking area configuration including all vendors cooking with flammable gases or BBQ grills
5. Generator locations and/or source of electricity.
6. Placement of vehicles or trailers used for the event.
7. Placement of portable toilets
8. Mark emergency vehicle access to the event
9. Locations of all other event activities.
10. Mark anything that will remain on site overnight

**Return this information sheet to the Civic Center at least 60 days prior to the date of your event.
It will be forwarded to all other City Departments to determine if your event requires any special needs.**

INDEMNIFICATION:

I, _____, waive my right to bring any and all claims against the City of Rapid City whether for property damage or personal injury that may arise out of my use of the City's _____ facility on _____. Further I agree to fully indemnify and hold harmless the City of Rapid City for any claims that arise out of my use of the facilities on the above date. I understand that all of the facilities are provided on an "AS IS" basis and that the City has made no promises or warranties about the condition of any of the facilities. I willingly assume the risks of personal injury and property damage. I agree that I have received sufficient valuable consideration in exchange for waiving my rights and agreeing to indemnify and hold the City of Rapid City harmless.