

CITY OF RAPID CITY
TRAVEL REQUEST

LF120209-09

Person requesting travel Steve Allender Department Police

I hereby request permission to travel for the following purpose: (Give specific nature of business and interest of the City to justify cost involved.)

Annual goal meeting

List all other City employees, if any, making the trip for the same purpose: 31 - various staff members

Place of meeting or destination: RC Civic Center

Date of meeting Jan 6-8, 2010

Date trip to begin Jan 6, 2010 Date trip will end Jan 8, 2010

Method of transportation requested _____

Estimated transportation cost \$ _____

Meals _____

Lodging _____ days _____

Other costs - description All inclusive - 900.00

meals, rooms, etc. 900.00

Total estimated cost of trip \$ 900.00

Signed Steve Allender Date 11-9-09
(person requesting travel) (Department Head)

When the cost of the trip will exceed \$500, per employee, this section must be signed.

In accordance with the provisions of Rapid City ordinances and travel regulations, consent is hereby given for travel as requested in the foregoing application. Maximum cost of trip authorized is \$ _____

Approved: _____ Date _____
Mayor

When the cost of the trip will exceed \$1,500, per event, Council approval is required.

Approved by Common Council on _____ (Date)

White copy - Mayor Yellow copy - Finance Gold copy - Department copy



Center of it all!

LEASE NUMBER: 9050

SPACE LEASE AGREEMENT

Agreement made October 13, 2009, between the Rushmore Plaza Civic Center, an agency of the City of Rapid City, South Dakota (Lessor) and Rapid City Police Department (Lessee), for the use of that portion of the Lessor's premises described below:

Rapid City Police Department Goals Meeting
Alpine/Ponderosa - January 6 - 8, 2010 - 3 Event Days

**There will be a flat fee of \$900.00 for room expenses and catering charges.*

Lessee is entitled to use and occupy the above premises from 8 a.m. on the above date(s), until 11:59 p.m. on the above date(s).

In consideration for the use of the above described space, Lessee agrees to pay Lessor the sum of \$900.00. Tables, chairs & set-up are included in the fee.

A room diagram along with setup specifications must be given to the Rushmore Plaza Civic Center a minimum of 14 days prior to an event. If a room setup change occurs within 36 hours of the actual event, a charge of 15% of the total room rent will occur. All room setup specifications will be subject to Rapid City Fire Department approval.

If banquet or reception functions are requested for this event, then the Food and Beverage Addendum must be signed, and hereby constitutes an integral and inseparable portion of this contract.

Special services and equipment: stagehand fees, event staff and security personnel, parking security, ticket takers, ushers, firemen, police, EMT's, special equipment, special lighting, special electrical requirements, garbage disposal, spotlights, staging, carpet, telephone service, booth service, food and beverage service, and other special equipment and services, as applicable, which are not included in this space lease agreement - shall be invoiced following the event or paid by lessee in settlement. All accounts over thirty days past due will be charged 1 1/2% interest per month/18% APR.

All provisions printed on the back hereof are a part of this agreement.

Lessee: **Rapid City Police Department**

By: Steve Allender

Date: 10-10-09

Print Name: STEVE ALLENDER

Lessor: Brian Maliske

Date: 10/22/09

Brian Maliske, General Manager