

Community Center Rules and Fee Schedule

1. Reservations are accepted in person at the Administration Office located at 5033 State Ave., Kansas City, KS 66102.
2. Reservations are accepted up to two months in advance of the requested date, but no later than two weeks prior to the requested date.
3. The deposit and fees are due at the time of reservation. Make checks or money orders payable to: Unified Treasury.
4. All facility usage must be approved by the Parks and Recreation Department.
5. Ongoing weekend reservations are limited to two reservations per month. Example: gym rental only allowed twice a month. This allows the entire community to have access to the facility.
6. Parks and Recreation reserves the right to cancel or change reservation date and time availability.
7. Special Events requests must be submitted to the Department's Special Event Coordinator, Shaya Patrick. Her contact number is 913-573-8358.
Special Events is defined as any event that charges a fee and/or is open to the public for participation.
8. Effective February 27, 2015, we have instated a "no show" policy. The policy states that when a reserving party has not arrived or called the community center within one hour of the reservation time, the community center will be closed, and all fees will be retained. It is not our responsibility to call the reserving party upon departure of the community center.

Building Rules

1. No alcoholic beverages will be allowed on the premises. This includes grounds outside the building.
2. Normal Business Hours for Community Center are:
 - Monday – Friday 2:00 PM – 9:00 PM
 - Saturday 9:00 AM – 2:00 PMReservations are determined by daily schedule of individual community centers. Please contact your area community center to see if space is available.
3. Weekend Facility Rental Fees
 - Multipurpose Area \$35.00/hour
 - Gym \$20.00/hour/minimum 2 hour rental
 - Gym & Multipurpose Area \$50.00/hour
 - Saturday 3:00 PM to 10:00 PM
 - Argentine (Saturday) 5:00 PM to 10:00 PM
 - Sunday 12:00 PM to 10:00 PM
 - All multipurpose area rentals are charged \$150 deposit. Deposits are returned as long as all the rules are followed and there is damage to the building. Damage that exceeds the deposit will be the responsibility of the person making the original reservation.
4. Set up and break down time need to be included in your reservation time. Table set up and break down is the responsibility of the person reserving the facility. Tables and chairs are not allowed on the gym floor.
5. No blow up/bounce houses allowed in or around the center. All outside sports equipment must be approved by the recreation specialist prior to rental. No storage is available.

6. Everyone must be exiting and clean up completed by ending time of reservation. The number of guests must not exceed the building capacity.
7. Trash and decorations must be removed and placed in bags provided and removed from the building and disposed of properly. The floor must be cleaned, and the building must be left in the same condition as found at the time of rental.
8. This is a smoke free facility, no smoking allowed.
9. No confetti, rice, bird seed, sand, potpourri or similar items may be used inside and outside the building. Dance wax is also prohibited.
10. No decorations with open flame will be allowed. Decorations with candles, whether lit or not, are not allowed.
11. Decorations attached to the building (inside and outside) must be done with masking tape only. No staples, nails, tacks or other types of tapes may be used. During removal of decorations, tape must be removed also.
12. Youth parties are restricted to ages 10 and under.

Definitions

1. Nonprofit organization: Any group that has a 501c3 nonprofit status with the federal government. Organizations using their nonprofit status must also produce insurance through that nonprofit organization. A copy will be kept on file with the administration office.
2. Civic Group: A community organization that does not carry a 501c3 status and is not receiving income from facility use.
3. Fundraising Event: Any event that is open to the public that applies admission fees both on and off site; sales of goods and/or services.
4. Private Party: Wedding receptions, family dinners, anniversary party, etc.... groups of individuals whose event is not open to the general public and not publicly promoted (flyers, radio ads, etc.)
5. For profit: Businesses, commercial organizations, or individuals who make a profit from the event and used for personal gain.

Community Center Reservation Understanding

In making this reservation, I fully understand that I will be held responsible for any violations of either Kansas State law or the building rules and regulations. I have received a copy of the Park Department's building rules and regulations; understand them and agree to abide by them. If there is an infraction of any of these rules and regulations, I further understand my deposit may be retained and/or my party may be shut down. Should there be damage to the structure or contents in an amount greater than the deposit, I acknowledge my responsibility to pay said difference plus the loss of my deposit. The Parks and Recreation Department is not responsible for items left in the building.

I have read and understand the above rules and regulations pertaining to the rental of the community center and agree to abide to them. I understand that any infraction of these rules or violations of any State or Federal Laws may result in the retention of my deposit. I will be responsible for the behavior of my guests.

Signed _____ Date _____