

LEAWOOD
Parks & Recreation

Reservation Request Form

Community Center

4800 Town Center

Leawood, KS 66211

Phone: 913-339-6700 ext. 201 Fax: 913-339-6721

Email: codyk@leawood.org

Contact _____

E-Mail _____

Organization/Group _____

Address _____

City/State/Zip _____

Phone (H) _____

(W) _____

Description of Event _____

Attending _____

Date	Day	Room	Time
			From:** To: (must be finalized 2 mo. prior to event)

****Include set-up and clean-up time**

RENTAL HOURS: Monday - Thursday 8:30 a.m. - 10:00 p.m., Friday 8:30 a.m. - 12:30 a.m.,
Saturday 8:00 a.m. to 12:30 a.m., Sunday 10:00 a.m. - 10:00 p.m.

GENERAL RULES AND REGULATIONS: *All Rental Rates are Subject to Change*****

- ❖ The Community Center rooms may be reserved up to 18 months in advance starting the first business day of the month. Leawood residents will be accepted from 8:30am to 1:30pm, then all others will be accepted after 1:30pm. Must show proof of residency. One date per person/organization. **\$275.00 deposit is required at time of reservation for Oak Room;** it will be applied to your final bill. Deposit and reservation form, together, will hold your date. No exceptions.
- ❖ Must be reserved for a minimum of two hours and must be reserved in a continuous block of time.
- ❖ Persons requesting a reservation will be held responsible for destruction of property. Reservations must be made by persons 18 years of age or 21 years of age if liquor is served.
- ❖ A \$250.00 damage deposit is required for all rentals. A VISA/MC/DIS number can be held for the damage deposit. The Parks and Recreation Department will not charge your card unless damages/violations have occurred. You will be notified before any charges can be made.
- ❖ **Final payment is due 21 days prior to the event. Failure to do so may result in cancellation of event.**
- ❖ Cancelled reservations are subject to cancellation fees. Refer to the cancellation schedule.
- ❖ The City of Leawood will not allow the use of its facilities to individuals/groups who charge an admission for attendance to an event or sell an item or product on the premises for profit.
- ❖ All rental groups and vendors must enter and depart the building at their contract time or an additional fee of \$75 per fifteen (15) minutes will apply.
- ❖ Leawood Parks and Recreation reserves the right to reject any and all requests.

By signing below you acknowledge that you have read, understand, and agree to all the terms and conditions. You also agree to pay all fees related to the facility rental.

I will be serving alcohol at the event

I will not be serving alcohol at the event

Client Signature: _____

Date: _____

FORM OF PAYMENT ***Mail payment to: Leawood Parks & Recreation 4800 Town Center Dr. Leawood, KS 66211

Cash

Check (Payable to: City of Leawood)

VISA

MC

DISC

AMEX

Rental Policy Check Sheet

Due 2 Months Prior to Event

DUE DATES

- Final rental times, rental policy check sheet and security times (if applicable) are due no later than 2 months prior to event.** Leawood Parks and Recreation may not be able to accommodate requested changes after this time. *It is the renter's responsibility to contact Leawood Parks and Recreation with final times and requirements.*
- All paperwork and final payment are due no later than twenty- one (21) days prior to event.** This includes caterer sheets, vendor sheets, alcohol permit, room diagram and requirements, credit card number or check for damage deposit, and final payment. *It is the renter's responsibility to contact Leawood Parks and Recreation for final payment and paperwork requirements.*

ROOM DIAGRAM

Leawood Parks and Recreation will set-up and tear down all tables and chairs. Available for use are **25- 60in round tables (seats 8), 24- 8ft x 3ft rectangle tables (used for serving food, gifts, etc), 3- 6ft x 3ft rectangle tables, 1 portable serving bar, and 225 non-folding plastic chairs.** No linens are provided through the City. The renter needs to fill out the blank diagram provided in the packet on how they would like the room set up. *The diagram is due back 21 days prior to your event.* This is very important. Failure to provide your setup during this time frame may result in the inability of the staff to do your set-up.

CLEAN-UP / SET UP

In order to access the building, clients must have the facility rented. Please make sure to include any set up time (decorating, DJ/Caterer set up, vendor drop off, etc.) provided for in your rental agreement. Clients are responsible for removal of all decorations and personal belongings, clearing tables of loose trash, wiping down portable bar and emptying the drain buckets, and thoroughly cleaning the kitchen (if rented). You must leave the kitchen in the condition you found it, this includes sweeping and mopping the floor, wiping down appliances inside and out, and discarding leftover food and drink. Failure to thoroughly clean the kitchen may result in a loss of damage deposit.

RESTRICTIONS

- No nails, pushpins, etc allowed on walls.
- No confetti of any kind allow inside or outside of the Community Center.
- No chairs or tables are allowed outside the building.
- No smoking is allowed inside the Community Center.
- Only dripless or votive candles are permitted in the Community Center.
- Dispose of ice in the sink. If ice is dumped outside on the grass, \$50 of your deposit will be forfeited.

RENTING FROM OUTSIDE COMPANIES

If you are renting anything from an outside company, proof of insurance is required prior to delivery. **Rental companies must have their property delivered and picked-up during the contract time. Due to events that precede or follow your rental, there can be no exceptions to this!** All deliveries must go to the rear of building.

FACILITY RENTAL ENTRANCE & EXIT FORM

A Recreation Attendant will do a walk through with the contact person at the conclusion of the event to assess damages (stains, policy violations, equipment, etc.). Comments (notes) will be made if there are any violations by either the client or the attendant. **Please designate 2 contact people who can stay following the event to walk through the facility and complete the Facility Exit Form** with the Recreation Attendant at the end of the rental. Both the renter/contact person and the Leawood staff person will then sign the entrance and exit form.

Name of Contact Person: _____ Backup: _____

I have read, checked off, and understand all the terms and conditions on this page.

Signature _____ Date: _____

Rental Date: _____ Final Rental Times: _____ - _____ Security times*: _____ - _____

***Security time must start at beginning of party and extend until end of rental time.**

Community Center Rentals 2012

Prime-Time Rental Rates

ROOM	CAPACITY	CIVIC/ NOT FOR PROFIT	RESIDENT	NON- RESIDENT	BUSINESS
Oak	225	\$140/hr	\$150/hr	\$175/hr	\$195/hr
Maple	40	\$40/hr	\$50/hr	\$65/hr	\$85/hr
Cedar	25	\$20/hr	\$30/hr	\$45/hr	\$65/hr

All rental packages include tables, chairs, use of portable bar and greenery
***Minimum of 2 hours required for all rentals**

Discounted Package Rates for Oak Room

CIVIC/ NOT FOR PROFIT	RESIDENT	NON- RESIDENT	BUSINESS
\$1,020 8HRS	\$1,100 8HRS	\$1,300 8HRS	\$1,460 8HRS
\$1,530 12HRS	\$1,650 12HRS	\$1,950 12HRS	\$2,190 12HRS

Non- Prime Time Rates for Oak Room (Monday-Thursday 8:30 am - 5:00 pm)

CIVIC/ NOT FOR PROFIT	RESIDENT	NON-RESIDENT	BUSINESS
\$60/HR	\$75/HR	\$90/HR	\$100/HR

Additional Fees

ALCOHOL PERMIT	\$25.00**
SECURITY	\$30/HR/OFFICER**
KITCHEN	\$30
MICROPHONE***	\$10
SCREEN, DVD, PROJECTOR***	\$25

**Required for parties serving alcohol. Parties of 150 or more are subject to 2 officers.
 ***Oak Room Only

Amphitheater Rates

CIVIC/ NON FOR PROFIT	RESIDENT	NON-RESIDENT	BUSINESS
\$75 per day	\$100 per day	\$150 per day	\$250 per day

CALCULATING THE RENTAL FEE

Rental Fee hrs X \$ to\$ _____

Security Officer..... hrs X \$30/Hr/officer.... to _____ \$ _____

Alcohol Permit\$ _____

Kitchen.....\$ _____

Screen, DVD, Projector.....\$ _____

Microphone.....\$ _____

Misc.....\$ _____

Mail Payment:

Leawood Parks & Recreation
 4800 Town Center Drive
 Leawood, KS 66211
 Final Payment is due 21 days prior to event

Subtotal \$ _____
 Deposit Paid \$ _____
 Total \$ _____



Alcohol Permit

CONTACT: _____

ORGANIZATION/GROUP: _____

FACILITY(S) RESERVED: _____

DATE OF RESERVATION: _____

RESERVATION TIMES: FROM _____ TO _____

SECURITY TIMES*: FROM _____ TO _____

***Security time must start at beginning of party and extend until end of rental time.**

THE APPLICANT UNDERSTANDS AND AGREES AS FOLLOWS:

- Applicant is personally responsible for the conduct of the function or event.
- Applicant must be in possession of permit at time of scheduled event.
- Compliance with all City, State and County laws regarding the serving of alcohol is mandatory.
- Security must be present for your entire event.
- No alcohol is permitted outside the building.

I have read the following and agree to abide by all rules and regulations as posed by the Leawood Parks and Recreation Department and the City of Leawood this _____ day of _____, _____.

Signature of Applicant

Date



Outside Vendor(s) Information Sheet

Please list **all** vendors /outside companies that you are using for your event. DJ, florist, cake, photographer, transportation, rental companies, etc.

Name of Vendor	Service Provided	Address	Phone Number

For rental companies, please give description of rented item(s):

-
- All vendors are the responsibility of the persons renting the facility. Any damages or policy violations will be the renter's responsibility.
 - All the vendors have been informed about all policies and procedures.
 - All the vendors know the contract times and understand that they cannot enter before or exit after them.
 - The vendors know that they are not allowed to drop off items early or leave items behind.

I have read, understand, and done all of the above:

Client Signature: _____ Event Date: _____

I will not be using any outside vendors for this event _____

Leawood Parks & Recreation
Fax 913-339-6721



COMMUNITY CENTER
Emergency Operation Center
Facility Rental Addendum

The Leawood Community Center, located on the lower level of Leawood City Hall, has been designated as the official Emergency Operation Center for the City of Leawood. In the case of a disaster, or major emergency, the Emergency Operation Center may be activated. This will restrict operation of any kind, other than that of the Emergency Operation Team, from meetings or holding any form of activities in the Community Center regardless of reservation time or type of function. An emergency may be identified, but not limited to: a natural disaster (tornado, flood, microburst, etc.) or other as designated by the City. Any scheduled rentals would be notified as soon as possible but no time frame for notification can be guaranteed.

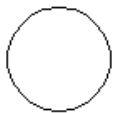
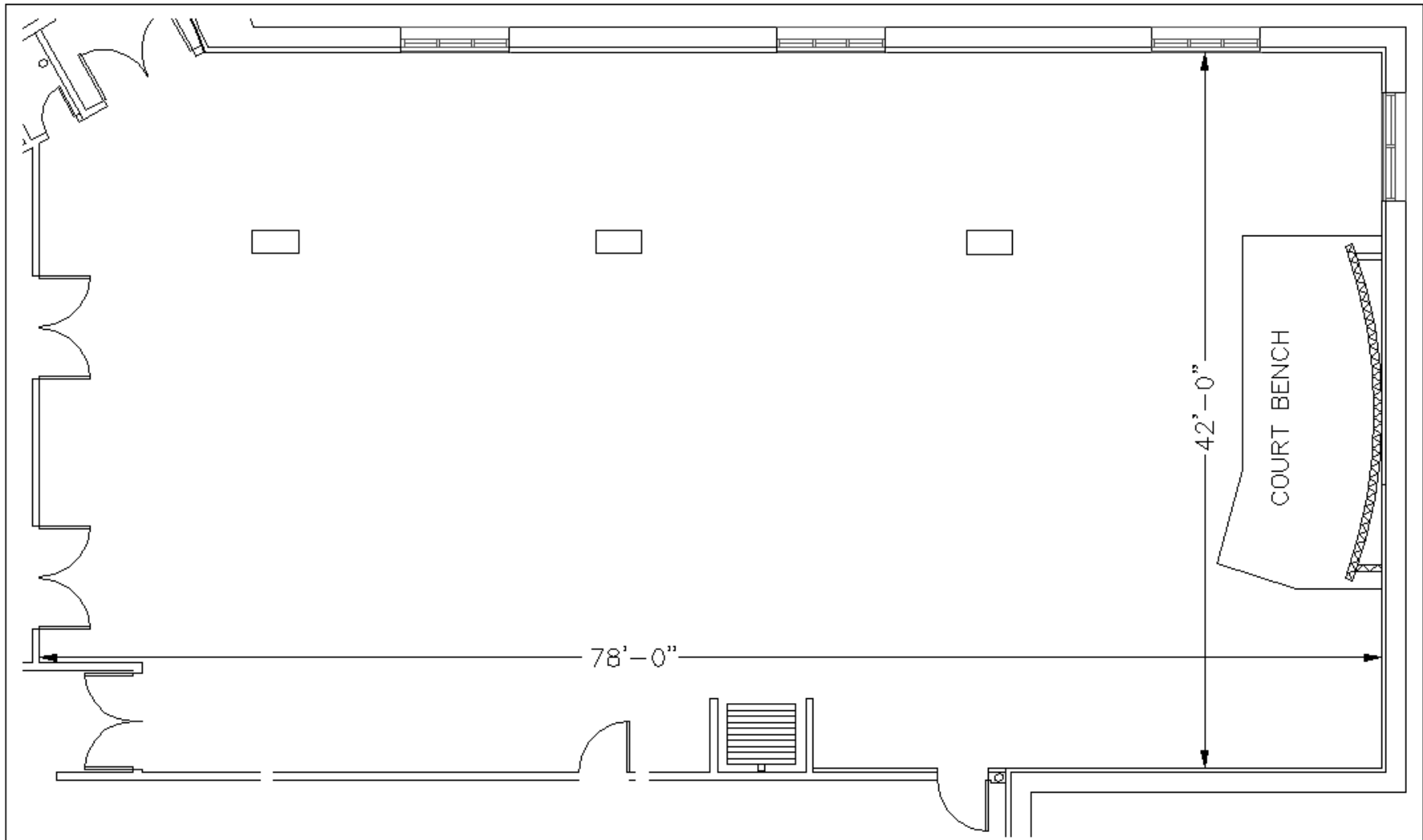
In addition to my signature on the rental agreement for Leawood Community Center, I further recognize, understand and agree to this addendum describing possible cancellation of my event(s) as it relates to the activities of the City's Emergency Operation Center.

A full refund will be granted.

Signature*

Date

***Signature on rental agreement and this form must match.**



60" TABLE



8'x3' TABLE

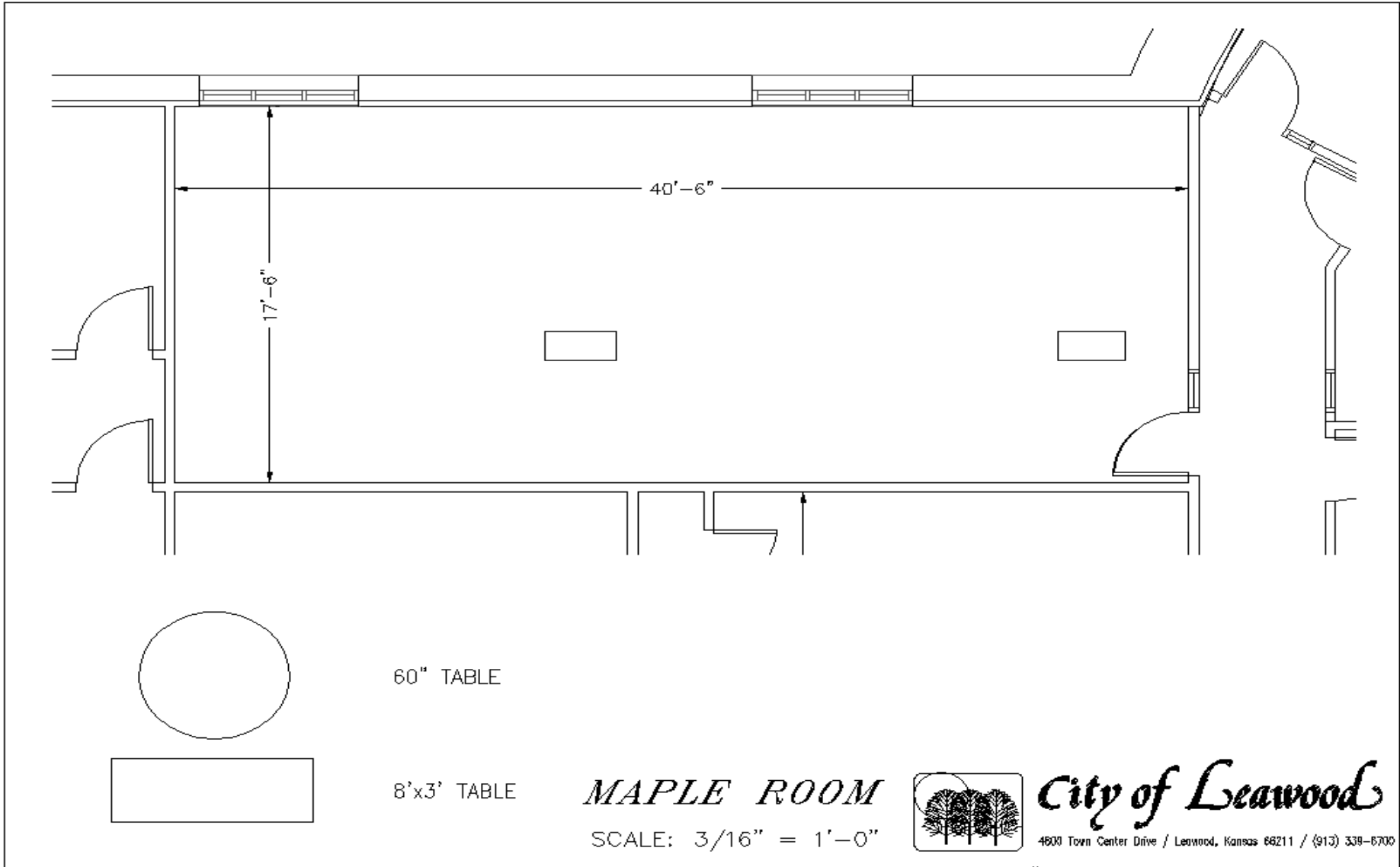
OAK ROOM

SCALE: 1/8" = 1'-0"



City of Leawood

4800 Town Center Drive / Leawood, Kansas 66211 / (913) 339-6700



60" TABLE

8'x3' TABLE

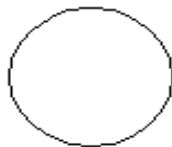
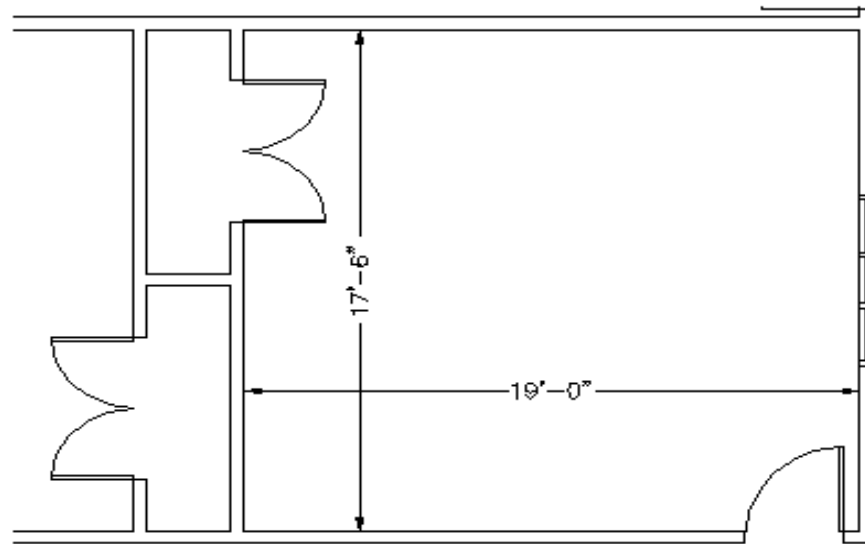
MAPLE ROOM

SCALE: 3/16" = 1'-0"



City of Leawood

4600 Town Center Drive / Leawood, Kansas 66211 / (913) 338-6700



60" TABLE



8'x3' TABLE

CEDAR ROOM

SCALE: 3/16" = 1'-0"



City of Leawood

4800 Town Center Drive / Leawood, Kansas 66211 / (913) 339-0700



Rules and Regulations

ALL PRICES AND POLICIES ARE SUBJECT TO CHANGE.

Adopted 8-11-99.

- ❖ The Leawood Community Center is designated as the Emergency Operation Center for the City of Leawood. In case of emergency (flood, tornado, etc.) the Community Center's Emergency Operations Center will be activated. The client would be notified and a full refund would be granted.
- ❖ The City of Leawood is not responsible for accidents, injury, illness or loss of group or individual property.
- ❖ You are required to pay a \$275 deposit for an Oak Room rental at the time of reservation. You are required to pay 50% of your total rental as a deposit for the Maple and Cedar Room.
- ❖ Renters must submit requests no later than three weeks prior to the event. This does not however, ensure accommodations for their request.
- ❖ The City of Leawood requires proof of insurance coverage, at a City approved amount, when the activity is deemed potentially hazardous to life, personal injury or facility damages. This includes services, rental companies and other outside contractors.
- ❖ Rental groups may use only the facilities and/or equipment specifically designated on the rental agreement. Agreements are non-transferable.
- ❖ Rental groups with on-going reservations may reserve rooms for up to one (1) year at a time and will be required to pay for 3 dates at a time to keep the reservation on-going.
- ❖ A \$250.00 refundable security (damage) deposit is required for all room reservations. Rental groups are required to put down a credit card number or check for the security deposit twenty-one (21) days prior to reservation. Your credit card will not be charged unless there are damages, policy violations, or misconduct. In the event that damage to the facility or its equipment should exceed the deposit, the deposit will be retained and the Park and Recreation Department, if necessary will assess additional charges. Any additional charges will not exceed the cost of the repair or the replacement of the damaged items. The client will be notified of any violations or damages by telephone or mail.
- ❖ Full payment and other paperwork for room rental are due twenty-one (21) days prior to your event. Failure to meet deadline may result in forfeit of the reservation.

- ❖ All groups must designate 2 individuals to be contact people during and following the event. These contact people will communicate with the Recreation Attendant about questions and problems. **Following the event, the contact people are required to do a walk-through with the attendant and sign the exit form.**
- ❖ During inclement weather, cancellations will be accepted if called in accordance with Blue Valley School district weather (snow or tornado warning) policy. All scheduled rentals cancelled due to inclement weather may be rescheduled, space permitting. No refunds will be given.
- ❖ Any group whose cancellation is made more than ten (10) weeks prior to their event will receive a full refund. A \$25.00 processing fee will apply. See cancellation policy for additional information regarding cancellation fees. A group may not transfer dates within 10 weeks of the scheduled event. The date must be cancelled and rebooked if desired.
- ❖ Any group who is transferring a date that is already scheduled will have 2 weeks from the date of transfer to find another date. The City of Leawood will transfer dates up to a max of two transfers. A \$25.00 processing fee will apply per transfer.
- ❖ The City of Leawood does not provide linens, china, flatware, decoration etc. for rentals.
- ❖ The City of Leawood shall furnish light, heat, air-conditioning, general room set-up and janitorial services incidental to ordinary building usage. Room temperature is kept at 68 degrees. The rental group shall be responsible for all decorating and other special preparations necessary for the event (as approved). It is the responsibility of the rental group to inform the City of all equipment, caterers, or other special needs or uses prior to the event (i.e. grills, deliveries, use of dance floor, room set-up, etc.). Such requests must be made twenty-one (21) days prior to the event in order to allow time for consideration and approval. **Storage facilities are not available for renter's use.**
- ❖ Any decorating, covering, or changes to the facilities should be discussed at the time of the rental application. 3M Scotch tape or 3M masking tape use is allowed but must be removed following the event. No duct tape, nails, staples, screws, etc. are allowed for use on tables or other equipment/facilities. Only drip-less and votive candles are permitted. The use of confetti in any form (paper, bird seed, rice, metallic cut-outs, etc.) is prohibited. \$50.00 of your deposit will be forfeited if used. Placement, relocation, or rearrangement of equipment other than tables and chairs is not permitted (silk trees in foyer, benches, etc.).
- ❖ The serving or consumption of beer or liquor on the premises will be allowed under the following conditions: (City sponsored events excluded)
 - 1) Alcohol will be served and consumed by special permit only. Permit fee is \$25.00 and must be purchased 21 days prior to the event.
 - 2) Those using the facility must comply with City, County and State laws and ordinances.
 - 3) The City reserves the right to refuse a permit to any individual or group.
 - 4) No alcoholic beverages will be allowed outside the Community Center.
 - 5) No exchange of money for alcohol is allowed.

6) The serving of alcohol must stop 45 minutes prior to the end of rental.

7) Any function where an alcohol permit is issued will require additional security at the cost of the renter. Extra security may also be required due to the nature of the event or the size of the group. On behalf of the client, the City will make all of the arrangements to supply an on-duty Leawood police officer for the event. A fee of \$30.00 per hour per officer will be charged for this service from the time alcohol is served until the end of the contract time.

- ❖ The renter must clear all tables of debris, pick up all trash, remove decorations, and dispose of all food. Kitchen rules are posted in the kitchen. Kitchen must be left in the order in which it was found. The city isn't liable for any injuries due to misuse of the kitchen equipment or failure to follow kitchen rules.
- ❖ All Vendors (bands, D.J's, rental companies) must depart at the designated time on your contract. You will be charged for any additional time past your scheduled departure time. **Maximum time allowed is until 12:30 a.m. on Friday and Saturday. Maximum time Sunday through Thursday is 10:00 p.m.** Rental groups will be charged for all hours the room is being used including decorating and clean-up time. Failure to vacate the facility at the conclusion of the event will result in an additional of \$75.00 for every 15 minutes before or after your contract time. Be sure to inform all the vendors of this policy.
- ❖ Caterers are also required to sign the Caterer Information Sheet and abide by all the policies.
- ❖ Groups composed of youth ages eighteen (18) and younger must be supervised by an adult at all times. Security is required for all teen parties at the cost of the renter.
- ❖ Smoking is not permitted anywhere inside the Community Center.
- ❖ Gambling is prohibited except as permitted by Kansas State Law and/or City of Leawood Ordinance.
- ❖ Animals (except service animals) are not permitted in the facility unless part of an authorized program.
- ❖ Parks and Recreation staff shall have the right to enter all rooms, any time, during scheduled events.
- ❖ The City of Leawood will not allow the use of its facilities to individuals/groups who charge admission for attendance to an event or who sell an item or product on the premises for profit.
- ❖ For groups playing music during rentals: If there is a complaint from any neighboring residents and the complainant determines the noise to be "excessive, unreasonable, or unusually loud" to the point where it would "disturb, injure, or endanger the comfort of a reasonable person," the rental group will be asked to turn down the music to an acceptable level.
- ❖ Any group or person violating the established Leawood Parks and Recreation Rules and Regulations, or constituting a nuisance, may be requested to leave the facility. The misuse of the facility will be sufficient reason for terminating the agreement with no refund.



Amphitheater Use

- ❖ Use of the amphitheater for weddings requires a special event use permit. User must fill out form and follow all rules and regulations associated with using the amphitheater.
- ❖ No open flames or candles are allowed.
- ❖ Renters are held liable for any damage done to the amphitheater area during use.
- ❖ Renters must not use loud music or sounds which would disturb area homes.
- ❖ Renters are responsible to ask for the electricity to be turned on 21 days prior.
- ❖ Alcohol cannot be consumed at the amphitheater.

Room Capacities and Dimensions

Oak	(78' x 42')	Accommodates up to 225 people
Maple	(40' x 17')	Accommodates up to 40 people
Cedar	(19' x 17')	Accommodates up to 25 people

***Capacities vary on room arrangements**



Security Policy

- ❖ The renter is required to provide security if they have purchased an alcohol permit through the City of Leawood Parks and Recreation Department or due to the nature or size of the event.
- ❖ The renter is responsible for making all the arrangements and payment with the Parks and Recreation Department. A Leawood Police Officer will be scheduled through the Leawood Parks and Recreation Department. The cost is \$30.00 per hour from the time you start serving alcohol until the end of contract time.

Room Cancellation Policy

If circumstances arise that would cause the cancellation of your event, a cancellation fee will be assessed. The group will also be responsible for, and assess, any and all costs incurred by the Leawood Parks and Recreation Department up to the point of cancellation. **There is always a \$25.00 handling fee assessed for any cancellation. The fee schedule for a cancellation is as follows:**

<u>If event is cancelled:</u>	<u>Amount Refunded to Client</u>
10 weeks from event	90% of the total amount paid
9 weeks from event	85% of the total amount paid
8 weeks from event	75% of the total amount paid
7 weeks from event	60% of the total amount paid
6 weeks from event	50% of the total amount paid
5 weeks from event	40% of the total amount paid
4 weeks from event	25% of the total amount paid
3 weeks from event	15% of the total amount paid
2 weeks from event	10% of the total amount paid
1 week from event.	0% of the total amount paid