APPLICANT MUST PICK-UP A KEY IN ADVANCE OF RESERVATION
Mon-Fri 8 am – 5 pm
Closed on Holidays

LANSING COMMUNITY CENTER

800 1st Terrace, Lansing, KS 66043
Telephone: 913-727-3036 • Fax: 913-828-4579

FACILITY REQUEST FORM

APPLICANT NAME:_____
(The person named here must pay for the rental fees, will be refunded the damage deposit, if applicable, and is responsible for the facility.)

Purpose of Function:_____

Address:_____ City:_____ State/Zip:_____

Telephone: (Home)_____ (Work) _____ (Cell) _____

Date(s) Requested	Day of Week	Time Requested
_____	_____	_____ To _____
_____	_____	_____ To _____
_____	_____	_____ To _____

(You are allowed 2 complementary hours immediately prior to time requested for decoration & 1 complementary hour immediately after time requested for clean-up.)

Please check the category that applies to this reservation request:

- □ Lansing Resident
- □ Civic Organization (501c Status)
- □ Non-Resident or Business
- □ City Function
- □ Room 1 (North Side)
- □ Room 2 with Kitchen
- □ #1& #2 Large Meeting Room with Kitchen

Number of people attending:_____ How many round tables?_____ How many rectangle tables?_____ How many chairs?_____

Tables & chairs available: *18 round tables 5' diameter-seats six to eight / 40 rectangle tables 6' length-seats six / 240 chairs*
Maximum seating per room: *150 without tables; 120 at 20 rectangle tables; 72 at 9 round tables.*

P.A. System (No Extra Charge): □ Yes □ No **Piano/Keyboard** (No Extra Charge): □ Yes □ No
Tablecloths ($5.00 per Table): □ Yes □ No **Napkins** ($2.00 Each): □ Yes □ No **Table Skirts** ($5.00 per Table): □ Yes □ No

Other Information:_____

1. Will food or refreshments be served? □ Yes □ No
2. Is this a private party? □ Yes □ No
   a. *A private party is a gathering where invitations are sent or given. Tickets may not be sold at the door or prior to the event.*
3. Will liquor be on the premises? □ Yes □ No
   a. *If over 50 attendees, there is a $35.00 per hour charge for an off-duty officer from the time alcohol is served until end of event.*
   b. *Beer is classified as liquor. Liquor or set-ups cannot be sold under any condition, but they can be given away.*

STATEMENT OF RESPONSIBILITY:

As a condition precedent to the issuance of a permit for the use of facility at the Lansing Community Center, I, the undersigned, knowingly and voluntarily assume the responsibility to abide by any and all county, state, and federal laws, city ordinances, and rules and regulations governing the use of the rooms on this request. It is further understood that the City of Lansing, Kansas, its officials, officers, and employees, are not responsible for accidents, injuries, illness, disaster, or loss to group or individual property relating to the use of the Lansing Community Center. Furthermore, I agree to pay any rental fees, cleaning/damage deposit, and setup fees at the time reservations are made and agree to comply with the rules and regulations as stated in the rental policy. The following is a partial list of rules and regulations.

1. Application will serve as rental agreement and must be made during business hours.
2. Hourly rental fees, set-up fee(s), and cleaning/damage deposit must be paid at the time the reservation(s) is made.
3. The City of Lansing reserves the right to access all areas used during an applicant's reservation.
4. City and County emergency events are a priority and any rental agreement may be cancelled and refunded or rescheduled at the discretion of staff.
5. In the event of severe weather, the facility may be used as a community shelter. The applicant will be issued a refund of all fees if this occurs.
6. If staff determines that an event may be reaching a point of disorder that could result in injury or facility damage, the event will be terminated, and no refunds will be issued.
7. The City reserves the right to cancel any event in which untrue information was given and/or if the event is found detrimental to the health, safety, and/or welfare of the citizens or integrity of the facilities. No refunds will be issued.
8. Only the applicant may make changes to the rental agreement and pick up the key for the Community Center.
9. No adhering decorations on walls or ceilings. No loose glitter sparkles or sequins may be used for decorations. There will be a $25.00 penalty if these items are used. Damage caused by staples, nails, tacks, and/or adhesives will be charged accordingly.
10. All trash, debris, decorations, etc. shall be removed at the conclusion of the event. All spills must be cleaned up. City staff will remove tables and chairs and complete normal floor cleaning only. If, after an activity, additional custodial maintenance is required (other than the normal cleaning process) the applicant may be charged accordingly.
11. Tobacco products and illegal substances are not permitted anywhere inside the building. Failure to comply will result in forfeiture of the deposit.
12. Person named on facility request form shall be responsible for their guests and compliance with the rules and regulations.
13. All cancellations must be made by the original applicant in writing. Any cancellation less than two weeks prior to the contracted function will result in forfeiture of all fees.
14. Additional charges may be assessed if damage or cleaning requirements exceed the deposit.
15. Reservations without an advanced notice of two (2) weeks will be considered based on staff availability.

Applicant's Signature:_____ Date:_____

Revised: January 2012

COMMUNITY CENTER FEE SCHEDULE

Description	Room 1 or 2	Room 2 w/kitchen	Room 1 & 2 w/kitchen	Set-Up Fee	Cleaning/Damage Deposit**	Officer Retainer Fee***
Resident*	$15.00 per hour	$20.00 per hour	$25.00 per hour	$25.00 per event	$75.00	$35.00 per hour
Non-Resident or Business	$30.00 per hour	$40.00 per hour	$50.00 per hour	$25.00 per event	$150.00	$35.00 per hour
Civic Organizations (must show proof of 501c Status)	$5.00 per hour	$10.00 per hour	$15.00 per hour	$25.00 per event	$75.00	$35.00 per hour

All fees are due at the time of reservation excluding the Officer Retainer Fee.

**To be eligible for resident rates, the applicant must reside in Lansing, and must show a valid state issued photo ID with the current Lansing residence.*

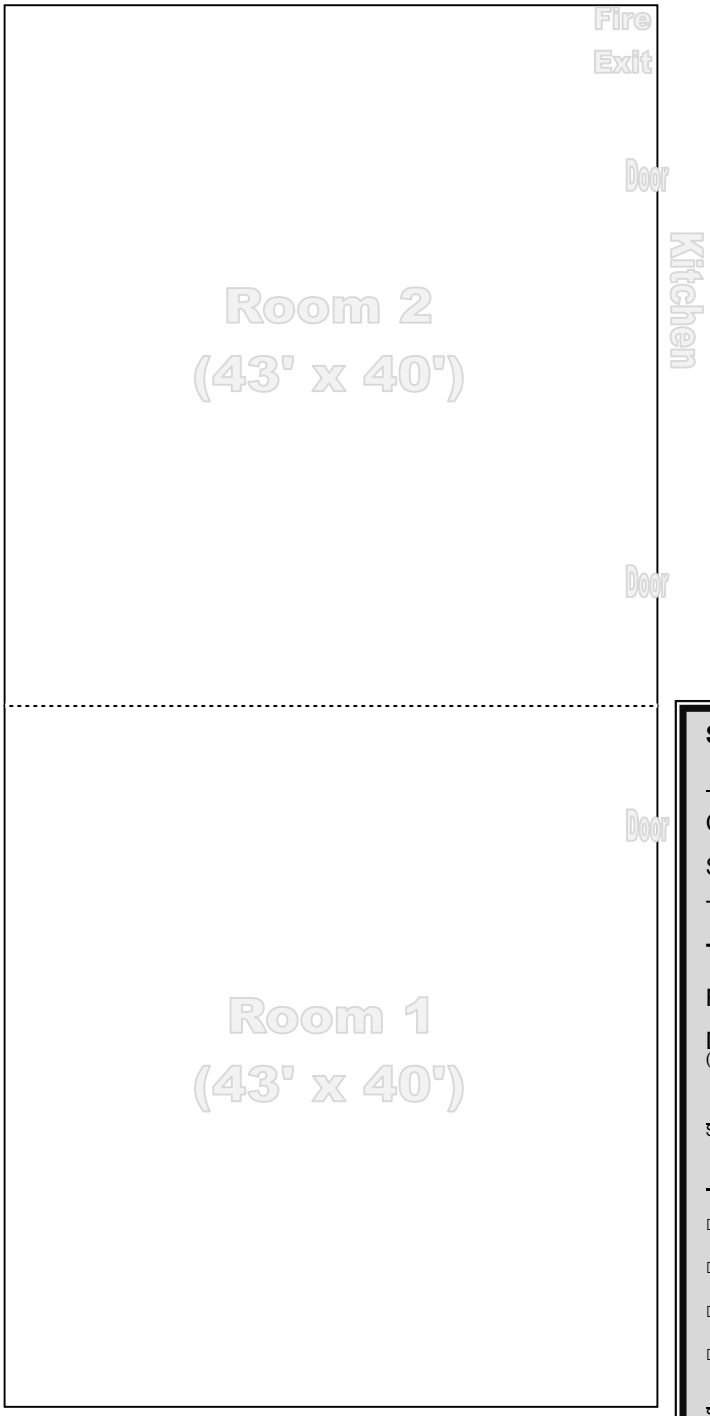
***Cleaning/Damage Deposit is refundable after final event on agreement permitting there is no damage to the facility or grounds, the Community Center is clean, the Community Center is locked, and the key is returned after each event.*

****Officer Retainer Fee: If serving alcohol at an event with 50+ attendees, there is a $35.00 per hour charge for an off-duty officer from the time alcohol is served until the end of the event. This fee is payable to the off-duty officer no later than the day of the event.*

Each room can seat 150 without tables; or 120 people at 20 rectangle tables; or 72 people at 9 round tables.

Changes to the set-up, room selection, and/or hours of event must be made at least two full business days prior to the event to ensure staff availability.

Comments:



STAFF USE ONLY:

_____ Hours x $_____ per hour = $_____

Cleaning/Damage Deposit $_____

Set Up Fee $_____

Tablecloths/Skirts and Napkins $_____

TOTAL PAYMENT DUE TODAY $_____

Rental Receipt #_____ □ Cash □ Check □ Credit

Deposit Check #_____ □ Hold □ Deposit
(Each contract requires a new deposit for accounting purposes. We cannot "rollover" deposits.)

Staff Member Signature _____ Date _____

AFTER RENTAL DATE:

□ Key Returned/Room Clean/No Damage

□ Returned Original Deposit Check to Renter

□ Refunded Deposit (Attach Purchase Requisition)

□ Cashed/Kept Deposit (List/Attach Reason)

Staff Member Signature _____ Date _____

Revised: 01/2012