

# Reservation Form

## RENTER INFORMATION

Permit Holder: \_\_\_\_\_ Permit Number: \_\_\_\_\_

Organization/Group: \_\_\_\_\_

Description of Event: \_\_\_\_\_ Number Attending: \_\_\_\_\_

## RENTAL INFORMATION

- ◆ **Location:** MRCC or TRCC
- ◆ **Day:** S M T W U F S
- ◆ **Month:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Year:** \_\_\_\_\_
- ◆ **Time:** \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m. \*Rental times must include set-up and clean-up
- ◆ **Rooms Reserved:** (circle all that apply)  
Crown Room      Vista Room      Plaza Room      Hearth Room      Caterer's Kitchen  
Meadowlark Room      Sunflower Room      Cottonwood Room      Swimming Pool      Explorer Room  
Conference Room      Crest Room      Pinnacle Room      Summit Room      Classroom
- ◆ **Equipment Needed:** (circle all that apply)  
Video Projector/Screen Combo      Overheard Projector      Slide Projector      Screen (portable/fixed)  
Easel/ Flip Chart      Podium (standing/tabletop)      Microphone (wired/wireless/lapel)  
TV/DVD/VCR (room or cart)      Easel Pad      AV Setup      Dry Erase Board
- ◆ **Room Set-up Description**       Diagrams Included       Diagrams Not Included
- ◆ **Caterer/Alcohol Information**  
 Will be serving alcohol       Will not be serving alcohol  
 Will be serving food       Will not be serving food  
If serving food:       Caterer will be serving       Caterer will be delivering       Will be bringing our own

## GENERAL RULES AND REGULATIONS

- ◆ Reservations may be made up to twelve (12) months in advance but no less than seven (7) days prior to the event.
- ◆ After-hours rentals will be subject to a two hour minimum to cover usage of the building and staff availability.
- ◆ Reservations must be made by persons 21 years of age or older.
- ◆ No room can be held or reserved without proper payment.
- ◆ The deposit fee shall accompany all reservation requests. MRCC/TRCC will not charge your credit card unless there are damages to the room(s) or its contents. In addition, the renter will be charged the actual cost of all damages should the deposit not cover it.
- ◆ The permit holder will be held responsible for destruction of property.
- ◆ Final payment is due no later than three (3) months prior to the event. Refer to the Payment section for more information.
- ◆ The Reservation Form and Payment & Cancellation Form are due at the time of reservation.
- ◆ The Outside Vendor Information and Vendor Agreement Form are due at least eight (8) weeks prior to the event.
- ◆ The Rental Policy Checklist and Room Diagram(s) are due at least two (2) weeks prior to the event. All paperwork must meet its deadlines. Failure to do so may result in cancellation of the event.
- ◆ The permit holder may be required to meet with an MRCC/TRCC staff member at least two (2) weeks prior to the event.
- ◆ All rental groups and their vendors must enter and depart the rental room according to their permit time or an additional fee will apply.
- ◆ The City of Overland Park reserves the right to reject any and all requests for room reservations.
- ◆ All rental rates are subject to change.
- ◆ The City of Overland Park will not allow the use of its facilities to individuals/groups that charge an admission fee for attendance to an event or sell items or products on the premises for profit.

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

Client Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## City of Overland Park (MRCC/TRCC) Payment & Cancellation Policy

### DEPOSITS

- ◆ The following security deposits shall be issued for any rentals. MRCC/TRCC will not charge your credit card unless there are damages to the room(s) or its contents. If, after an activity, additional janitorial maintenance is required (other than the normal cleaning process), or additional time was used, the security deposit will not be fully returned and other fees will be assessed as needed.
  - \$100 deposit for standard classroom
  - \$200 deposit for multipurpose room

Deposit Due: \_\_\_\_\_

Initials: \_\_\_\_\_

### PAYMENT

- ◆ For room rentals that are less than \$1,000 and/or give MRCC/TRCC less than three (3) months' notice, the full amount will be due at the time of the reservation.
- ◆ Room rentals that exceed a total of \$1,000 and give MRCC/TRCC more than three (3) months' notice have one of two options:
  - **Full Payment:** At the time of reservation, full payment will be made.
  - **Partial Payment:** At the time of reservation, a 50 percent payment can be made in addition to a \$25 handling fee. The final payment will be due three (3) months prior to the event. In the event that the full payment is NOT made on time, MRCC/TRCC has the right to cancel the event.

Amount Due: \_\_\_\_\_

Initials: \_\_\_\_\_

### CANCELLATION POLICY

- ◆ If circumstances arise that would cause the cancellation of an event, a written request is required at least two (2) weeks in advance of the rental date. A \$10 cancellation fee will be assessed. Any requests from thirteen (13) to seven (7) days in advance may be considered for a 50% refund. Any requests for refund submitted less than seven (7) days in advance will not be accepted.

Initials: \_\_\_\_\_

### ACKNOWLEDGEMENT

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

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Permit Number: \_\_\_\_\_



**RENTER INFORMATION**

Permit Holder: \_\_\_\_\_ Permit Number: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Type of Vendor Signing this Form: \_\_\_\_\_

**Vendor Agreement**

This agreement is between the Parks and Recreation Department of the City of Overland Park, Kansas and \_\_\_\_\_ (herein referred to as "Vendor.") The purpose of this agreement is to set forth the conditions that need to be met in order for a vendor to provide services at the City of Overland Park Matt Ross Community Center (MRCC) and/or Tomahawk Ridge Community Center (TRCC). By signing this agreement and satisfying the conditions set forth herein, Vendor will be allowed to use the premises (as defined below).

**VENDOR INFORMATION**

I, as a vendor, plan to use MRCC/TRCC and agree to the following conditions. Initials: \_\_\_\_\_

- ◆ Vendor will have a written agreement for each event hosted at the MRCC/TRCC. Vendor must coordinate arrival times, departure times, other special access requirements, furniture outlay and any other special needs or requests with the client fourteen (14) days prior to every event hosted at the MRCC/TRCC.
- ◆ The Parks and Recreation Department and the Overland Park Police Department have the right to determine whether security will be required for events. If security is required, the client is responsible for the cost.
- ◆ Vendor shall be set up and ready for clients as mutually agreed upon by the vendor and client. Vendor shall provide enough staff to see that set up and take down service is timely and professional and Vendor shall not rely on MRCC/TRCC staff. Set up and take down times shall be included in the rental period by the client. The MRCC/TRCC staff will set up tables and chairs in rented spaces.
- ◆ All employees of Vendor shall conduct themselves in a professional manner. No alcohol may be consumed by Vendor's employees while on duty. Vendor will be responsible for leaving MRCC/TRCC in the same condition it was in when Vendor arrived.
- ◆ The Vendor shall indemnify, release, defend, and forever hold harmless the City of Overland Park, their respective officers, agents, employees, elected officials, and attorneys, each in their official and individual capacities, from and against all lawsuits, actions, costs, claims, demands, damages, disability, losses, expenses, including reasonable attorney's fees and other defense costs or liabilities, of any character and from any cause whatsoever brought because of bodily injury or death received or sustained, or loss or damage received or sustained, by any person, persons, or property arising out of or resulting from any act, error, omission, or intentional act of or in any way connected with the operations and activities expressly authorized under this Agreement.

**CATERER INFORMATION**

This section does not apply to me. Initials: \_\_\_\_\_

I am a caterer and agree to the following conditions. Initials: \_\_\_\_\_

- ◆ Vendor agrees to provide food service in accordance with the laws and regulations governing the provision of food in the State of Kansas, including, without limitation, the Health Rules and Regulations as determined by the Johnson County Health Department.
- ◆ Unless otherwise approved by the Parks and Recreation Director, and to the extent allowed by law, the Vendor shall provide service for events in which vendor is providing food.
- ◆ Vendor will be responsible for leaving MRCC/TRCC in the same condition it was in when Vendor arrived. This shall include wiping kitchen counters and cabinets; cleaning the refrigerator after use; mopping kitchen floors and removing dirty dishes and linens or seeing that owner of such items removes them immediately after the event. A checklist is attached to this Agreement as Exhibit A and incorporated herein by reference. Vendor is also responsible for dry sweeping any additional floors used.

Vendor is responsible for removal of garbage that is vendor-related. Trash must be taken to the dumpster. Vendor will be responsible for all lost or damaged property that was the responsibility of Vendor or its employees. If MRCC/TRCC is not cleaned to the same condition it was in when vendor arrived to use MRCC/TRCC, vendor will be billed by the Parks and Recreation Department for cleaning at the rate of \$80 per hour. Any violation of the provisions of this Agreement, the Code of Ordinances of the City of Overland Park, state law, or the Rules and Regulations of the department shall be grounds for immediate termination of the agreement. The Parks and Recreation Director shall review any such violation and may terminate the Agreement at his sole discretion.

- ◆ Vendor has access to the following equipment at MRCC: one upright refrigerator, an upright freezer, a steam table, an ice maker, five stainless steel tables and a microwave oven. The vendor may not use the convection oven.

**ALCOHOL INFORMATION**

- This section does not apply to me. Initials: \_\_\_\_\_
- I am serving alcohol and agree to the following conditions. Initials: \_\_\_\_\_

- ◆ Vendor shall have and maintain insurance with coverage of at least \$1,000,000 per occurrence and at least \$2,000,000 in the aggregate covering vendor's activities on the premises, including but not limited to serving alcohol, and the City of Overland Park shall be named on said insurance as an additional insured. Vendor shall provide the department with a certificate of insurance evidencing the coverage which specifies that said insurance shall not be cancelled without at least thirty (30) days prior written notice to department.
- ◆ If approved by the Parks and Recreation Director, and to the extent allowed by law, the Vendor shall be allowed to provide alcohol service for events at MRCC/TRCC. Vendor shall provide alcohol in accordance with Kansas Department of Revenue Division of Alcohol Beverage Control rules and regulations and in compliance with the applicable provisions of the Overland Park Municipal Code. Alcohol can only be served, not sold.
- ◆ Guests are not permitted to bring their own alcohol.
- ◆ Vendor shall not serve alcohol to individuals that appear intoxicated or to individuals identified by others as appearing intoxicated. Vendor shall not allow the consumption of alcohol by minors.
- ◆ All alcohol delivered to MRCC/TRCC by the vendor. Alcohol, open bottles, carafes, etc. may not be taken from the reception room or be left unattended in any public area. The vendor agrees that there will not be self-service of alcohol by any client. Kegs or champagne fountains are not allowed at the MRCC/TRCC.
- ◆ All employees of Vendor shall conduct themselves in a professional manner. No alcohol may be consumed by Vendor's employees while on duty.

\_\_\_\_\_  
Vendor/Owner

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Departmental Representative

\_\_\_\_\_  
Date

\*Please attach a business card to the front of this Vendor Agreement.

## Rental Policy Checklist

### DUE DATES

- ◆ Final rental times are due at the time of the rental request.
- ◆ Changes made to a permit will result in a \$10 change fee.
- ◆ The Reservation Form and Payment & Cancellation Form are due at the time of reservation.
- ◆ The Outside Vendor Information and Vendor Agreement Form are due at least eight (8) weeks prior to the event.
- ◆ The Rental Policy Checklist and Room Diagram(s) are due at least two (2) weeks prior to the event. All paperwork must meet its deadlines. Failure to do so may result in cancellation of the event.
- ◆ Final payment is due no later than three (3) months prior to the event.

### ROOM DIAGRAMS

- ◆ Staff will set up and tear down all tables and chairs. Available for use are 60" round tables (seating 8; MRCC only) and 6'x 3' rectangular tables (seating 6), and non-folding plastic chairs with fabric-covered seats.
- ◆ No linens are provided through the city.
- ◆ The permit holder needs to fill out the blank diagram(s) provided in the packet on how they would like the room set up. The diagram(s) is due back no later than two (2) weeks prior to the event. Failure to provide the diagram(s) during this time frame and/or proper drawings may result in the inability of staff to do the set-up and/or might require staff to alter your room set-up requests.

### CLEAN-UP/SET-UP

- ◆ In order to access the building, clients must have the facility rented with a permit. Please make sure to include time for set-ups (decorating, DJ/caterer set-up, vendor drop off, etc.) in your permit.
- ◆ Clients are responsible for disposal of all trash and decorations, clearing tables of loose trash and thoroughly cleaning the kitchen. You must leave the kitchen in the condition you found it, which includes sweeping and mopping the floor, wiping down the appliances inside and out and discarding leftover food and drink. Failure to thoroughly clean the kitchen may result in loss of room deposit and other fees will be assessed as needed.

### RESTRICTIONS

- ◆ Decorations are limited to table decorations only.
- ◆ Any plants or shrubs must have waterproof containers.
- ◆ All candles inside or outside must be enclosed in a fireproof container, or be dripless candles. Prior approval is required for candle usage.
- ◆ Smoking is not allowed.
- ◆ Chairs or other equipment are only available for use within the building areas or designated patio of the center. Private parties may use private chairs or equipment only with prior approval.
- ◆ The storage room may not be used to store items.

### RENTING FROM OUTSIDE COMPANIES

- ◆ If you are renting anything from an outside company, all vendors must sign and comply with the Vendor Agreement. (All paperwork is due eight weeks prior to event).
- ◆ Rental companies MUST have their property delivered and picked up during the permit time. Due to events that precede or follow your rental, there cannot be any exceptions to this. All deliveries must go to the north entrance of the building.

### ARRIVAL & DEPARTURE

- ◆ Upon arrival, check in at the control desk and a staff member will unlock the rented room(s).
- ◆ Following the event, the permit holder and a designated staff member will do a walk-through to assess the rooms rented and the Facility Exit Form will be completed at the end of the rental. Both the permit holder and staff member will sign the form.
- ◆ The permit holder will be asked to complete a customer satisfaction survey.

I have read, checked off and understand all the terms and conditions listed above:

Client Signature: \_\_\_\_\_

Permit Number: \_\_\_\_\_

## MRCC Room Rental Information

### ROOM CAPACITIES

#### Multipurpose Rooms

Style	Number	Total
Theatre	80 each section	250
Banquet (round tables)	80 each section	240
Banquet (rectangular tables)	86 each section	258
Classroom	40 each section	120
Square Box	24 each section	72
T-Shape	20 each section	60
U-Shape	20 each section	60

#### Classrooms

Style	Number			Total
Theatre	48 Cottonwood	25 Sunflower	20 Meadowlark	95
Banquet (round tables)	48 Cottonwood	24 Sunflower	16 Meadowlark	88
Banquet (rectangular tables)	48 Cottonwood	24 Sunflower	18 Meadowlark	90
Classroom	16 Cottonwood	12 Sunflower	10 Meadowlark	38
Square-Box	24 Cottonwood	12 Sunflower	8 Meadowlark	44
T-Shape	12 Cottonwood	10 Sunflower	10 Meadowlark	32
U-Shape	20 Cottonwood	10 Sunflower	8 Meadowlark	38

#### Hearth Room

Style	Total
Banquet (round tables)	72
Banquet (rectangular tables)	54

### ROOM SIZES

Room	Square Footage	Dimensions	Height
All 3 Multipurpose Rooms	4,940 square feet	84' x 49'	14' center, 12' perimeter
All 3 Classrooms	1,500 square feet	65'8" x 22'8"	8'6"
Hearth Room	1,700 square feet	49' x 34'	9'6"
Caterer's Kitchen	530 square feet	23' x 30'	8'6"
Executive Room	336 square feet	14' x 24'	9'6"

### CONFERENCE ROOM

- ◆ Seats 12
- ◆ Wireless Internet available
- ◆ Smart board and projection on wall

### BASIC INFORMATION

- ◆ Eight people can fit comfortably around 60" round tables.
- ◆ Six people can fit comfortably around 6' x 3' rectangular tables.
- ◆ MRCC only provides tables and chairs.
- ◆ There is dimmable lighting in the multipurpose rooms and Hearth Room.
- ◆ All rooms can be rented separately or in combination.
- ◆ Wireless Internet is available in the multipurpose rooms, Hearth Room and conference room.
- ◆ The dance floor is 37' x 21'.
- ◆ Screen sizes – Plaza Room: 79" x 140"; Crown & Vista Room: 58" x 102".
- ◆ The Hearth Room is reservable after 5 p.m. weekdays and anytime on weekends.

### A/V EQUIPMENT

Equipment	Multipurpose Room Cost	Classroom Cost
Video Projector/Screen Combo	\$40	\$40
Overhead Projector	\$10	\$10
Slide Projector	\$10	\$10
Screen (portable, fixed)	\$15	\$15
Podium with PA (standing or tabletop)	\$25	\$25
Podium no PA (standing or tabletop)	\$10	\$10
TV/DVD/VCR (room or cart)	\$15	\$15
Microphone (wired, wireless, lapel)	\$10	\$10
Easel/ Easel Pad	\$5	\$5
AV Setup	\$10	\$10
Dry Erase Board	\$10	\$10

# Rules and Regulations

## OPERATING PROCEDURES

- ◆ Program cancellations due to inclement weather will be based upon the judgment of the Manager of Leisure Services.
- ◆ No items may be put up for public display (i.e. brochures, flyers, pamphlets and other materials).
- ◆ No one under the age of 10 years old is allowed in the building unsupervised.
- ◆ No one under the age of 12 years old will be allowed to use the fitness equipment. Children aged 12-15 will be allowed to use the fitness equipment if accompanied by an adult. Adults aged sixteen and older may use the equipment unsupervised.
- ◆ The community centers are family-oriented facilities. Patrons are expected to dress in attire appropriate for such facilities.
- ◆ All participants using the gym area must wear soft-soled, non-marking shoes and appropriate workout attire.
- ◆ Swimming pool patrons must wear appropriate swim attire. Swim diapers are required for all non-toilet trained children.
- ◆ All lockers are for day use only. You must bring your own standard-size lock. Staff is not responsible for lost or stolen items.
- ◆ Tobacco, drugs and the use of profanity are strictly prohibited.

## RULES AND REGULATIONS

- ◆ The community centers adhere to a strict behavior policy. Any persons violating the established Rules and Regulations or constituting a public nuisance will be required to leave the facility.
- ◆ Misuse of the facilities, failure to conform to regulations or any other applicable city rules, regulations or ordinances will be sufficient reason for terminating the membership or permit.
- ◆ No foreign substance may be used on the floors. Violators will be asked to leave.
- ◆ A renter must receive approval for any decorations to be used at MRCC/TRCC, and shall be responsible for the removal of all decorations and special preparations for the function being sponsored.
- ◆ Smoking is prohibited.
- ◆ Gambling is prohibited. This includes any game of skill, chance or raffle, played with cards or any other device, for money.
- ◆ The Manager of Leisure Services, or his duly authorized representative on duty, has the right to enter all facilities at all times during any and all occupancies.
- ◆ MRCC/TRCC chairs, tables or other equipment are only available for use within the building. Designated patio furniture is provided and indoor furniture is not allowed to be taken outside of the facility. Private parties may use private chairs or equipment only with prior approval by the community center supervisor.
- ◆ All candles inside or outside must be enclosed in a fireproof container, or be dripless candles. Prior approval is required for candle usage.

- ◆ The possession and/or consumption of alcoholic beverages or cereal malt beverages are prohibited except in accordance with the rental of the MRCC/TRCC and in compliance with the established standards of alcohol use therein.
- ◆ Organizations or individuals may not use the community centers as a mailing address, telephone number, or storage area.
- ◆ No dogs (except service dogs), cats, or other animals are allowed in the community centers. Special permission may be granted for classes or programs involving animals to be held in the community centers.
- ◆ All social dances and activities held in the community centers shall be conducted on a club or group membership basis by advance ticket sales. There are to be no dances or activities on an "open to the public" basis except by written approval of the Manager of Leisure Services.

### **PROCEDURE FOR FACILITY RENTAL OR USE**

- ◆ Reservations for use of the community centers may be made at Matt Ross Community Center or over the phone through Leisure Services if a major credit card is used as the method of payment.
- ◆ Reservations should be requested at least one week in advance. Reservations may be made up to twelve months in advance. Should a conflict with a city-sponsored program arise, the user will receive a seven day notice in advance of the requested date, if time permits.
- ◆ Requests for space should be directed to the Matt Ross Community Center through Leisure Services during its business hours, Monday through Friday, 8 a.m. - 5 p.m.
- ◆ The deposit fee shall accompany all requests for space. Partial payment may be made for reservations made three months in advance. Full payment is due three months prior to the rental. Full payment is required for rentals made with less than three months' notice.
- ◆ Space and/or facilities will be reserved on a priority basis in accordance with the adopted resolution outlining the priority groups. Requests for space, wherein it is anticipated that existing parking areas are not adequate for the planned event, will result in denial of reservation request irrespective of the priority of the requesting group.
- ◆ The patron shall be responsible for any damage to equipment or property. If, after an activity, additional janitorial maintenance is required (other than the normal cleaning process), the room deposit that has been made will not be fully returned and other fees will be assessed as needed.
- ◆ Placement and arrangement of any equipment or property owned or rented by a lessee may only be done by seeking approval in writing as a part of the permit. Any plants or shrubs must have waterproof containers.
- ◆ Any movement of movable walls, furniture and/or equipment must be pre-approved and performed only by staff. Nothing is to be tacked, pinned, nailed or glued on any surface. Table decorations only. All table decorating must take place during your rental time. Prior approval is required for candle usage.
- ◆ The permit holder shall observe, obey, and comply with all applicable City, County, State, and Federal laws, rules and regulations, and any specific use regulations. All permits and licenses required for the intended use under the terms of the permit shall be procured by the permit holder.
- ◆ Users shall enter and vacate the building at the time designated on the Rental Permit.
- ◆ Storage is not provided for any items associated with your event. Please be aware of your set-up and rental times and plan accordingly. All items must be cleared from the facility at the conclusion of your event.
- ◆ Changes made to a permit once issued are subjected to a \$10 change fee.

- ◆ Non-Overland Park businesses pay one and a half times the regular rate.
- ◆ All rentals during hours outside of normal operating hours will be subject to a two-hour minimum to cover usage of the building and staff availability.
- ◆ The City of Overland Park is not responsible for accidents, injury, illness, or loss of group or individual property. The city may require proof of insurance coverage at a city approved rate where the activity for which the permit is sought involves food or is inherently hazardous to life or property.
- ◆ Rental fees and rates are established by resolution by the City Governing Body.
- ◆ A Rental Permit and a copy of the Center Rules and Regulations will be issued for each reservation. Permits may not be transferred, assigned, or sublet.
- ◆ Requests for fee refunds for use of the community centers must be submitted in writing at least two weeks in advance of the rental date to be considered for a refund. A \$10 cancellation fee will be assessed. Any request received from 13 days to seven days in advance, may be considered for a 50% refund. Any request for refund submitted less than seven business days prior to rental date will not be accepted.
- ◆ All refunds will be handled by a Check Request or as a credit on the original credit card used. Refunds require a written request. Approval by the Manager of Leisure Services is required for all refunds.

# MATT ROSS COMMUNITY CENTER RENTAL FEES

Approved by City Council 6-9-08

## REGULAR HOURLY RATES

Monday thru Thursday – 5:30am-10pm  
Friday – 5:30am-5pm

## PRIME HOURLY RATES

Friday – 5pm-10pm  
Saturday 7am-8pm  
Sunday – 10am-8pm

## AFTER HOURS HOURLY RATES

Anytime Matt Ross Community Center is closed.

Fees for use of the community center during hours of operation shall be as follows:

## MULTIPURPOSE ROOMS

### One Room

Regular Rate - \$40/hour  
Prime Hours Rate - \$45/hour  
\*After Hours Rate - \$80/hour

### Two Rooms

Regular Rate - \$80/hour  
Prime Hours Rate - \$90/hour  
\*After Hours Rate - \$160/hour

### Three Rooms

Regular Rate - \$120/hour  
Prime Hours Rate - \$135/hour  
\*After Hours Rate - \$240/hour

## HEARTH ROOM

Regular Rate - \$60/hour

Prime Hours Rate - \$65/hour

\*After Hours Rate - \$120/hour

## CLASSROOMS

### Large Classroom

Regular Rate - \$24/hour  
Prime Hours Rate - \$29/hour  
\*After Hours Rate - \$48/hour

### Small Classrooms

Regular Rate - \$10/hour  
Prime Hours Rate - \$15/hour  
\*After Hours Rate - \$20/hour

## PARTY ROOMS

Regular Rate - \$25/hour/room

Prime Hours Rate - \$30/hour/room

\*After Hours Rate - \$50/hour/room

## GYMNASIUM

### Half Court

Regular Rate - \$30/hour  
Prime Hours Rate - \$35/hour  
\*After Hours Rate - \$60/hour

### Full Court

Regular Rate - \$50/hour  
Prime Hours Rate - \$55/hour  
\*After Hours Rate - \$100/hour

## CATERER'S KITCHEN (food service only)

Regular Rate - \$25/hour

Prime Hours Rate - \$30/hour

\*After Hours Rate - \$50/hour

## EXPLORER ROOM (after hours only)

Regular Rate – NA

Prime Hours Rate – NA

\*After Hours Rate - \$60/hour

## SWIMMING POOL

\*After Hours Rate - \$100/hour  
\$85/hour staff fee  
Two (2) hour minimum

Birthday Party Pool Package  
(25 swimmers)  
Base Package Rate - \$150.00

## EXECUTIVE CONFERENCE ROOM

Regular Rate - \$20/hour

Prime Hours Rate - \$25/hour

\*After Hours Rate - \$40/hour

\*All rentals during hours outside of normal operating hours will be subject to a two-hour minimum to cover usage of the building and staff availability.  
Non-Overland Park businesses pay 1½ times the rate.

## DISCOUNTED RENTAL PACKAGES

A rental that includes all three multipurpose rooms for a minimum of six consecutive hours, and the caterer's kitchen can receive a discount of 20%. All rental time must be within the regular facility hours. The Hearth room can be added to this package at a 15% discount off the regular price.

## AFTER-HOURS FULL FACILITY RENTAL PACKAGE

A full facility after hour's rental that is a minimum of six (6) hours will be discounted 25%. This rental package will also include a maximum of two (2) hours of setup at no charge. The full facility rental package does not include the pool, fitness area/track, child-watch, fitness studios and office complex. The pool can be added to the full facility rental package at a cost of One Hundred Eighty-Five dollars (\$185.00) per hour with a maximum of three hours.

# Children's Party Packages

(Matt Ross Community Center)

## TIME FRAMES

### **CABANA ROOM**

11:00 a.m. – 12:00 p.m.  
12:30 p.m. – 1:30 p.m.  
2:00 p.m. – 3:00 p.m.  
3:30 p.m. – 4:30 p.m.  
5:00 p.m. – 6:00 p.m.

### **TIKI ROOM**

11:30 a.m. – 12:30 p.m.  
1:00 p.m. – 2:00 p.m.  
2:30 p.m. – 3:30 p.m.  
4:00 p.m. – 5:00 p.m.  
5:30 p.m. – 6:30 p.m.

## BIRTHDAY PARTY BASE PACKAGE

**PRICE: \$150**

- ◆ Maximum 25 attendees (including adults)
- ◆ One hour in the party room (no time extensions are allowed due to parties immediately following)
- ◆ Unlimited Swim/Gym usage
- ◆ Lockers are available; however, locks are not provided.
- ◆ A cart is provided in the room to move items out of the party room and must be returned at the end of the scheduled party time.
- ◆ RENTER BRINGS: cake, ice cream and drinks (no red liquids). All party supplies and any decorations wanted by renter must be labeled and provided to the MRCC staff prior to close of business the day prior to the party. Decorations are restricted to balloons (staff will inflate), table decorations, party hats, banners and party trinkets. Streamers and confetti are not allowed. Party guests and host are not allowed to decorate their own room.

## DECORATIONS PACKAGE- *Five days advance notice required*

**PRICE: \$200**

Includes Birthday Party Base Package and

- ◆ MRCC will provide the following decorations: balloons, table cloth, Happy Birthday banner, plates, utensils and cups.
- ◆ Streamers and confetti are not allowed.
- ◆ RENTER BRINGS: cake, ice cream and drinks (no red liquids).

## FOOD PACKAGE- *Five days advance notice required*

**PRICE: \$225**

Includes Birthday Party Base Package and

- ◆ MRCC will provide the following: cake (chocolate or vanilla 1/2 sheet with child's name and age), vanilla ice cream (individual 4 ounce serving), apple juice boxes, bottled water, plates and utensils
- ◆ Any decorations wanted by the renter must be labeled and provided to the MRCC staff prior to close of business the day before the party. Decorations are restricted to balloons (staff will inflate), table decorations, party hats, banners and party trinkets. Streamers and confetti are not allowed. Party guests and host are not allowed to decorate their own room.

## PARTY PACKAGE- *Five days advance notice required*

**PRICE: \$275**

- ◆ MRCC will do all of the work for you!
- ◆ MRCC will set up, decorate, provide the food and drinks and clean up.
- ◆ All you have to do is show up and have a good time.

\* Patrons that reserve both party rooms will be charged double the price and double materials supplied.

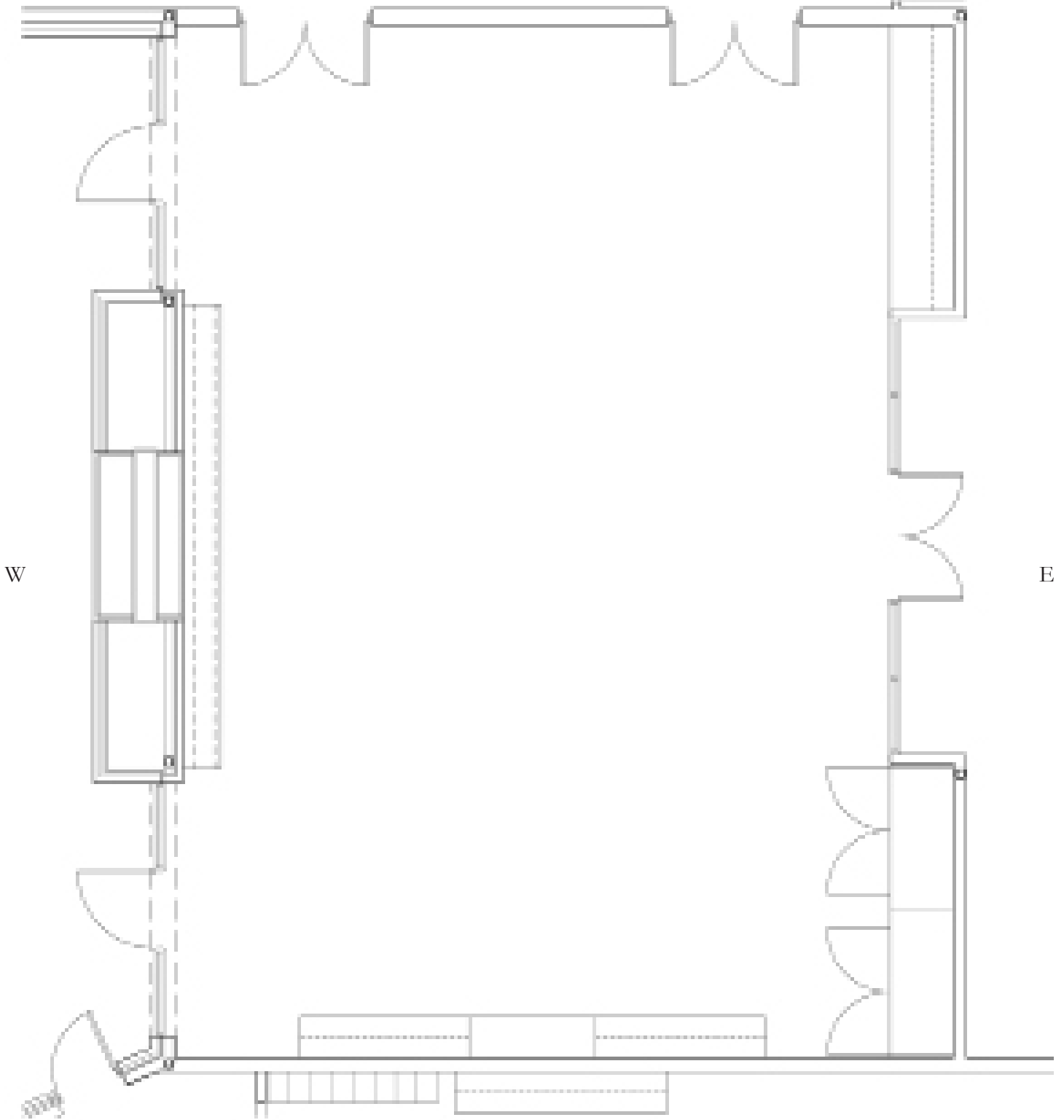
## RULES TO FOLLOW

- ◆ Arrive 15 minutes before your scheduled party time and report to the Control Desk. A staff member will escort your party down to the party room.
- ◆ All members of the party must arrive at the same time. A wristband will be provided for up to 25 guests, which includes any adults staying for the party. If you have more than twenty five people, you will be charged the \$7 daily fee for each additional person; however, the room can only accommodate 25 guests. Once the entire party is present, the group will be escorted downstairs by an MRCC staff member.
- ◆ If there is a late arrival, the person who rented the room must leave the name(s) of the late arrival(s) at the Control Desk. A wristband will be left for that person(s). Upon arrival, they will be escorted to the party by an MRCC staff member.
- ◆ All decorations MUST be labeled and brought to MRCC prior to the close of business the day before the party. Party guests and hosts are not allowed to decorate their own room.
- ◆ Each room has two 8' tables.
- ◆ The Tiki and Cabana rooms may only be rented as birthday party packages during Prime Time hours (Friday evening through Sunday evening). They may be rented as classrooms during Regular hours (8 a.m. to 5 pm. Monday through Thursday.)
- ◆ The party room must be vacated at the end of the party.
- ◆ The pool closes at the following times:

Monday – Friday	9:00 p.m.
Saturday	7:30 p.m.
Sunday	7:00 p.m.

# HEARTH ROOM

N



W

E

S

60" Round

6' x 3' Rectangle

# MULTIPURPOSE ROOMS

N

Plaza Room

Vista Room

Crown Room

S  
Hearth Room

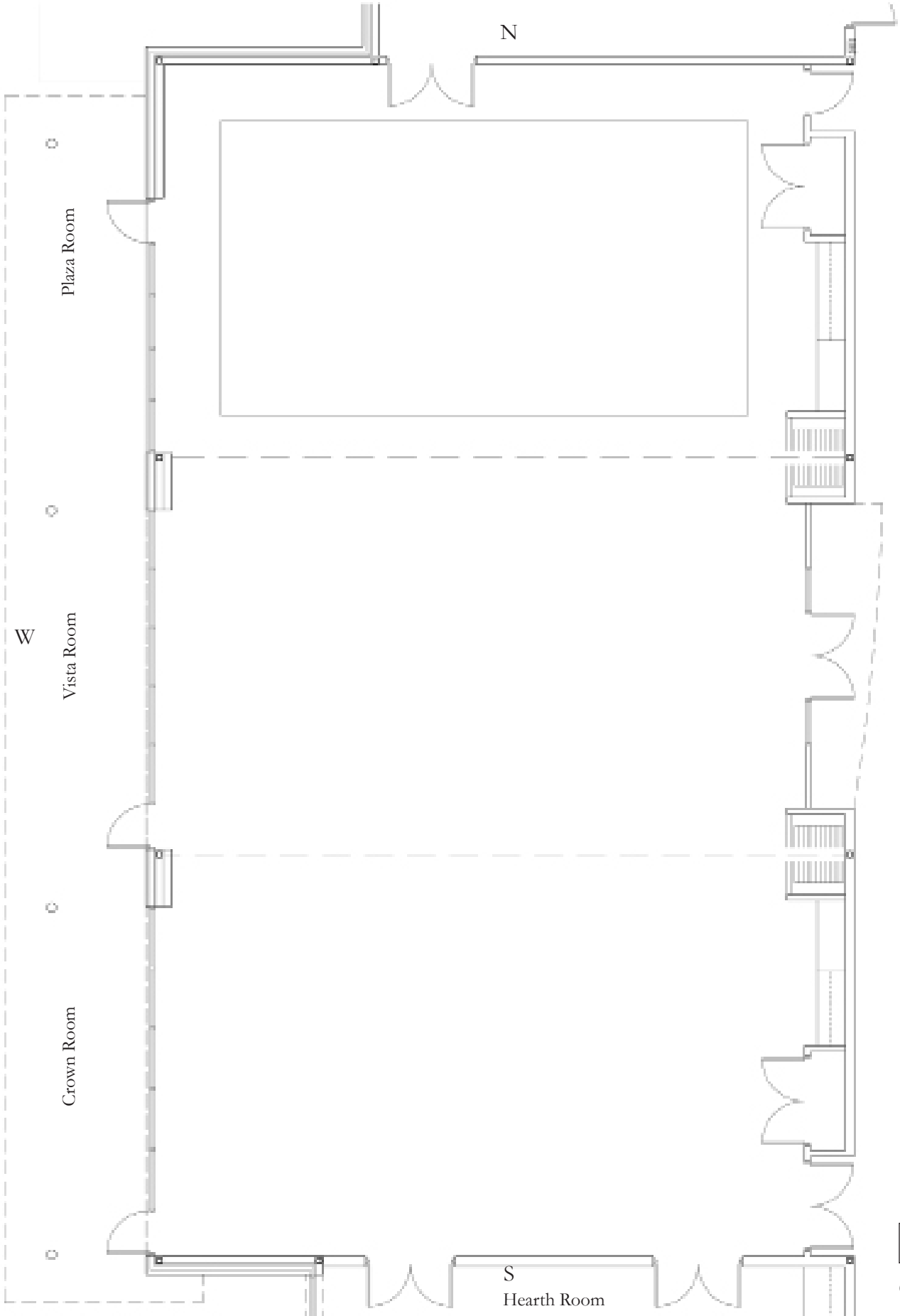
E



60" Round



6' x 3' Rectangle

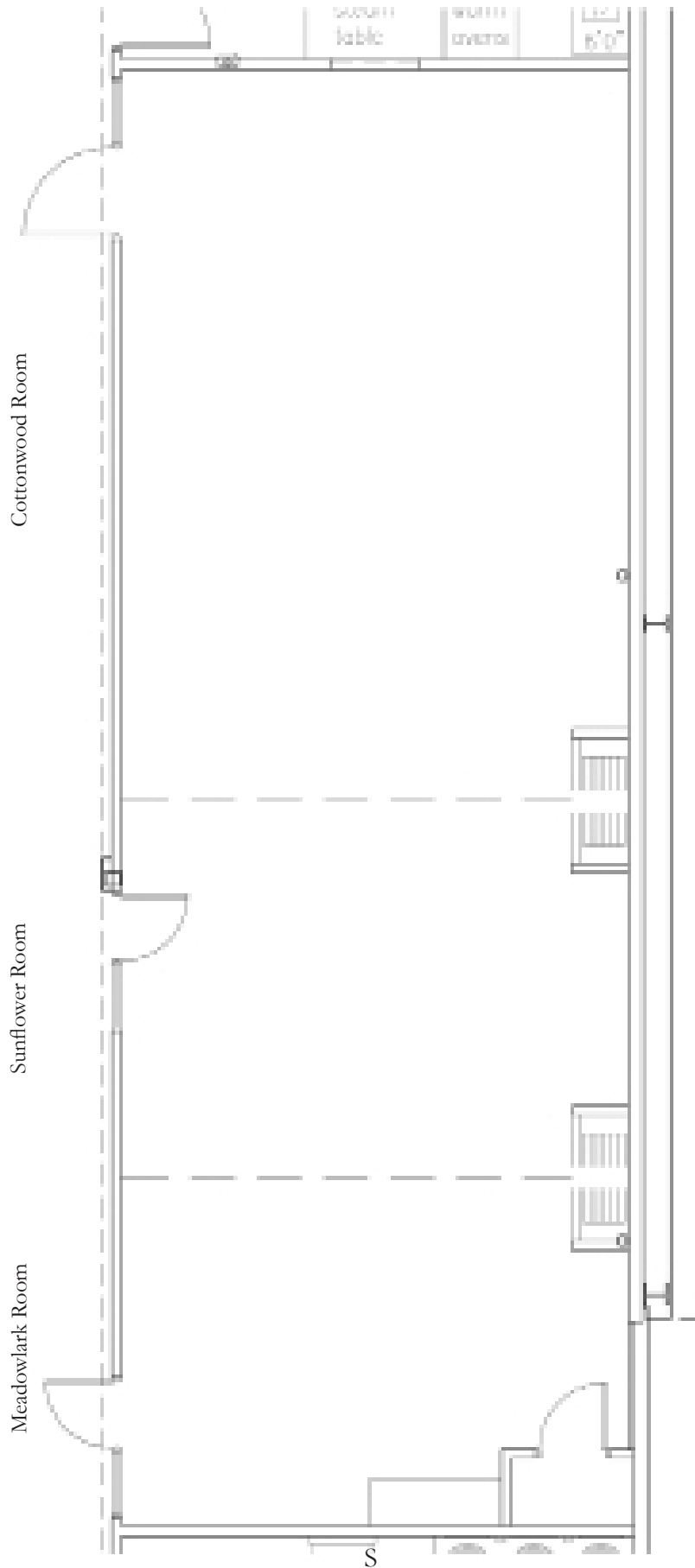


# CLASSROOMS

N

W

E



60" Round

6' x 3' Rectangle