

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: _____

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 dripleless 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.