RULES AND REGULATIONS

1. Groups composed of ages 11 and under must be supervised by one adult (18 or older) for each 10 children at all times while they are using the facility.

2. Groups composed of ages 12-17 must be supervised by one adult (18 or older) for each 7 youth at all times while they are using the facility.

3. The City shall furnish light, heat, air-conditioning and janitorial services incidental to ordinary building usage. The renter shall be responsible for all decorating and other special preparations necessary for rental (if approval is granted.) All decorations shall be put up and taken down on the day of the activity in accordance with stated policy.

4. Placement and arrangement of equipment or property owned or rented by lessee may be done by seeking approval as a part of the rental agreement.

5. The applicant shall be responsible for any damage to center equipment or property. If, after an activity, additional janitorial maintenance is required (other than the normal cleaning process) the applicant may be charged accordingly.

6. No foreign substance (wax, sand, etc.) may be used on the floors.

7. Applicants may use only those facilities or equipment specifically designated on the Facility Use Agreement.

8. Storage facilities are not available for applicants use.

9. **SMOKING IS PROHIBITED.**

10. All dances and activities which are "open to the public" shall require approval of the Parks and Recreation Director.

11. GAMBLING IS PROHIBITED. (The exception to this is Bingo, provided compliance with all state regulations.)

12. Permits may not be transferred.

13. Community Center staff shall have the right to enter all rooms, at all times, during rental occupancy.

14. The rental group shall comply with all applicable City, County, State and Federal laws and any specific use regulations.

15. The Parks and Recreation Department reserves the right to refuse use of the Irene B. French Community Center for activities that are in direct conflict with programs, services, and rentals provided by the department.

16. The City of Merriam 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 involves food or is inherently hazardous to life or property.

17. Community Center chairs or other equipment are available for use only within the building.

18. Food and refreshment may be permitted in designated areas.

19. All persons using the Community Center shall be properly clothed, including shirts and shoes.

RULES AND REGULATIONS CONT.

20. **The serving and consumption of alcoholic beverages** is permitted by the issuance of a Temporary Alcoholic Beverage License by the Director of Parks and Recreation or their designee. **No permits will be approved for room rentals which are designated as parties for children or youth.** The following regulations will be enforced.

a. **The following alcoholic beverages are permitted to be served: Beer, wine, champagne. No other alcoholic beverages are permitted.**

b. The temporary alcoholic beverage permit must be applied for, and all requested information completed and approved at least **14 days prior to the rental date** for which the permit is issued. The permit fee is $25.00 and is due upon approval of the application form.

c. **Security guard(s) will be required for all gymnasium rentals where alcohol is being served**. They will be contracted through the City of Merriam Police Department by Community Center staff after the Liquor Permit has been filled out, signed and approved. Security guard(s) is required to be on duty from the time alcohol is served until rental party ends as specified on rental form. The ratio shall be no less than one (1) guard per 100 guests. Above 100 is subject to review by city staff to determine if additional security is necessary. **The Security guard fee is $40.00 per hour/per guard, and must be paid, in cash, at least 14-days in advance of the rental dates.**

d. Rental function attendees or guests are <u>not</u> permitted to bring in their own coolers or containers. All alcoholic beverages must be provided by the permit holder and dispensed from a central location (bar).

e. The serving and consumption of alcoholic beverages will be allowed only within the room which has been rented for the occasion.

f. No alcoholic beverage may be served or consumed by any guest in attendance who is under age twenty-one (21).

g. City of Merriam parks and recreation staff or Merriam Police officers shall reserve the authority to suspend the serving of alcoholic beverages, or terminate the rental due to the abuse of facility or staff, failure of rental guests to follow rental policies, or failure to provide and maintain appropriate security.

21. The City is authorized to issue a **"Temporary Cereal Malt Beverage License"** to any non-profit religious, charitable, fraternal, educational or veterans organization operating as a non-profit organization providing for **the sale or serving of cereal malt beverages** at Irene B. French Community Center. Cereal Malt Beverage is defined by Kansas State Statute as any fermented but undistilled liquor brewed or made from malt or a mixture of malt but does not include any such liquor which is more than 3.2% alcohol by weight. The License must be prominently displayed. **No other alcoholic beverages other than Cereal Malt Beverages are permitted to be served or sold with the issuance of this license. No Cereal Malt Beverage permits may be issued for Sunday events.**

22. The Community Center director will determine if a room rental needs extra security, i.e. concerts, large parties, dances, teenage special events, etc. If deemed necessary, extra security will be provided by the renter with approval by the Parks and Recreation director no less than 1 week prior to the event.

23. Users shall vacate the building at the time designated by the rental agreement. Failure to comply will result in extra charges.

24. Animals (except service dogs) are not permitted in the center unless part of a specially authorized program.

25. Any person violating the established Rules and Regulations, or constituting a nuisance, may be requested to leave the facility. The misuse of the Community Center will be sufficient reason for terminating the agreement.

Irene B. French Community Center

5701 Merriam Drive
Merriam, Ks. 66203
(913) 322-5550

<u>Operating Hours</u>

Monday-Thursday, 8:00am-9:00pm
Friday, 8:00am-5:00pm
Saturday, 8:00am-4:00pm
Sunday, 1:00pm-5:00pm

(Afterhours rentals available upon request)

Room rental applications accepted.
Monday-Friday, 8:00am-5:00pm

ROOM RENTAL FEES

Resident Room Rates (per hour):

Jenks Gymnasium (without set-up): (Basketball / Pickleball / Volleyball)	$ 20.00/$ 35.00ah*
For volleyball & pickleball rentals	$ 5.00 set-up fee
Jenks Gymnasium (with set-up)	$ 80.00/$100.00ah
Large Multi Purpose Rooms: Hocker Grove/Campbell	$ 45.00/$ 65.00ah
Small Multi Purpose Rooms: South Park/Hocker A & B	$ 30.00/$ 45.00ah
Classroom: Kessler	$ 20.00/$ 35.00ah
Merriam Park Room	$ 20.00/$ 35.00ah
Conference Room	$ 20.00/$ 35.00ah
Game Room	$ 25.00/$ 40.00ah
Kitchen**	$ 25.00/$ 40.00ah

Nonresident Room Rates (per hour):

Jenks Gymnasium (without set-up) (Basketball / Volleyball / Pickleball)	$ 25.00/$ 45.00ah*
For volleyball & pickleball rentals	$ 5.00 set-up fee
Jenks Gymnasium (with set-up)	$100.00/$125.00ah
Large Multi Purpose Rooms: Hocker Grove/Campbell	$ 60.00/$ 85.00ah
Small Multi Purpose Rooms: South Park/Hocker A & B	$ 40.00/$ 60.00ah
Classroom: Kessler	$ 25.00/$ 45.00ah
Merriam Park Room	$ 25.00/$ 45.00ah
Conference Room	$ 25.00/$ 45.00ah
Game Room	$ 30.00/$ 50.00ah
Kitchen**	$ 30.00/$ 50.00ah

Commercial Room Rates (per hour):

Jenks Gymnasium (without set-up) (Basketball / Volleyball / Pickleball)	$ 30.00/$ 55.00ah*
For volleyball & pickleball rentals	$ 5.00 set-up fee
Jenks Gymnasium (with set-up)	$120.00/$145.00ah
Large Multi Purpose Rooms: Hocker Grove/Campbell	$ 70.00/$ 95.00ah
Small Multi Purpose Rooms: South Park/Hocker Grove A & B	$ 45.00/$ 70.00ah
Classroom: Kessler	$ 30.00/$ 50.00ah
Merriam Park Room	$ 30.00/$ 50.00ah
Conference Room	$ 30.00/$ 50.00ah
Game Room	$ 35.00/$ 60.00ah

Package Rates	Resident	Nonresident	Commercial
(Large Multi-Purpose Room + Kitchen)			
4 Hours	$260/$360ah	$315/$480ah	$370/$558aj
6 Hours	$385/$540ah	$475/$729ah	$550/$837ah
8 Hours	$520/$720ah	$630/$972ah	$735/$1,116ah
(Gymnasium + Kitchen)			
4 Hours	$378/$486ah	$468/$630ah	$558/$738ah
6 Hours	$567/$729ah	$702/$945ah	$837/$1,107ah
8 Hours	$756/$972ah	$936/$1,260ah	$1,116/$1,476ah

Wedding Package (Access to rooms Friday, 4pm-9pm; Saturday, 8am-Midnight)

(Gym + Kitchen)	$2,160	$2,745	NA

Wedding Package (Access to room Friday, 4pm-9pm; Saturday, 8am-Midnight)

(Gym only)	$1,458	$1,825	NA

* ah=after regular operating hours: (8am-9pm M-TH; 8am-5pm Friday; 8am-4pm Sat;1pm-5pm Sunday)

** Applicant must provide their own cooking utensils

EQUIPMENT RENTAL

We have a limited supply of equipment which can be rented for your function. Requests for equipment should be listed on the facility request form at the time the rental application is completed, and will be filled on a first-come, first-served basis. Rental groups will be liable for damages to equipment.

Coffee Pot (100 cup) (You provide supplies and make your own coffee)	$5.00
Coffee Service (We make the coffee and provide the supplies)	$.30 per cup
Drink container (5-gal.)	$5.00 p/day
Lucite Punch Bowl/Ladle	$5.00 p/day
TV/VCR/DVD set-up	$10.00 p/day
Coffee Carafes	$3.00 p/day
Podium with microphone	$10.00 p/day
*Gymnasium Sound System	$75.00 p/day
Portable Bar	$25.00 p/day

Note: We do not furnish ice

***Rental of the sound system requires instruction prior to rental date.**

MISCELLANEOUS INFORMATION

Candles: The use of lit candles is prohibited by city fire code.

Flags: A United States flag on a pedestal is available for your use.

Floor plans: We would be delighted to suggest an arrangement which will meet your needs. Communications and requests for set-up will be made only with the original applicant listed on the facility request form and must be in compliance with fire code. We reserve the right to make necessary adjustments in seating arrangements to insure the safety of guests and staff. **Final room set-up arrangements must be made no later than seven days prior to rental date. Any changes requested after this date will be the responsibility of the rental group.**

Tables: Choose from two sizes of rectangular tables: 5 or 8-feet in length. 5-feet tables seat 6 people; 8-feet tables seat 8 people.

Kitchen rentals include the following: Use of appliances plus the walk-in refrigerator. The Dishwasher and Ice Machine are not included. Renters must bring their own utensils. Please inform your caterer if the kitchen has been rented or not.

PLEASE NOTE:
PLEASE DISCUSS YOUR ELECTRICAL NEEDS FOR APPLIANCES, ETC. PRIOR TO BOOKING YOUR RENTAL.

Resident: A person whose permanent residence or business is within the city limits of Merriam. Proof of residency required, applicant must agree to be the responsible party to receive resident rate.
Non-resident: A person whose permanent residence is outside the city limits of Merriam.
Commercial: When a fee will be charged by the renter to others to use the facility, either by an admission charge at the door, advance ticket sales or registration fees, or when company business will be conducted.

ROOM RENTAL POLICY

Reservations must be made by persons 18 years of age or 21 years of age if liquor will be served. Application for use of the Center must be made on the room rental request form. Requests must be signed by an adult of requesting group who assumes responsibility.

Space must be requested at least 7 days in advance. **No additional rooms can be acquired on the day of the event, including rental of the kitchen.** Reservations may be made up to 12 months in advance and shall be done on a first come, first served basis**. Reservations for rentals must be accompanied by a $150 refundable damage/security deposit. Changes to reservations are subject to a $10 processing fee and must be made at least 2 business days in advance of the reservation date.**

Room rentals in which the total fee is less than $100, the total fee is due upon application. For rental fees over $100, 50% of the total fee is due upon application. All rentals shall be paid in full no later than 14 days in advance. **Gym rentals: Requests must be made no later than the Thursday (by 5pm) prior to the week you want to rent. Requests for team practices involving multiple dates must be accompanied by payment in full. A minimum 2 hours rental is required for all after hour rentals.**

Room Rental Refunds:
The permit holder must request cancellation of event in writing. If the request is received at least 31 days prior to rental date the damage deposit and rental fee, less a $10 processing fee will be returned.
The permit holder must request cancellation of event, in writing. If the request is received within 30 days prior to the rental date the damage deposit will be returned in its entirety, no refund on any rental fees paid.
The facility may be closed by Park staff for inclement weather. If this occurs, the rental will be canceled and the renter issued a full refund.
A renter may request to reschedule an event during inclement winter weather. The new date will be determined on availability of space originally rented at no additional cost. In the event a date cannot be mutually decided upon, the rental fee will be placed on a household credit for future use.

Inclement Weather Cancellations: All events or rentals cancelled by the City of Merriam due to bad weather may be re-scheduled. No refunds will be available for cancellations made by client.

Rental groups will be responsible for their own clean-up including: placing all trash in provided receptacles, cleaning tables and chairs, removing personal decorations and property from room, cleaning of rental equipment, and cleaning spilled liquids. Failure to complete clean-up within the hours of the rental reservation will result in forfeiture of deposit.

Rental groups will be charged for ALL hours in which the room is dedicated to their use, including decorating, and clean up time following the rental.

Communications and requests for set-up will be made only with the original applicant listed on the facility request form. Request should be confirmed with our staff. Requests for specific set-ups will be honored unless in violation of city fire code. **After community center staff has set room up, any changes will be the responsibility of the rental group.**

Decorations:
Any decorating, covering, or changes to the facilities must be discussed at the time of the rental application and put in writing as part of the permit. The use of the following decorating materials and equipment are prohibited: Cellophane, duct, or adhesive tape, nails, staples, screws, loose glitter, birdseed, sand, confetti, bubbles, bubble machines, incense and fog machines. **Use of these items could result in the loss of your damage deposit**. Masking tape, if used, must be removed following the event. No materials may be attached to ceiling tiles or ceiling grids. The relocation of community center furnishings and equipment, other than tables and chairs provided for the rental, is not permitted.