Merriam Historic Plaza Meeting Room Rental Information

Merriam Historic Plaza
& Visitors Bureau
6304 East Frontage Road
Merriam, KS 66202
913-403-8999 | 866-707-6534
www.exploremerriam.com

MEETING ROOM RENTAL POLICY

Reservations must be made by persons 18 years of age or older.

Application for use of the meeting room 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 rentals can be acquired on the day of the event. Reservations may be made up to 6 months in advance and will be done on a first come – first served basis. Reservations for rentals must be accompanied by a $150 refundable damage/security deposit.

For rentals in which the total fee will be less than $100, the total fee will be due upon application. For rental fees which total over $100, at least 50% of the total fee is due upon application. All rentals shall be paid in full no later than 7 days in advance.

In the event that damage to the facility or its equipment (as a result of the rental) should exceed the deposit, the damage deposit will be kept and additional charges will be assessed by the City. Those charges will not exceed the cost to repair or replace the damaged items.

Cancellations: Cancellations made at least 7 days prior to the rental date will receive a full refund of all fees and deposits paid, less a $10 processing fee. Rentals cancelled less than 7 days in advance of rental day will forfeit all pre-paid fees; security deposit will be returned.

During bad weather, cancellations will be accepted if called in accordance with Shawnee Mission School District weather (snow or tornado warning) policy. All events or rentals cancelled due to bad weather will be re-scheduled. No refunds will be available.

Rental groups will be responsible for their own clean-up including: disposal of trash, removal of decorations, and cleaning of tables and chairs.

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 the Visitors Bureau Director. Requests for specific set-ups will be honored unless in violation of city fire code or inability to accommodate schematic. After the staff has set the room up, any changes will be the responsibility of the rental group.

The requested room will be available 15 minutes prior to the rental time, and should be vacated at the time specified on the rental request form. Additional charges will be assessed to groups who fail to vacate at specified time and will be deducted from room deposit.

The use of loose glitter and confetti is prohibited. No ice or loose material may be thrown inside the building. No items may be attached to any part of the walls (tacks, staples, tape, etc.)

All rentals are subject to City and State regulations regarding the serving and/or consumption of alcoholic beverages.

MEETING ROOM RENTAL FEES

based on availability

Room Rate (per hour): $40.00 / $60.00 after hours*

Merriam Hotel Rate**: $30.00 / $50.00 after hours*

*after regular operating hours (regular hours are M-F 8:00 a.m.-4:30 p.m.)

**in conjunction with five or more room nights at any Merriam hotel property

Daily rates are available by request at $150 / 200.

MISCELLANEOUS INFORMATION

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

Floor plans: We would be delighted to suggest an arrangement to meet your needs. Room capacity may not exceed established 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 shall be made no later than seven days prior to rental date.

Capacity:

- Classroom style: 30 at tables (6 rows)
- Theatre style: 45 (no tables)
- Boardroom style: 20-24 with tables (large rectangle)

Tables: Tables are rectangular and 5-foot in length. Tables normally seat 2 people each (classroom style). Two additional buffet style tables (6-foot) are available for food setup in the hallway. The counter in the meeting room also serves as a food service area.

RULES & REGULATIONS

1. Groups composed of ages 17 and under must be supervised by one adult for every 7 children at all times while using the facility.

2. Any decorating, covering, or changes to the facility should be discussed at the time of the rental application and put in writing as a part of the permit. The use of cellophane or adhesive tape, nails, staples, screws, etc., on tables or other equipment/facilities is not permitted. Placement, relocation, or rearrangement of equipment other than tables and chairs is not permitted.

3. The facility shall furnish light, heat, air-conditioning and janitorial services incidental to ordinary building usage. The renter shall be responsible for all decorating and other 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 may be used on the floors.

7. Storage facilities are not available for applicant's use.

8. Smoking is not permitted anywhere inside the facility or on the facility grounds.

9. All rentals must adhere to maximum building capacity regulations.

10. Gambling is prohibited. (The exception to this is Bingo, provided compliance with all state regulations).

11. Permits may not be transferred.

12. City staff shall have the right to enter all rooms, at all times, during rental occupancy.

13. The rental group shall comply with all applicable city, county, State, and Federal laws and any specific use regulations.

14. 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 City approved rate where the activity involves food or is inherently hazardous to life or property.

15. Chairs, audio/visual components, and other equipment are available for use during rentals. No equipment of the MHP is allowed to be disconnected or reconnected to brought-in equipment. Extension cords are available.

16. All persons using the meeting room shall be properly clothed, including shirts and shoes. Noise restrictions will apply and the police may be contacted if a rental group is loud and/or out of order. Rental will be terminated immediately upon this violation.

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

18. Animals (except service dogs) are not permitted unless part of an authorized program.

19. Any person violating the established rules and regulations may be required to leave the facility. The mis-use of the meeting room is sufficient reason for terminating the agreement.

20. Supplies located in the storage room of Merriam Historic Plaza are prohibited for use or consumption by rental groups. Such usage will result in extra charges to restock supplies (this includes coffee, creamer, sugars, soda, water, paper, copier, etc.) All rentals are for use of the meeting room only; meetings may not flow into hallway or private office spaces; all food/beverage, supplies, displays, decorations must be provided by renter.

21. Parking at the facility is limited to marked stalls only. Additional parking is available in the lot(s) across the street.

22. The City reserves the right to cancel a reservation for any reason. In the event of cancellation, the reservation date may be transferred to a new date, or the deposit will be fully refunded.

Merriam Historic Plaza & Visitors Bureau
Meeting Room Rental Application

Rental Date:	
Rental Time:	

As a condition precedent to the issuance of a permit for the use of the Meeting Room at Merriam Historic Plaza & Visitors Bureau, I, the undersigned, agree to the following terms and conditions and assume the responsibility to ensure that my attendees, guests and I abide by all rules and regulations governing the use of the facilities.

It is understood that the City of Merriam, Kansas its officials, officers, and employees, will not be responsible for accidents, injuries, illness, or loss of group or individual property relating to the use of the Merriam Historic Plaza & Visitors Bureau Meeting Room. I agree to indemnify and hold harmless the City of Merriam, Kansas, its officials, officers, and employees, against and from any liability whatsoever arising from the use of the meeting room by my attendees, guests and/or me.

- I agree to be present during all hours of the rental function, or to provide a contact person for the staff who will be supervising the facility.
- I agree to be responsible for the following clean-up functions at the conclusion of the rental: Removing trash, decorations, and personal property, cleaning off tables and chairs and floor cleanup.
- I agree to be responsible for damages caused by my attendees, guests, and me. Damages will be deducted from the deposit check or billed to me if they exceed deposit amount.
- Cancellation Policy: Cancellations made at least 7 days prior to the rental date will receive a full refund of all fees and deposits paid, less a $10 processing fee. Rentals cancelled less than 7 days in advance of rental day will forfeit all pre-paid fees; security deposit will be returned.

Signature:_____Date:_____

Applicant (print name):_____Phone:_____

Group or Organization:_____

Address:_____City:_____State:_____ Zip:_____

Email:_____Fax:_____

What is the purpose of your rental? _____

# of people expected to attend:_____

Will you need projection/audio/visual:_____

Will food/beverages be served?_____

What setup style do you prefer?

____*Board Room* - seats 24 (box style)
____*Classroom* - seats 30 (in rows)
____*Theatre* - seats 45 (no tables)

Staff Use Only:	
Application Received:	
Rental Amount:	
Check / Credit Card	
Name on Card:	
Card #:	
Exp Date:	
3-dig code:	
Deposit Returned:	
Staff Member:	

Return this application with payment (payable to): City of Merriam c/o Merriam Visitors Bureau
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