

Balance of \$ \_\_\_\_\_ due by \_\_\_\_\_

Pick up key on \_\_\_\_\_



**EDWARDSVILLE COMMUNITY CENTER  
USE APPLICATION AND CONTRACT  
696 S. 3<sup>rd</sup> St.  
Edwardsville, KS 66111**

Renter's Name: \_\_\_\_\_

Phone: Home \_\_\_\_\_

Renter's Address: \_\_\_\_\_

Cell \_\_\_\_\_

Emergency contact: \_\_\_\_\_

Phone: \_\_\_\_\_

**Event Information**

Date(s): \_\_\_\_\_ Activity: \_\_\_\_\_ Hours \_\_\_\_ - \_\_\_\_ All day \_\_\_\_

Anticipated Number of People \_\_\_\_\_ Alcohol to be served? \_\_\_\_ Yes \_\_\_\_ No Hours \_\_\_\_ - \_\_\_\_

**Sunday - Thursday**

Rental Fee	\$25.00 per hour, minimum 2 hours	Amount Due \$ _____	Paid _____
Deposit	\$75.00		Paid _____
Additional key deposit	\$25.00	Amount Due \$ _____	Paid _____
Security Officer Fee	Alcohol is prohibited for weekday rental		

**Friday & Saturday**

Rental Fee	\$250.00 Edwardsville Residents / \$500.00 Non-Residents		Paid _____
Deposit	\$500.00		Paid _____
Additional key deposit	\$25.00	Amount Due \$ _____	Paid _____
Security Officer Fee	\$25.00 per hour, minimum 2 hours up to 150 people		
(Required if serving alcohol)	\$50.00 per hour, minimum 2 hours over 150 people	Amount Due \$ _____	Paid _____
	Alcohol consumption must end at 11pm. <b>Security is required for the remaining rental period.</b>		

**Cash Deposit is required to secure the rental date.  
Deposits will be returned within two weeks of the rental date provided no damage is found.  
All cash deposits must be picked up by applicant.  
All Rental Fees and Security Officer Fees are due 2 weeks before the scheduled event.**

As a condition precedent to the issuance of this contract, I the undersigned responsible person, knowingly and voluntarily assume the responsibility to abide by all federal, state, county and city laws and ordinances and Guidelines and Use Policy (attached) pertaining to the Edwardsville Community Center, all of which are hereby incorporated herein by reference.

I, for myself and my children, agents, servants, employees, heirs, executors, administrators and assigns, and the entity on whose behalf I am entering into this contract, agree to release, indemnify and hold harmless the City of Edwardsville, Kansas, its officials, officers, employees, agents and volunteers from any claim arising out of the use of the Edwardsville Community Centers, including but not limited to accidents, injuries, illness, negligent or intentional torts, acts of God, attorney fees, loss of service claims, or any other expenses or claims, including those based on a subrogate interest of any insurer, or loss of group or personal property relating to the use of the center.

Agreed to and accepted by \_\_\_\_\_  
Print name Date

\_\_\_\_\_  
Signature of renter

**EDWARDSVILLE COMMUNITY CENTER**  
**GUIDELINES AND USE POLICY**  
**696 S. 3<sup>rd</sup> St., Edwardsville, KS 66111**

The Community Center is an emergency storm shelter. In the event of *any* **severe weather warnings** to include thunderstorms, tornados, flash flood/flooding, blizzards and /or displacement of persons or a massive power outage in the community, the renter's event may be put on hold. Any and all residents seeking a safe storm shelter will be allowed into the facility and allowed to remain until the warning is cleared by a city official. Upon the clearance notice, the renter's scheduled event may resume for the duration of time listed on the contract.

Building dimensions: 78½' x 55'

1. Application for use of the center must be made on the city's request form. The request must be signed by an adult (21) years or older who assumes responsibility for the room reservation and actions of their guests and must be present at all time during the rental of the facility. The city has the discretion to deny use of the facility for any event, including those it deems harmful to the health and welfare of the citizens of Edwardsville. **Picture identification is required at time of application.**
2. Groups composed of ages 11 and under must be supervised by one (1) adult for each 10 children at all times while they are using the facility.
3. Groups composed of ages 12-17 must be supervised by two (2) adults (21) years and older for each 15 youths at all times while using the facility.
4. Reservations may be made up to one (1) year in advance and shall be on a first- come-first served basis. Requests for a year in advance will be accepted on the first working day of the month for the same month of the next year (Example: On January 1, 2014 reservations will be accepted for any day of January, 2015).
5. For rentals during Sunday – Thursday, a \$75.00 damage/security deposit is required. For rentals during Friday and Saturday, a \$500.00 damage/security deposit is required. Alcohol violations will cause forfeiture of entire security deposit.
6. The remaining balance is due two weeks in advance of the event. If the event is on Saturday or Sunday, the balance is due two (2) Fridays before the event.
7. ALL FEES MUST BE PAID IN CASH
8. In the event that damage to the facility or its equipment, in the opinion of the city, exceeds the amount of the damage/security deposit, additional charges may be assessed by the city.
9. **CANCELLATIONS** - In order to receive a full refund, cancellations must be made no later than sixty (60) days prior to the scheduled rental. Cancellations made less than sixty (60) days prior to the scheduled rental will result in the total loss of the rental fee.
10. If for any reason, including storm warnings, the City is unable to deliver the center upon the date, or in the condition, requested, the applicant hereby agrees to release the City from any claim derived there from with the sole exception that the deposit or prepaid rent shall be refunded to the applicant.
11. No birdseed, rice, or other loose material may be thrown inside the building. No loose glitter/sparkles or sequins may be used for decorations.

12. Compliance with the International Fire Code as adopted by the City is required when using candles. Candles must be enclosed in a hurricane- type holder. No tapered candles are allowed.
13. The center is a smoke free facility. **NO SMOKING IS ALLOWED.**  
**NON-COMPLIANCE MAY RESULT IN FORFEITURE OF DAMAGE/SECURITY DEPOSIT.**
14. **RENTER IS RESPONSIBLE FOR CLEAN-UP OF RENTED AREA AT THE CONCLUSION OF THE TIME RESERVED** (which must include picking up trash, decorations, removing trash to outside dumpsters, restrooms clean-up, and all the areas around the exterior of the building, including the landscaping and trash/cigarette receptacle). **The center should be left in the condition in which it was found.**
15. IN THE EVENT OF A STORM WARNING, EVENT ATTENDEES SHALL ADMIT EDWARDSVILLE CITIZENS AND THEIR GUESTS FOR THE PURPOSE OF USING THE CENTER AS A STORM SHELTER.
16. The City Hall parking lot shall be used for overflow parking for event attendees.
17. Any decorating, covering or changes to the facility must be approved at the time of the rental application and put in writing as a part of the agreement. The use of cellophane or adhesive tape, nails, staples, screws, etc. on tables, walls or other equipment is not permitted. Masking tape, if used, must be removed following the event. Placement, relocation, or arrangement of equipment, other than tables and chairs, is not permitted.
18. The City shall furnish light, heat, air-conditioning, and janitorial service 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.
19. Placement and arrangement of equipment or property owned or rented by renter may be done by seeking approval as a part of the rental agreement.
20. The renter, as well as the group or organization the renter represents, 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 renter may be charged accordingly. **The security deposit may be used to reimburse the city for expenses or damages it incurs in this regard.**
21. All events must end no later than 11:00 p.m. the day it began, and the building must be restored to its pre-event condition, and vacated, no later than 12:00 midnight the day the event began. Individuals still on community center city property may be charged with trespassing. The security deposit may be forfeited when it has been determined that trespassing has occurred.
22. **USE CLEAN HOT WATER WITH DISH SOAP ONLY TO CLEAN FLOORS!**
23. Renter may use only those facilities or equipment specifically designated on the rental request form.
24. Storage facilities are not available for renter's use. **NO ITEMS MAY BE LEFT IN THE CENTER AFTER ITS RENTAL.**
26. All dances and activities which are open to the public shall require approval of the City Council.
27. Gambling is prohibited, with the exception of bingo, which may be conducted in accordance with state, federal and other applicable laws.
28. **CONTRACTS MAY NOT BE TRANSFERRED TO ANOTHER PERSON.**
29. The center staff shall have the right to enter all rooms, at all times, during rental occupancy.

30. The rental group, its guests or invitees shall comply with all applicable City, County, State and Federal laws and any specific use regulations.
31. The City of Edwardsville is not responsible for accidents, injury, illness, or loss of group or individual property. The City may require in its discretion, proof of insurance coverage at a City approved rate.
32. Center chairs, tables (3' X 8' rectangle) or other equipment are available for use within the building only.
33. The serving or consumption of alcohol on the premises is allowed as otherwise permitted by law. Those using the facility must comply with City, County, and State laws and ordinances, and must obtain a permit to sell as required by K.S.A. 41-2645, information about which may be obtained by calling 785-296-3946.
34. When alcohol is served the city requires the renter to pay an additional fee for security provided by the city. The fee is \$25 per hour per officer which shall be determined by the Police Chief no less than two (2) weeks prior to the event. The Police Chief will determine how many officers are needed per event at time of application. If alcohol is served without security on the premises during the event the renter will forfeit the entire security deposit. **RENTER MUST BE ON SITE AT ALL TIMES.**
35. Food and refreshments may be permitted in designated areas.
36. Users shall vacate the building at the time designated by the rental agreement. Failure to comply may result in extra charges.
37. All persons using the center shall be properly clothed, including shirt and shoes.
38. No animals are permitted in the center (except Seeing Eye dogs), except as provided as part of a specially authorized program.
39. Any person violating the established Guidelines and Use Policy, or constituting a nuisance, may be requested to leave the facility. Misuse of the center will be sufficient reason for terminating the agreement between the City and renter. Security Deposit may not be refunded.
40. If the community center has been rented the day before your scheduled event you the renter or any member of your family **will not** be able to enter the building for any reason until 10:00 a.m.

**THE FOREGOING GUIDELINES AND USE POLICY HAS BEEN READ, UNDERSTOOD AND AGREED TO BY RENTER ON THE DATE INDICATED HEREON. BY NOT FOLLOWING ALL RULES AND GUIDELINES THE SECURITY DEPOSIT WILL BE FORFEITED.**

## **EDWARDSVILLE COMMUNITY CENTER ALCOHOL REGULATIONS**

### **Consumption of Alcoholic Beverages; Permitted:**

Consumption of alcoholic beverages at the Community Center is permitted per City Ordinance 880.

Persons 21 years of age or older may consume alcoholic beverages inside the community center building only. Open alcoholic beverage containers and public consumption in the parking lot is prohibited.

### **Sale of Alcoholic Beverages; Prohibited:**

The sale of any alcoholic beverage is strictly prohibited by both City Ordinance and State Law. The charging of any fee, or any exchange of money related to the distribution or consumption of any alcoholic beverage is considered an unlawful sale and is prohibited.

### **Possession or Consumption by Persons under 21 Years of Age; Prohibited:**

Permitting consumption by, or directly or indirectly furnishing any alcoholic beverage to, any person under the age of 21 is prohibited.

Security personnel assigned to an event are sworn police officers of the Edwardsville Police Department. It is the policy of the Edwardsville Police Department to arrest or cite any minor in possession of, or who has consumed alcoholic beverages, as well as arrest or cite the person furnishing the alcohol. Persons under 18 years of age must be taken into custody and processed through the Juvenile Intake Service.

### **Renter's Responsibility:**

The person renting the Community Center, as indicated in the "Renter's Name" on the rental application, may be held responsible for any violation of the regulations governing alcoholic beverages.

The Renter must be present at the Community Center at all times during any event in which alcoholic beverages are being consumed.

Violations appearing deliberate or reoccurring will cause the event to be stopped and result in the forfeit of any deposits or rental fees.

### **Attendance Levels:**

Assigned security personnel reserve the right to request additional security personnel if the event attendance excessively exceeds the attendance level reported on the rental application. The renter is responsible for the additional security fees.

# Community Center Fee Schedule

696 S. 3<sup>rd</sup> St. Edwardsville, Kansas  
913-441-3707 ext. 10

## **ALL PAYMENTS MUST BE CASH**

**\*Security Deposit is required to reserve rental date\***  
*Any remaining fees must be paid 2 weeks prior to the event*

### **Sunday through Thursday (8am – 10pm) – ALCOHOL IS PROHIBITED**

Rental Fee	\$25.00 per hour, minimum 2 hours
Deposit	\$75.00
Additional key deposit	\$25.00

### **Friday and Saturday (8 am – 12am)**

Rental Fee	\$250.00 Edwardsville Residents \$500.00 Non-Residents
Deposit	\$500.00
Additional key deposit	\$25.00

#### **Security Officer Fee (Required if serving alcohol)**

\$25.00 per hour, minimum 2 hours up to 150 people

\$50.00 per hour, minimum 2 hours over 150 people

Alcohol consumption must end at 11pm

Security is required for the remaining rental period