



# Community Center Application

Community Center, 7720 Mission Road, Prairie Village, KS 66208

**Maximum Occupancy 45 persons**

Date		Time		am/pm	to		am/pm
Date		Time		am/pm	to		am/pm
Date		Time		am/pm	to		am/pm

Signature is required on back side of this form.  
(Assurance Statement, Non-Discrimination Clause and Affidavit).

<b>Individual Responsible</b>			
<b>Group or Organization</b>			<b>Phone:</b>
<b>Street, City, State, Zip</b>			
<b>E-mail Address</b>			
<b>Purpose of Reservation</b>			<b>No. Attending:</b>

### GROUP TYPE & FEE SCHEDULE

Type	Description	Fee
Group A	PV Governing Body, committees, boards, other governmental entities, residents and groups participating in City-sponsored programs, home association meetings. (Internal)	No Charge
Group B	Multiple use meeting reservations (3 or more rentals made at once)	\$15.00 per hour
Group B	Organized Meeting/Class Reservations	\$20.00 per hour
Group B	Party/Reception Reservations	\$40.00 Per hour
	Alcohol Permit (3.2 beer/wine/champagne only)	\$120.00 per event
	Security Deposit for events with alcohol permit	\$100.00 per event
	Special Permit Fee (required if bringing rental/additional equipment)	\$25.00 per event
Total # of hours at: \$ _____ per hour      Total Due: \$ _____		

**This facility can be rented for a maximum of 4 hours per day.**

**Mail Payment: City of Prairie Village, City Clerk's Office, 7700 Mission Rd, Prairie Village, KS 66208**

Name on Card _____	Expiration Date: _____
Card Number _____	CVV: _____
Signature: _____	

### Office Use Only:

	\$			
Date Received	Amt. Paid	CK	Cash	Card
			Processed By	Permit No. Issued

### Deposit Taken

	\$			
Date Received	Amt. Paid	CK	Cash	Card
			Processed By	Date Deposit Returned



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## **THERE ARE NO REFUNDS ON CANCELLATIONS**

### **Non-Discrimination Clause**

(Individual, Group, or Organization) \_\_\_\_\_ shall comply with all applicable state and federal laws in carrying out this reservation. In connection with the performance of this reservation the reserving party further agrees to comply with the applicable provisions of all state and federal non-discrimination laws.

(Individual, Group or Organization) \_\_\_\_\_ further agrees to not discriminate against any person because of race, religion, age, national origin or ancestry in the admission or access to, or participation or employment in, its programs, services and activities.

If the City determines that the reserving party has violated any of the applicable provisions of any state or federal law, or has discriminated against any person because of race, religion, color, sex, disability, age, national origin or ancestry in the admission or access to, or participation or employment in, its programs, services and activities, such violation and / or discrimination shall constitute a breach of contract and the City may cancel, terminate or suspend this reservation in whole or in part. The parties do not intend this provision to subject any party to liability under state or federal law unless it applies.

### **Assurance Statement**

In making the above reservation, I fully understand that I will be held responsible for any violation of State Laws and Rules and Regulations of the City of Prairie Village, Kansas, at the location and time specified on this permit. I assume the responsibility and will now pay for any damage or loss that may occur to the facility, equipment and grounds. In addition, the organization will be required to sign a hold-harmless Affidavit. I further understand that if a violation occurs, the activity can be canceled by the Prairie Village Police Department without prior notice and the parties and organization named herein may be subject to the prosecution for such violation.

### **Indemnity**

(Individual, Group or Organization) \_\_\_\_\_ shall indemnify and hold the City of Prairie Village harmless from and against any loss, cost or damage of any nature arising out of any action or claim against Prairie Village, its agents or its employees, in connection with or around the Prairie Village Community Center immediately prior to, immediately after and during the period for which the facility is reserved by the above named group or organization.

Intending to comply with and agreeing to the terms set forth herein, including the above Nondiscrimination Clause, Assurance Statement and Indemnity, the undersigned has executed this Application on the date next to the signature below.

Individual, Group or Organization

\_\_\_\_\_  
Date

\_\_\_\_\_  
By: Name, Title



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## Prairie Village Community Center -- Information Rules and Regulations

Failure to follow or abide by the following rules and regulations may result in cancellation of remaining reservations or denial of future reservations.

- The Community Center can be rented from 7 a.m. to 10 p.m. daily. Staying past your allotted reservation will result in a fine and the event will be shut down. The center can be rented for a maximum of 4 hours per day.
- Maximum occupancy for the Community Center is 45. Rentals may not exceed occupancy level; exceeding capacity may result in the event being shut down.
- The keys to the building can be obtained from the Police Dispatcher. A valid United States government issued ID belonging to the name on the rental agreement is required.
- A review of the premises should be done when entering the community center. Any damages not reported to dispatch within the first 15 minutes of the rental will be your responsibility. Applicant is responsible for all damages incurred to the facility during the rental.
- Occupancy of the Community Center later than stated on the contract will result in additional fees. **All persons** must be exited from the Center by the contracted time.
- Furniture inventory consists of twelve 24 x 72 tables, six 24 x 48 tables and 45 chairs. All furniture should be placed back to its original location.
- The City's janitorial services will mop and vacuum floors and clean restrooms daily. Renter is responsible for all other cleaning which includes wiping off tables and countertops, sweeping up messes and/or spills, removing filled trash bags which are provided by the renter and placing bags in trash dumpster located in southwest area of the parking lot.
- Exterior doors are to be unlocked during your meeting time. Do NOT prop open doors. Lock doors upon departure and return keys to Police Dispatch.
- Smoking is not permitted in the building. Use of candles is prohibited.
- Decorations cannot be pinned or taped to walls, ceiling, windows, tables or doors.
- The renter is responsible for all of their supplies including coffee pots, paper, trash bags, etc. All items that have been brought in by the renter must be removed from the facility by the end of the rental time. Neither the City of Prairie Village nor their employees can be held responsible for any item(s) left at the Community Center.
- Alcohol is not permitted without a special permit. An alcohol permit fee is \$120.00 Alcoholic liquor is prohibited except for 3.2% beer, wine and champagne. Use of alcohol other than 3.2% will result in termination of current and all future reservations.
- A \$100 deposit is required when obtaining an alcohol permit. A refund of deposit will occur approximately 2 weeks following the event.
- **Amplified sound** is not permitted without a special use permit.
- A **Special Use Permit** may be required if the group will be renting/bringing in additional equipment.
- Please notify the police dispatcher of any problems with lights or thermostat. Do not make any adjustments. Police dispatcher will notify proper personnel to make adjustments.

### ADDITIONAL FEES:

- **Special Use Permit - \$25 fee**
- **Amplified Sound Permit – no charge**

Permit Applications are to be made at the City Clerk's Office, Monday thru Friday, 8:00 am to 5:00 pm. An application can be downloaded from the website: [www.pvkansas.com](http://www.pvkansas.com).