



Community Center Application

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

Maximum Occupancy 45 persons

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.
- 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.
- Decorations cannot be pinned or taped to walls, ceiling, windows, tables or doors.
- Use of candles is prohibited.
- 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.