



ROELAND PARK
COMMUNITY CENTER

FACILITY RENTAL FEE INFORMATION

<u>ROOMS</u>	<u>CAPACITY</u>	<u>ROELAND PARK RESIDENT</u>	<u>JOHNSON COUNTY RESIDENT</u>	<u>NON Jo. Co. RESIDENT</u>	<u>DEPOSIT</u>
CLASSROOM 2	40	\$16/ HR	\$19/ HR	\$21/ HR	\$50
CLASSROOM 3	40	\$16/ HR	\$19/ HR	\$21/ HR	\$50
CLASSROOM 6	55	\$19/ HR	\$22/ HR	\$24/ HR	\$50
NEIGHBOR'S PLACE	55	\$19/ HR	\$22/ HR	\$24/ HR	\$50

<u>MULTI-PURPOSE ROOM</u>	<u>CAPACITY</u>	<u>ROELAND PARK RESIDENT</u>	<u>JOHNSON COUNTY RESIDENT</u>	<u>NON Jo. Co. RESIDENT</u>	<u>DEPOSIT</u>
MPR - ONLY	125	\$32/ HR	\$35/ HR	\$38/ HR	\$100
MPR WITH KITCHEN	125	\$42/ HR	\$49/ HR	\$53/ HR	\$100
MPR WITH ALCOHOL &/OR SECURITY	125	\$87/ HR	\$99/ HR	\$108/ HR	\$100
ALCOHOL PERMIT FEE		\$25 ALL	RESIDENTS		

<u>OUTDOOR GAZEBO</u>	<u>HOURLY</u>	<u>DAILY</u>	<u>DEPOSIT</u>
8AM TO SUNDOWN	\$8/ HR	(2 HR MIN.) \$30/ DAY	\$50

*GAZEBO RENTAL FEE INCLUDES ELECTRICITY. RESTROOMS ARE NOT AVAILABLE.

COMMUNITY CENTER HOURS

ROELAND PARK COMMUNITY CENTER OFFICE HOURS

Monday–Thursday, 8:00 a.m.–8:00 p.m.

Friday, 8:00 a.m.–5:00 p.m.

Saturday, 8:00 a.m.–2:00 p.m.

*** Rental reservations must be initiated one hour prior to office closing.**

ROOM RENTAL HOURS

Monday–Thursday, 8:00 a.m.–10:00 p.m.

Friday–Saturday, 8:00 a.m.–10:30 p.m.

Sunday, 11:00 a.m. – 8:00 p.m.

EQUIPMENT RENTAL

Equipment may be rented on a first-come, first-served basis. Requests must be listed on the contract at the time of reservation. Rental groups are liable for any damage to equipment. Prices are flat rates per event.

50-cup coffee maker (coffee and supplies on your own)	\$5
Portable dry-erase board with markers	\$5
Podium	\$5
Punch bowl with ladle	\$5
Television/DVD/VCR	\$10
Portable sound system with microphone	\$25
Multi-purpose room audio visual equipment	\$35
(Projection system/sound system/theater lighting)	

Facility staff are responsible for setting up equipment and ensuring functionality. We cannot guarantee that personally owned devices will work with our system. Facility staff are not responsible for connection or troubleshoot personally owned equipment. Renters wishing to test equipment prior to their event date may do so by making an appointment to visit the center during regular business hours.

FACILITY RENTAL PROCEDURES

Reservations must be made by an individual, 21 years of age or older, who assumes responsibility for the group and agrees to be present during the rental through its entirety. Proof of residency and/or a copy of a government issued photo id is required.

Space must be secured at least two weeks (14 days) in advance. Reservations may be made up to twelve months in advance. **No additional rooms can be acquired on the day of the event, including rental of the kitchen. Changes to reservations (excluding cancellations and day/date changes, see cancellation policy) are subject to a \$10 processing fee and must be made at least (7) business days in advance of the reservation date.**

To secure reservation, the security deposit must be paid in full with facility request form and contract signed. The security deposit is refundable upon completion of the event if there is no damage to the facility, grounds or equipment and if, after careful inspection by the facility staff the facility is determined clean and the terms of the contract followed. If there is damage or if rules were not followed, the security deposit will be forfeited. Any excess to cover cost of clean-up, repair or replacement will be billed to and paid by the renter.

For room rentals in which the total fee is less than \$100, the total fee is due four weeks prior to the rental date. For room rentals in which the total fee is more than \$100, 50% of the total fee is due upon reservation with the remaining 50% due four weeks prior to the rental date. Late payments will be assessed a \$10 fee. Failure to pay in full less than two weeks prior to the rental date will result in cancellation of rental and forfeiture of full security deposit, no exceptions.

Reservations secured via phone by credit card must return signed facility request form and contract along with a photocopied government issued photo ID in person, by fax or email within 24 hours of payment or payment will be refunded minus a \$10 processing fee and reservation cancelled.

Security deposits will be returned by check if paid by check or cash and will take at a minimum three and possibly up to five weeks to be returned. If paid by chip enabled credit or debit card, you may be asked to present the card during regular business hours in order to process your refund. Amendments to contract will result in a refund of deposit by check.

It is the responsibility of the renter to notify the Roeland Park Community Center of any change in address or phone number prior to the rental date in order to ensure timely processing of deposit.

Requests for table and chair placement set-up can be made at the time of reservation. **Set-up requests must be received no later than four weeks prior to event or renter will be assessed a \$10 fee.** Failure to provide set-up details will result in facility staff assigning a set-up based on table availability and size of event. No changes to setup will be accepted the day of the event. Tables and chairs will be set up before and taken down by facility staff for each reservation. Our tables are rectangular and 8-foot in length which normally seat 8-10 persons. We have a limited number of round tables that are 60 inches round and normally seat 8 persons. Tables and chair setup is included in your rental.

FACILITY RENTAL PROCEDURES

Cancellations and/or day/date changes must be received within 24 hours of making the reservation to receive a full refund minus a \$10 processing fee. Charges will be assessed as follows for changes and cancellations made more than 24 hours after making reservation.

30+ days - Security deposit is transferrable to a new date or retained in event of cancellation.

Any rental fees paid are transferrable or will be refunded.

15 to 29 days - 50% of rental fee and full security deposit retained.

Two weeks or less - Full rental fee and full security deposit retained.

All other amendments; including but not limited to, time changes and additions of equipment, will be subject to a \$10 processing fee.

In case of inclement weather, closings will be made in accordance with the Shawnee Mission School District or at the discretion of the building manager. For closing updates please call (913) 686-6030 to check the status of rentals and events. All events impacted by inclement weather will be rescheduled to occur within three months of the original date. Refunds are not available.

Rental groups will be charged for ALL hours in which the room is dedicated to their use, including decorating and clean up time; and regardless of whether the entire time is used or not.

Renters are to use only the facilities or equipment designated on the contract. Hallways are considered common space and should not be used as additional rental space. Use of the facility is restricted to the time designated on the contract. Use of the community center kitchen, regardless of the degree of use, must be indicated on the contract and the appropriate kitchen-use rental fee shall be charged. Kitchen rentals include the following: Use of dishwasher, microwave, oven, ice maker and side by side refrigerator/freezer. Renters must bring their own utensils, serving dishes, cookware, oven mitts, towels and dish soap. Please inform your caterer if the kitchen has been rented or not. Access to the washer/dryer is not available.

The Center Program Manager or his/her designee will determine whether an event requires extra staff or security. Examples of events requiring extra staff or security may include, but are not limited to, concerts, large parties, events utilizing multiple rooms and/or additional equipment, and teen events. If deemed necessary, fees will be charged to the renter at a rate of \$12/hour for extra staff and \$45/hour for extra security.

Any decorating, covering, or changes to the facilities should be discussed at the time of contract issuance and included in writing in the contract. The use of cellophane, duct or adhesive tape, nails, staples, screws, etc., on tables, walls, floors, and other equipment is not permitted. No decorations may be attached to the walls or ceilings of the facility. Confetti, sand, and loose glitter are not allowed. Relocation and rearrangement of center equipment and furniture is not permitted. No foreign substances may be used on the floors such as tape, dance powder, etc.

The serving and consuming of alcohol on the premises of the community center requires the purchase of an alcohol permit from the City of Roeland Park. An alcohol permit request must be completed and paid for in person at the community center at the time of reservation. A \$25 application fee paid by cash or check and made payable to the City of Roeland Park is due at the time of application. The alcohol permit will only be issued to a person 21 years of age or older who is the responsible party for the rental. A photocopy of the requestors drivers license will be taken. Only beer and wine will be allowed. Alcohol may be served and consumed only in the Multi-Purpose Room.

RULES AND REGULATIONS

The City of Roeland Park requires that a security officer be present when an event includes alcohol. Facility staff will contact the Roeland Park Chief of Police to coordinate this service. The officer will be asked to arrive 15 minutes before the event is scheduled to begin, and stay at least 15 minutes after the event is scheduled to end. If the event lasts longer, the renter will be charged accordingly. See facility rental information page for room rate fees with alcohol.

The City of Roeland Park and Johnson County Park and Recreation District do not discriminate in the provision of services on the basis of race, color, national origin, sex, religion, age, or handicapped status.

The City of Roeland Park and Johnson County Park and Recreation District are 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 when the activity for which the contract is requested involves food or may be hazardous to life or property.

Any person or persons of your party violating the established community center Rules and Regulations, damaging city or Johnson County Park and Recreation District property or constituting a public nuisance will be requested to leave the facility and may result in loss of your damage deposit and exclusion of those involved from future use of the facility.

1. The misuse of the community center or any other applicable city rules, regulations or ordinances, will be sufficient reason for terminating the rental contract.
2. Groups composed of ages 11 and under must be supervised by one adult for each ten children at all times while they are using the facility. The rental contract must be signed by one of the adults who will be supervising the function.
3. Groups composed of ages 12-17 must be supervised by two adults for each fifteen youth at all times while they are using the facility. The rental contract must be signed by one of the adults supervising the function.
4. Placement and arrangement of any equipment or property owned or rented by a lessee may only be done by seeking approval as a part of the contract. Any plants or shrubs must have waterproof containers.
5. Renters are to use only those rooms, facilities or equipment specifically designated on the rental contract. Use of facility is restricted to the designated time and location requested on rental contract.
6. Renters shall be responsible for any decorations and all other special preparations necessary for the function being sponsored (if approval is granted). The renter shall further be responsible for the removal of all decorations, special preparations and/or removal of contract holder's personal property owned or rented. All decorations shall be put up and taken down within rental start and end time as stated on the rental contract. The use of inflatables, bounce houses and piñatas is prohibited on the community center grounds.
7. Storage facilities are not available for renter's use.
8. Smoking in the community center is prohibited.

RULES AND REGULATIONS

9. All social dances and activities held in the community center shall be conducted on a club or group membership basis except by approval of the Center Program Manager.
10. Gambling is prohibited. This includes any game of skill, chance or raffle, played with cards or any other device for money or any other representative items of value.
11. The rental contract may not be transferred, assigned or sublet.
12. The renter shall observe, obey, and comply with all applicable City, County, State and Federal laws, rules and regulations, and any specific use regulations. All permits and licenses required for the intended use under terms of the rental contract shall be procured by the contract holder.
13. Community center chairs or other equipment are only available for use within the building areas. Renters may use private chairs or equipment only with the approval of the Center Program Manager or his/her designee. Pianos shall not be moved from their permanent location. Renters may have pianos tuned at their own expense upon the approval of the Center Program Manager or his/her designee.
14. The renter shall be responsible for any damage to equipment or property. If, after an activity, additional maintenance is required, the deposit will be forfeited and any additional cost billed to the renter.
15. The Center Program Manager or his/her designee shall have the right to enter all facilities, at all times during any and all occupancies.
16. Food and refreshments shall be permitted only within the space designed on the rental contract.
17. Renters and their guests shall vacate the building at the time designated on the rental contract, leaving the room clean and in the condition it was found. Failure to comply will result in loss of deposit and further use of the facility.
18. All persons using the community center shall be properly clothed, including shirts and shoes.
19. No animals are permitted in the community center building except for service animals or by approval of the Center Program Manager or his/her designee.
20. Organizations or individuals may not use the community center as a mailing address, telephone number, or storage area.
21. The following are strictly prohibited in Roeland Park Community Center building and on the grounds: drugs, open fires, flame candles and fireworks. The use of Sterno cans for food service is permitted.

COMMUNITY CENTER

ROELAND PARK COMMUNITY CENTER
4850 ROSEWOOD DRIVE
ROELAND PARK, KS 66205
PHONE: 913-826-3160 ■ FAX: 913-826-3136

OFFICE HOURS:
8:00 A.M. TO 8:00 P.M. MONDAY—THURSDAY
8:00 A.M. TO 5:00 P.M. FRIDAY
8:00 A.M. TO 2:00 P.M. SATURDAY

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JOHNSON COUNTY

**Park & Recreation
District**