

# Facility Rental Rules and Regulations

ALL PRICES AND POLICIES ARE SUBJECT TO CHANGE

## Purpose

To provide guidelines by which individuals and groups may use the Civic Center and Community Center facilities.

## Philosophy

To facilitate public participation in Spring Hill and to advance the interests of the Civic Center and Community Center through increased public use. The Civic Center and Community Center are also available for private functions.

- a. Function will be considered on the basis of the quality and type of the event, and the physical impact on the property.
- b. Any user shall respect the City of Spring Hill policies for the site, the restrictions of these policies and the property's physical limitations.
- c. The City of Spring Hill does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in the provision of services.

## General Booking Policies

1. **Reservations:** must be made by a person twenty-one (21) years of age or older and all users must sign a rental contract agreeing to the conditions stated. Facilities are reserved on a first-come, first-serve basis. Completion of the rental contract and receipt of security deposit are required at the time a reservation is made. The contract shall serve as a binding agreement between the lessee and the City of Spring Hill. The lessee will not, without the written consent of the City of Spring Hill, assign this agreement, nor let or sublease the whole, or part, of the said Premises, Ground or Equipment, nor make any alterations therein or thereupon. When two successive events are scheduled in a 24-hour period, a non-use maintenance period of 2 hours will be observed between events. Reservations may be made up to one (1) year in advance.
2. **Unforeseen events:** In the event of major maintenance and/or renovation, inclement weather, staff shortages, or other events beyond City of Spring Hill's reasonable control, some or all buildings, grounds, and facilities may not be available. In such cases, a specific building/facility use permit may be cancelled at the sole discretion of the City of Spring Hill and every attempt will be made to reschedule. If the event cannot be rescheduled, a full refund will be considered.
3. **Default:** Upon default of any provision of the Civic Center and Community Center policies and rental contract, applicable fees will be immediately reinstated, and continued use will be prohibited.
4. **Misconduct/Misuse:** The City of Spring Hill reserves the right to cancel, stop, disband or dismiss any individual, group or function due to misconduct, misuse or the possibility of harm to the patrons or properties within the Civic Center and Community Center. This will be done without reimbursement of remaining fees and security deposits.
5. **Waiver of fees:** The City of Spring Hill reserves the right to waive fees for special uses directly benefiting the citizens of Spring Hill.

- a. A specific time period must be set for fees waived and must coincide with the completion date of the rental agreement. Reapplication for use is necessary for any group to continue usage of the center. Users must reapply prior to the completion date of the contract.
- b. All other terms and conditions of the rental contract and policy statement, including the security deposit, must remain in effect.

### **Reservation Information and Requests**

- 6. **Space Request:** Multi-purpose rooms should be requested at least fourteen (14) days prior to the event date. Event spaces should be requested at a minimum of thirty (30) days prior to the event date. Rentals reserved less than the timeframes above are subject to space and staff availability. Requests for space should be directed to the Spring Hill City Hall during business hours Monday through Friday, 8:00 A.M. - 5:00 P.M., located at the Spring Hill Civic Center, 401 N. Madison, Spring Hill, Kansas.
  - a. **Event spaces are defined as:** Spring Hill Community Center, Civic Center 401 Event Space and the Civic Center Gymnasium
  - b. **Multi-purpose rooms are defined as:** Sunflower, Meadowlark and Cottonwood.
- 7. **Available times of rentals:** Monday – Friday: 6:00am – 10:00pm, Saturday & Sunday: 8:00am – 12:00am. The Civic Center multi-purpose rooms are closed on City observed holidays.
- 8. **Security Deposits:** A security deposit will be required for all users in addition to the rental fee(s).
  - a. This security deposit is refundable upon completion of the event if there is no damage to the center or grounds and if, after careful inspection by the City of Spring Hill, the space is determined clean and the terms of the contract followed. The security deposit will be returned by U.S. Mail, following inspection after the event, barring any deductions. Refunds will be mailed directly to signed contract lessee within thirty (30) days from rental date.
  - b. Additional charges for damage will not exceed the cost of the repair or the replacement of the damaged items. The lessee will be notified of any violations or damages by mail or by telephone.
  - c. Cleaning duties at the Spring Hill Community Center: This event space requires that the lessee must complete the cleaning duties and the facility cleaning checklist in order to receive security deposit refund.
  - d. Damages: The City of Spring Hill is not responsible for any rental or personal property losses, damaged or stolen on the premises. If there is damage to the property, the security deposit will be retained by the City and used to cover cost of cleanup, repair, or replacement. To the extent it is not adequate; the excess will be billed and paid by the lessee.
  - e. Rental key: If the rental key or access card is not returned and/or lost by lessee, the security deposit will be retained by the City of Spring Hill.
  - f. Failure to vacate: If the building is not vacated by the time specified in the rental contract, the security deposit will be retained by the City of Spring Hill.
- 9. **Returned checks:** In relation to Resolution No. 2018-R-18, there will be a \$30.00 charge for returned checks.
- 10. **Cancellation due to weather:** Should you need to cancel your event during bad weather, cancellations will be accepted if cancelled in accordance with the Spring Hill School District or as

determined by Spring Hill City Hall. All events canceled due to bad weather, every attempt will be made to reschedule. If the event cannot be rescheduled, a refund will be considered.

11. **Insurance:** Dependent on event type, the City of Spring Hill requires proof of insurance coverage, at a City approved amount, when the activity is deemed potentially hazardous to life, personal injury or facility damages. The specific type and minimum amount of insurance required will be dependent on the event. All outside vendors must provide a certificate of insurance listing the City of Spring Hill as an additional insured.
12. **Consumption of alcohol and cereal malt beverage (CMB) in the designated event spaces (401 Event Space, Gymnasium, Community Center):** Consumption of alcohol and CMB beverages are allowed at scheduled events held at designated events spaces only. Alcohol and CMB must not be sold and served at the facility. There will only be one event consuming alcohol and CMB allowed at a time at the Civic Center event spaces. Reservations must be completed at a minimum of thirty (30) days in advance in order to consume alcohol and CMB on the premises of the event spaces. Alcohol and CMB consumption must cease at least one (1) hour prior to the end of your contract time.

### **General rules for facilities rentals**

13. **Usage of the Facilities by Youth Groups:** Youth group events are subject to supervision by lessee or lessees associated organization officials, who must be present throughout the entire event.
14. **Capacity regulations:** The lessee is responsible for following the specific room capacity set in place by the fire code for each room or event space reserved. The lessee agrees to not go over the capacity's requirements set into place to insure safety and security.
15. **Open flames:** The use of matches, candles, torches, and fire pits are not permitted in any rental space(s). Flameless LED candles, indoor string lights (battery or electric) are permitted.
16. **Decorations:** Any decorating, covering or changes to the facility spaces should be discussed at the time contract is completed and put in writing as a part of the contract. City must approve all materials be used on the floor surfaces. The use of adhesive tape, nails, staples, screws, etc., on tables, walls or other equipment in the facilities are not permitted. Painters tape or masking tape are permitted. All decorations must be removed following the event within the contract time.
17. **Loose decorating materials:** Usage of birdseed, rice, confetti, loose glitter, sparkles, sequins, or other similar items are prohibited from use on the premises.
18. **Smoking:** is prohibited in the facilities. Smoking is permitted outside the building in the designated areas. Please dispose of used cigarettes in the cigarette receptacles located outside the building.
19. **Tents and/or Bouncy Houses:** The Spring Hill Civic Center and Community Center do not allow tents or bouncy houses in the facilities or adjacent to the properties. If you are planning an outside event, please discuss with the City staff via requested meeting prior to reserving the facility.
20. **Animals:** The City of Spring Hill recognizes service animals, under Americans with Disabilities Act (ADA), as a service dog that has been trained to perform tasks or work for an individual with a disability. No animals, except for service dogs, are permitted in the facilities.
21. **Catering:** Your event may be catered only in the designated event spaces. If the caterer will be selling alcohol and cereal malt beverages, they must be granted a drinking establishment license by the State of Kansas to sell or serve any alcohol and cereal malt beverage authorized by such license within the city without first obtaining a city license from the city clerk. Please speak with City staff for more information.

Weekend contact: 913-333-0269 or [reservations@springhillks.gov](mailto:reservations@springhillks.gov)

22. **Code of conduct responsibility of the Lessee:** The Lessee(s) is responsible for the conduct of their members, participants, and guests using the facility and are financially responsible to reimburse the City of Spring Hill any and all damages to the buildings, furniture, fixtures, or equipment, which may occur during any scheduled activity of the renting organization.

Lessee agrees the City of Spring Hill shall not be responsible for personal injury, property damage, or any other loss, claim or damage pertaining to, arising out of or related to, or incurred in connection with the rental of the Civic Center or Community Center or any other activities take place on or around the Civic Center or Community Center, including without limitations, the actions of the Lessee, their/its employees, agents and/or invitees.

Lessee agrees to defend and hold harmless the City of Spring Hill and all of the City of Spring Hill's officers, board members, managers, employees and agents, and all of their respective insurers (collectively referred to as the "Released Parties") from any and all claims, demands, losses, damages, compensation, costs, rights, obligations, injuries, liabilities, actions and causes of action that the Lessee may have, whether known or unknown, contingent or liquidated, that relate to, or arise from, or are incurred in connection with the Lessee's rental or use of the Civic Center or Community Center or any part thereof, or the event scheduled or held by Lessee at the Civic Center or Community Center and further agrees to indemnify each of the Released Parties from any loss, liability, damage or costs, including legal fees and costs, that may incur directly or indirectly thereby or therefrom.

23. **Room diagrams and available tables and chairs:** City of Spring Hill staff will set-up and tear down all tables and chairs at the Civic Center. The lessee is responsible for set-up and tear down of all tables and chairs at the Community Center. The lessee needs to submit in the comments section of the rental calculation worksheet, provided in the rental packet, on how they would like the room to be set up. The room set-up is due 30 days prior, or at the time of reservation, to the scheduled event. Failure to provide the room set-up may result in the inability of City staff to complete setup. Listed below are available tables and chairs for use at the following rental spaces.

- a) Multi-Purpose rooms; 4 – 6ft x 3ft rectangle tables, 20 chairs for each room
- b) 401 Event Space; 10 – 60in round tables, 80 chairs
- c) Gymnasium; please discuss with City staff available tables and chairs for use.
- d) Community Center; 20 – 8ft x 3ft rectangle tables, 100 chairs. \*Lessee is responsible for set-up and tear down of all tables and chairs.

24. **Clean-up / Set-up / Tear-down (No items may be stored overnight in the facility):** In order to access the rooms and facility, the lessee must have the space(s) rented. All items must be removed from the Community Center and Civic Center prior to the end of your rental time. Lessee's are responsible for removal of all decorations and personal belongings, clearing the tables of loose trash, taking trash to the dumpster and thoroughly cleaning the kitchen. You must leave the kitchen in the condition you found it, this includes sweeping the floor, wiping down appliances inside and out, and discarding leftover food and drink properly. Failure to thoroughly clean the kitchen and remove all personal belongings may result in a loss of damage deposit.

- a. Cleaning duties at the Spring Hill Community Center: This event space requires that the lessee must complete the cleaning duties and the facility cleaning checklist in order to receive security deposit refund.

## **Facility use fee categories**

25. City of Spring Hill governing body, boards and commissions, municipal court, and approved Civic Groups and non-profit groups are permitted use of the facilities without payment of rental fees.
- a. Civic Groups are defined as any local service club, veterans' post, fraternal society or association, volunteer fire or rescue groups, or local civic league or association of 10 or more persons not organized for profit but operated exclusively for educational or charitable purposes as defined herein, including the promotion of community welfare, and the net earnings of which are devoted exclusively to charitable, educational, recreational or social welfare purposes. Civic Groups must complete rental application and the rental fee waiver application for City Administrator review. Submissions must be completed thirty (30) days in advance in order for possible fees waived for rental reservations. Submission may also be completed in December for the next year.
  - b. Approved Civic Groups may meet once a month (based on availability) in the multi-purpose rooms and utilize the 401 Event Space, Gymnasium or community center for an event once a year at no charge. Security deposit, additional fees outlined in the rate schedule and all rental conditions apply.
  - c. Non-profit groups may be eligible for facility use without payment of a rental fee. Non-profit groups that do not charge a fee for participants and where instructors or supervisors receive no payment for their involvements in the activity, meetings, events, where fees, if any, provide only for direct non-personnel costs, may utilize the multipurpose rooms at no charge. Completed and Internal Revenue Service (IRS) approved 501(c)(3) paperwork is required for consideration. Non-profit groups must complete rental application and the rental fees waiver application for City Administrator review. Submissions must be completed thirty (30) days in advance in order for possible fees waived for rental reservations. Submission may also be completed in December for the next year. Security deposit, additional fees outlined in the rate schedule and all rental conditions apply.
26. Civic Center and Community Center rates are defined by regular hours and prime hours rates.

## **Payments**

27. Security deposit is due upon the signed contract.
28. We accept payment by check, cash, MasterCard, Visa, Discover, American Express. Checks should be made payable to *City of Spring Hill*.
29. Rental fees are due 14 days prior to the event, or at the time of reservation.

## **Cancellation or changing dates**

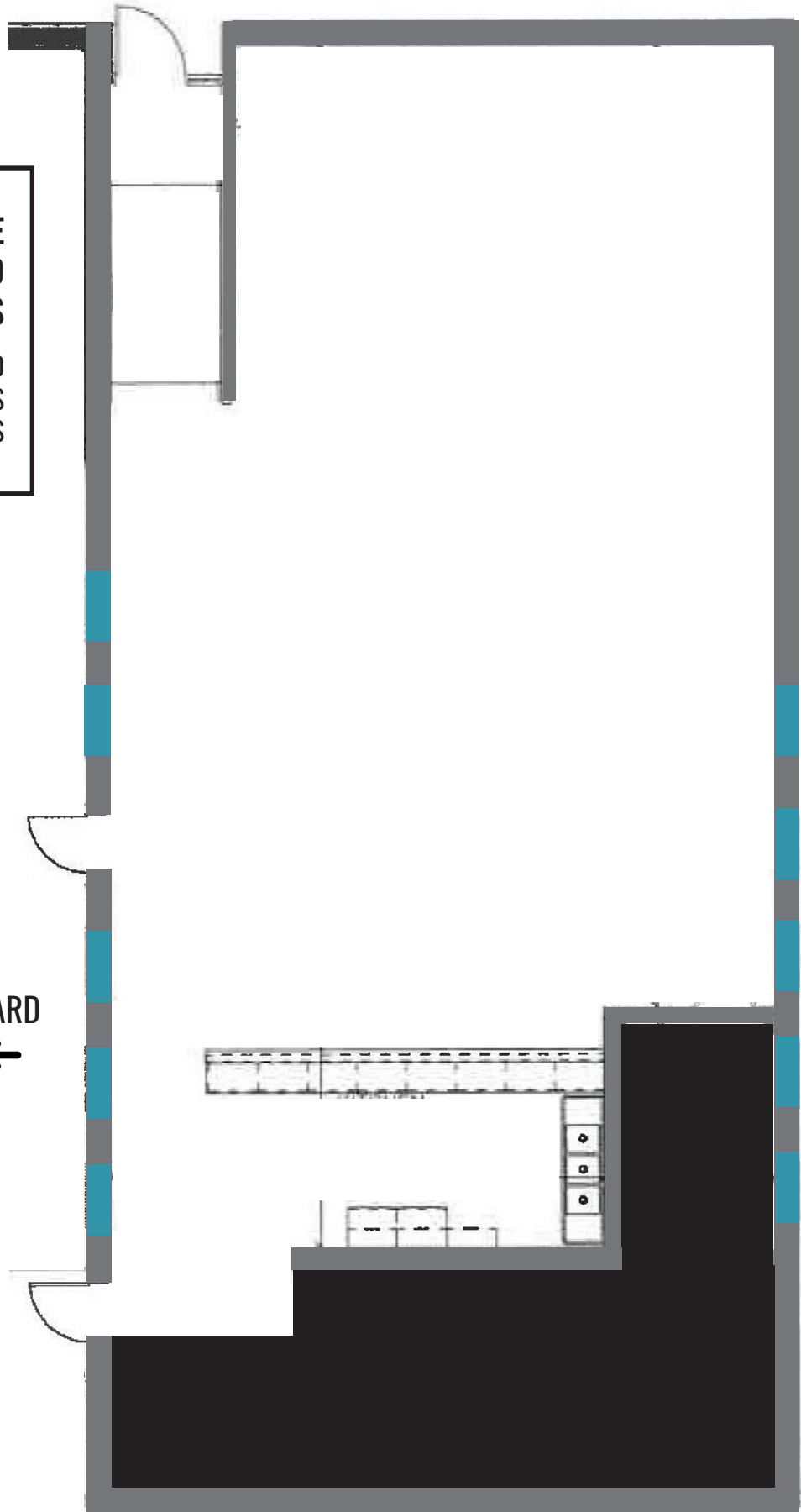
30. If the reservation is cancelled prior to 30 days of the event, all fees will be returned.
31. If the reservation is cancelled less than 30 days prior to the event, the City retains the security deposit and the rental payment is returned.
32. If the reservation is cancelled within 2 weeks of the event, the City retains the security deposit and rental fees.
33. A date transfer (from one date to another) is allowed for one transfer up to 8 weeks prior to the original date.

# 401 EVENT SPACE (ROOM 118)

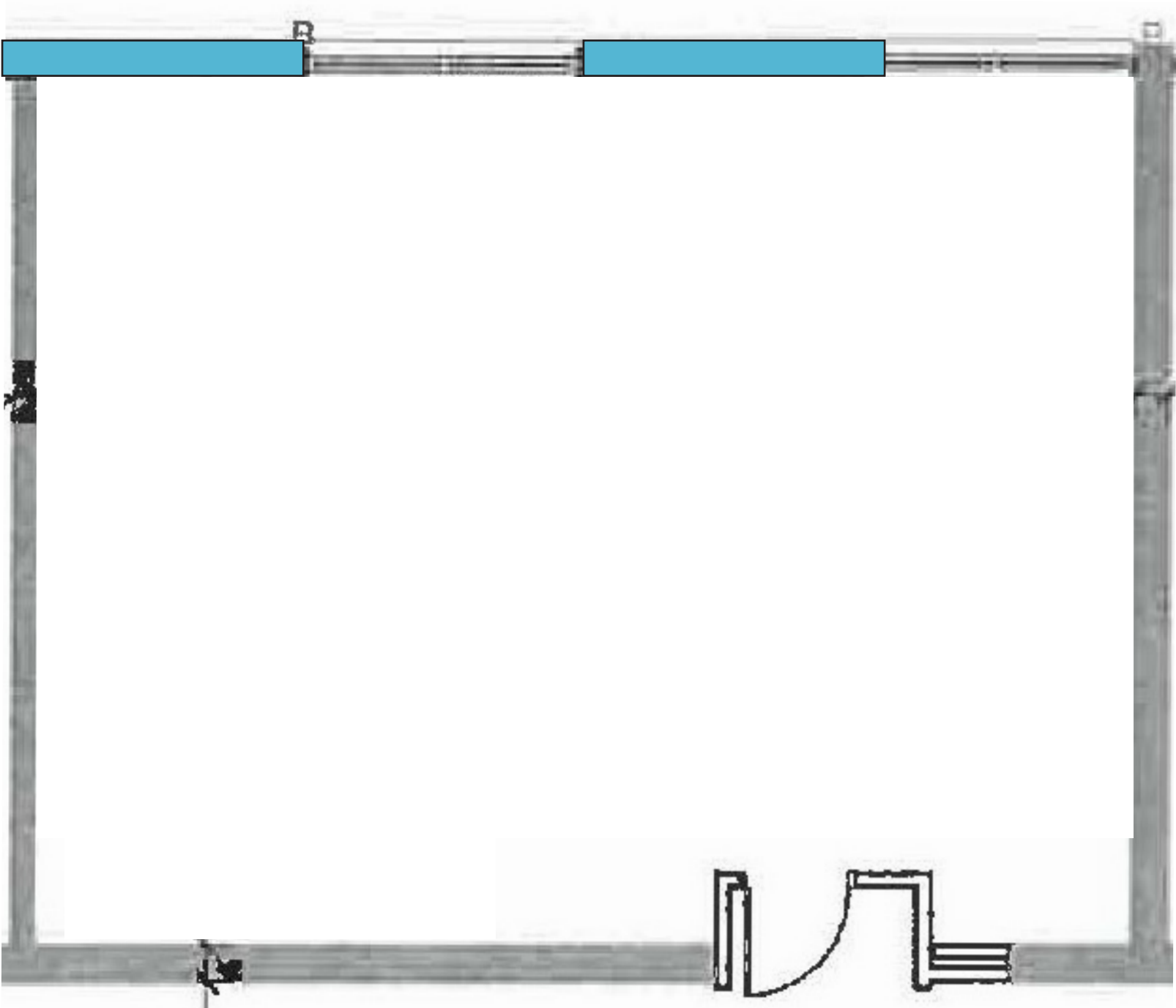
↑ TO CIVIC CENTER

**AVAILABLE  
TABLES AND  
CHAIRS**  
**10** 6ft ROUND  
TABLES  
**80** CHAIRS

TO COURTYARD

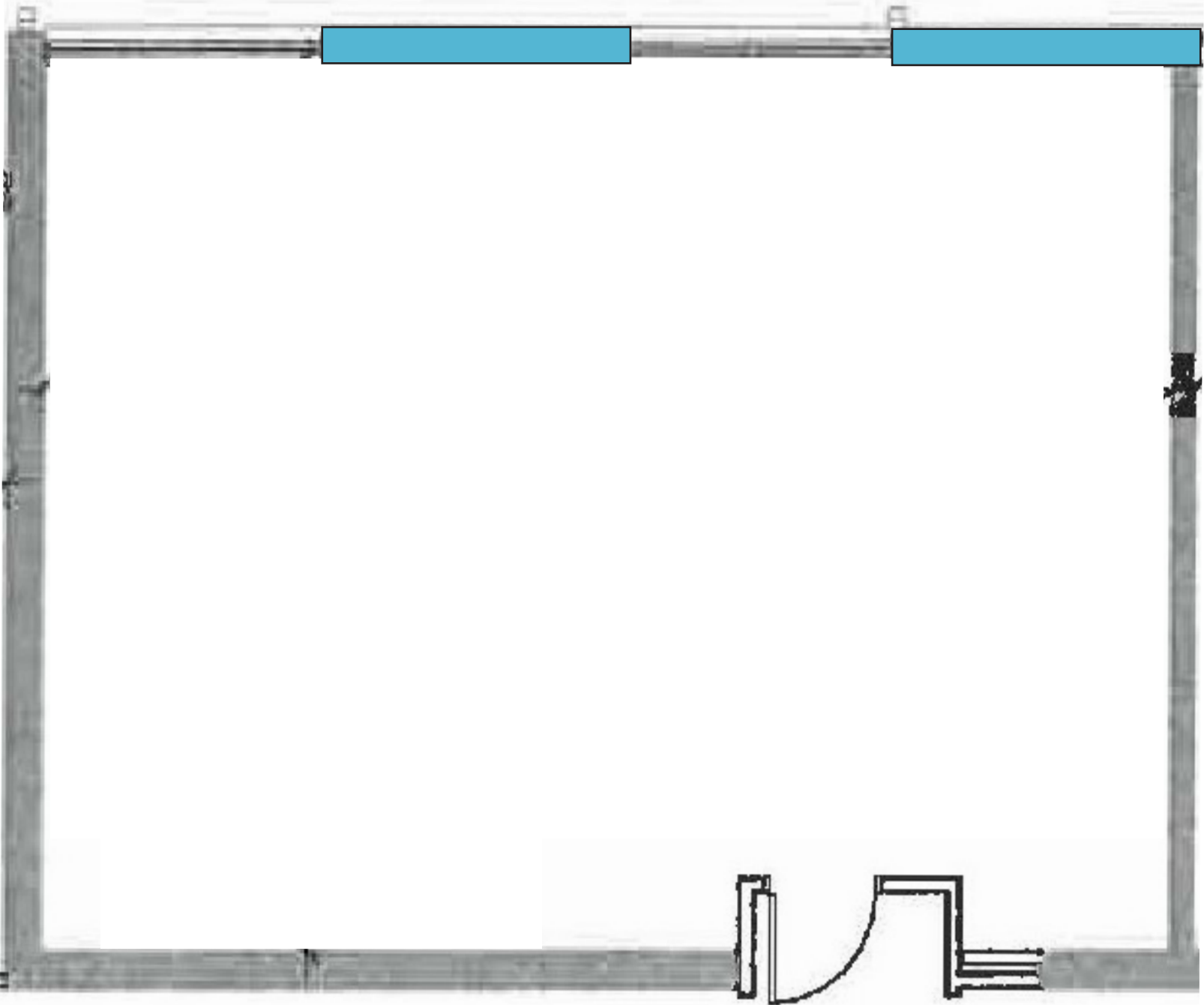


**SUNFLOWER ROOM (ROOM 107)**



**AVAILABLE TABLES  
AND CHAIRS**  
4 6ft by 3ft TABLES  
20 CHAIRS

**MEADOWLARK ROOM (ROOM 106)**



**AVAILABLE TABLES  
AND CHAIRS**  
4 6ft by 3ft TABLES  
20 CHAIRS



## FACILITY RENTAL RATES AND HOURS

### **CIVIC CENTER – 401 EVENT SPACE**

<b>Regular Hours:</b> Monday – Friday, 6:00am to 4:00pm	<b>Rates:</b> \$40 per hour	<b>Rental Time Minimum:</b> Two Hours	<b>Security Deposit:</b> \$200
<b>Prime Time Hours:</b> Monday – Friday, 5:00pm to 10:00pm <b>Prime Time Hours – Weekend:</b> Saturday & Sunday, 8:00am to Midnight	<b>Rates:</b> \$45 per hour	<b>Rental Time Minimum:</b> Four Hours	<b>Security Deposit:</b> \$200

### **CIVIC CENTER – GYMNASIUM**

<b>Regular Hours:</b> Monday – Friday, 6:00am to 4:00pm	<b>Rates:</b> \$50 per hour	<b>Rental Time Minimum:</b> Two Hours	<b>Security Deposit:</b> \$200
<b>Prime Time Hours:</b> Monday – Friday, 5:00pm to 10:00pm <b>Prime Time Hours – Weekend:</b> Saturday & Sunday, 8:00am to Midnight	<b>Rates:</b> \$55 per hour	<b>Rental Time Minimum:</b> Two Hours	<b>Security Deposit:</b> \$200

### **CIVIC CENTER – MULTIPURPOSE ROOMS: MEADOWLARK & SUNFLOWER**

<b>Regular Hours:</b> Monday – Friday, 6:00am to 4:00pm	<b>Rates:</b> \$15 per hour	<b>Rental Time Minimum:</b> Two Hours	<b>Security Deposit:</b> \$100
<b>Prime Time Hours:</b> Monday – Friday, 4:00pm to 10:00pm <b>Prime Time Hours – Weekend:</b> Saturday & Sunday, 8:00am to Midnight	<b>Rates:</b> \$20 per hour	<b>Rental Time Minimum:</b> Two Hours	<b>Security Deposit:</b> \$100

### **CIVIC CENTER - ADDITIONAL FEES**

Activity Assistance (set-up/tear-down)	\$40
A/V Equipment	\$50

### **COMMUNITY CENTER**

<b>Regular Hours:</b> Monday – Thursday, 6:00am to 4:00pm	<b>Rates:</b> \$20 per hour	<b>Rental Time Minimum:</b> Two Hours	<b>Security Deposit:</b> \$200
<b>Prime Time Hours:</b> Monday – Thursday, 5:00pm to 10:00pm	<b>Rates:</b> \$25 per hour	<b>Rental Time Minimum:</b> Four Hours	<b>Security Deposit:</b> \$200
<b>Prime Time Hours – Friday:</b> Friday (optional for hourly or all-day rental)	<b>Rates:</b> \$25 per hour or \$200 daily rate	<b>Rental Time Minimum:</b> Four Hours	<b>Security Deposit:</b> \$200
<b>Prime Time Hours – Weekend:</b> Saturday & Sunday, 8:00am to Midnight	<b>Rates:</b> \$200 per day	<b>Rental Time Minimum:</b> Entire Day (8:00am to Midnight)	<b>Security Deposit:</b> \$200

**RESERVATIONS ON HOLIDAYS WILL BE CALCULATED AT PRIME TIME RATE.**

# Facility Reservation Contract

401 N Madison St Spring Hill, KS 66083

Phone: (913) 592-3664 Email: [reservations@springhillks.gov](mailto:reservations@springhillks.gov)



## HOURS OF OPERATION

Monday – Friday, 6:00am – 10:00pm; Saturday & Sunday, 8:00am – 12:00am  
(The Civic Center multi-purpose rooms are closed on City observed holidays.)

- Reservations are by first-come, first-serve basis and may be reserved up to one (1) year in advance.
- Lessee must include any set-up and tear-down times in the rental agreement.
- Completed and signed reservation request form, rental fee calculation worksheet and deposit are required at the time of reservation.
- Lessee is responsible for all damages to the facility and will be responsible for signing and submitting all paperwork and payments related to the rental of the facility. Minimum age of lessee is twenty (21) years of age.

Lessee Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Organization/Group Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip Code: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Event Description: \_\_\_\_\_

\*Start Time: \_\_\_\_\_ \*End Time: \_\_\_\_\_ Estimated Attendees: \_\_\_\_\_

*(\*When configuring rental time, include set-up and tear-down time. You cannot enter the facility to set-up prior to the time listed and all guests, vendors, equipment & décor must be out of facility at end of rental time listed.)*

### Catering:

- The event will be catered (caterer must have license from City to serve alcohol)  
 The event will NOT be catered

### Alcohol:

- We will be serving alcohol  
 We will NOT be serving alcohol

### AV Equipment (401 Event Space Only):

- We will need the AV equipment  
 We will NOT need the AV equipment

**The undersigned understands that they are entering into a rental contract with the City of Spring Hill, Kansas as outlined in the Facility Rental Rules and Regulations. The undersigned agrees to abide by the City's Facility Rental Rules and Regulations and to pay all fees related to the facility rental.**

Lessee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## OFFICE USE ONLY

Due at time of reservation: signed rental contract, deposit, rental calculation worksheet, and room diagram.

Received by (initials): \_\_\_\_\_ Date: \_\_\_\_\_ Receipt No. \_\_\_\_\_

Notified City Clerk's office of caterer serving alcohol:  Yes, date: \_\_\_\_\_  N/A

Notified Police Department of event serving alcohol:  Yes, date: \_\_\_\_\_  N/A

## RENTAL FEE WORKSHEET

**Rental Space:**  401 Event Space  Gymnasium  Meadowlark Room  Sunflower Room

Regular Time	_____ hours x \$ _____ per hour	Start Time: _____ End Time: _____	\$
Prime Time	_____ hours x \$ _____ per hour	Start Time: _____ End Time: _____	\$
Additional Fees	<input type="checkbox"/> Set-up in gym (\$40) <input type="checkbox"/> AV Equipment in 401 (\$50)		\$
<b>Subtotal:</b>			<b>\$</b>
<b>Security Deposit:</b>			<b>\$</b>
<b>Total:</b>			<b>\$</b>

**Rental Space:**  Community Center

Regular Time	_____ hours x \$ _____ per hour	Start Time: _____ End Time: _____	\$
Prime Time	_____ hours x \$ _____ per hour	Start Time: _____ End Time: _____	\$
Weekend Rentals: Friday (all day optional), Saturday and Sunday	\$200.00	Start Time: _____ End Time: _____	\$
<b>Subtotal:</b>			<b>\$</b>
<b>Security Deposit:</b>			<b>\$</b>
<b>Total:</b>			<b>\$</b>

List all decorations being used in the rental space(s): \_\_\_\_\_

**Security Deposit:** A \$200 refundable security (damage) deposit is required for 401 Event Space, Gymnasium and Community Center. A \$100 refundable security (damage) deposit is required for multipurpose rooms. See Facility Rules and Regulations for more information.