

City Auditorium / Community House Application & Contract Agreement



To secure the facility, this form must be completed and the fee paid to the Manhattan Parks and Recreation office at least one week before the date of the activity. Reservation dates are not confirmed until full fee is paid.

Today's Date: _____

| FACILITY REQUESTED | DATE(S) REQUESTED | TIME(S) REQUESTED |
|---|-------------------|-------------------|
| <input type="checkbox"/> City Auditorium | _____ | _____ |
| <input type="checkbox"/> Community House Gym | _____ | _____ |
| <input type="checkbox"/> Community House Basement | _____ | _____ |
| Tables & Chairs Needed | | |
| ____ Number of Tables | | |
| ____ Number of Chairs | | |

*Request **must** include time for set-up and clean-up.*

Activity _____ # of People _____

Contact Person _____ Team Name _____

Address _____ City _____ Zip _____

Phone (Cell) _____ (Work) _____ (Home) _____

Email Address _____

I, the undersigned, will abide with the policies for use of the Parks and Recreation facility and agree to assume full responsibility for the conduct of the people using the building on the above date(s) and time(s), payment of rental in full, and any damages that may be incurred through misconduct or of a deliberate nature.

SIGNATURE OF RENTER _____

DATE _____

*A copy of this contract agreement and receipt of payment **MUST** be in applicant's possession at the facility on the day of the activity.*

Manhattan Parks and Recreation
1101 Poyntz Ave. Manhattan, KS 66502
785-587-2754 / 785-587-2727 fax
mayer@cityofmhk.com
Emergency Contact: 785-477-0155

FACILITY USE FEES

Noncommercial **\$25.00 / hour**
Commercial **\$50.00 / hour**
Additional Supervisor(s) **\$10/hr/worker**

An additional supervisor is required for any event / activity where more than 100 people will be in attendance and/or depending on event needs.

OFFICE USE ONLY

Rental Fee ____ hours x \$ ____/hour = \$ _____

____ Extra Supervisor(s) x ____ hours x \$10/hour = \$ _____

TOTAL AMOUNT DUE = \$ _____

Receipt # _____ Date Paid: _____

Confirmed by: _____ Date: _____

City Auditorium / Community House Rules and Regulations



1. Request must be made, approved, and fee paid no later than one week in advance of requested date.
2. Reservations are not confirmed until approved by the appropriate MPRD Recreation Supervisor, and the fee is paid.
3. Facilities are available from 8:00am – 11:00pm. Manhattan Parks and Recreation programs are given scheduling priority.
4. Reservation requests must include time needed for setup and cleanup.
5. The reservation fee is \$25/hour for noncommercial activities (sports practices, birthday parties, performances, etc.) and \$50/hour for commercial activities. (Commercial use is an event or facility use with a primary purpose or intent to produce a profit for any private individual or for-profit entity, including but not limited to an event or use primarily involving the sale or promotion of goods or services, or conducting any meeting or training for a for-profit organization).
6. A Manhattan Parks and Recreation facility supervisor must be present for all activities. If more than 100 people are expected at an event, two (2) supervisors must be present, at a rate of an additional \$10.00/hour.
7. Facility supervisors are hired as part-time employees for Manhattan Parks and Recreation and scheduled by the MPRD Recreation Supervisor responsible for rental of these facilities.
8. Direct or special wiring is not allowed.
9. Alcoholic beverages ***may not*** be consumed at the Community House or City Auditorium.
10. Smoking is prohibited at the Community House and City Auditorium. Manhattan City Ordinance prohibits smoking inside any building or within 20 feet of the entrances.
11. Applicant is responsible for setup and takedown of any chairs or tables used and any cleanup required due to the event.
12. Rental and supervisor fee will be refunded with a 48-hour notice of cancellation.
13. Applicant is responsible for attaining any permits necessary through the City Clerk's Office.
14. MPRD may photograph, film or videotape visitors for standard educational, promotional and news-related purposes. Rental and/or visitation is implied consent for the City of Manhattan's use of a renter's or visitor's likeness, voice, or video image for such purposes.

I have read and understand this policy.

Signature

Date