

Douglass Community Center

Facility Reservation Application and Contract Agreement



To secure the facility, this form, along with any applicable deposits and fees, must be paid and on file at the Douglass Community Center Annex at least seven days prior to the event. Reservation dates are not considered confirmed until the applicable deposits and fees are paid and you are notified by the Director of the Douglass Center.

<p>Please select :</p> <p><input type="checkbox"/> Tubman/Douglass Room (Combined Auditorium)</p> <p><input type="checkbox"/> Gym</p> <p>Date Requested _____ Time _____</p> <p>Will donations be requested at the event? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p style="text-align: center;">Rental fees:</p> <p>Tubman/Douglass Room \$30/hr</p> <p>Gym \$50/hr</p> <p>Damage/Deposit (refundable) \$25</p>
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Type of Activity _____ Size of Group _____

Contact _____ Phone (home) _____

Address _____ Zip _____ Phone (work) _____

Email Address _____ Phone (cell) _____

I, _____, will hereby abide by the policies for use of this Parks and Recreation facility and agree to assume full responsibility for the conduct of those attending the event on the above date and times. I further understand payment is to be made in full and any damages that may incur through misconduct or of a deliberate nature is my responsibility. Alcoholic beverages will not be served and/or consumed on the City premises during the event. The facility is non-smoking.

Signature

Date

<u>OFFICE USE ONLY</u>	
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Fee Waived Confirmed by _____ Date _____ <input type="checkbox"/> Damage/Deposit Returned Date _____ <input type="checkbox"/> Damage/Deposit Kept Reason: _____	Rental Fee: \$ _____ Damage/Deposit Fee: \$ _____ Total: \$ _____ Amount Paid: \$ _____ Receipt Number: _____ Date: _____

For additional information please contact:
Douglass Community Center
 785.587.2773
 900 Yuma St • Manhattan, KS 66502

DOUGLASS COMMUNITY CENTER

Facility Rental Request and Use Policy

1. Requests must be made, approved, and all applicable deposits and/or fees must be paid seven days prior to requested date. Fee may be waived for non-profit organizations if used during normal operating hours.
2. Reservations must be made in person for use of the facility. The facility is open 3:00 a.m.-9:00 p.m., Monday through Thursday, 3:00-7:00 p.m. on Friday, 12:00-4:00 on Saturday, and closed on Sunday. **Reservations will not be taken by telephone.**
3. Reservations are not considered confirmed until approved by the Director of the Douglass Center and fees are paid or waived. The Center is reserved on a first come-first served basis.
4. Manhattan Parks and Recreation programs are given priority.
5. Reservation times are to include setup and taking down of any tables and chairs, as well as clean up.
6. There will be a nominal charge per hour, per room for use outside the normal operating hours. Alcoholic beverages are not allowed in or on City facilities.
7. All groups will be charged a \$25.00 clean up/damage deposit. The deposit must be in the form of a separate check or cash. All or part of the deposit will be refunded to the renter pending condition of the facility at the conclusion of the event.
8. Events catering to 100 or more for an event will require four adult chaperons that must be present during the event.
9. Direct or special wiring is not permitted.
10. Smoking is not permitted in City facilities.
11. **Admission fees cannot be charged for an event.** A donation is allowable, provided it is not required for participation. This must be noted on the Reservation Request form.
12. Applicant is responsible for obtaining any and all permits necessary through the City Clerk's Office seven days prior to the event.
13. Pyrotechnics and fireworks are not permitted in any City of Manhattan buildings or facilities without a permit from the Manhattan Fire Department and written authorization from the Director of the Douglass Center.
14. Applicant and event attendees will obey the parking signs and restrictions.
15. MPRD may photograph, film or videotape Douglass Community Center 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, understand, and agree to the policy for use of the Douglass Center.

Signature

Date