

MANHATTAN PARKS AND RECREATION  
**Shelter Reservation Application**

*Shelter reservations must be submitted at least three business days prior to your event.*



Type of Activity: \_\_\_\_\_ Size of Group: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Phone (home): \_\_\_\_\_  
 Email Address: \_\_\_\_\_ Phone (cell): \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone (other): \_\_\_\_\_  
Street City, State Zip

**Shelter Requested (please check selection below):**

- |                                      |   |  |  |
|--------------------------------------|---|--|--|
| <input type="checkbox"/> Anneberg #1 | <input type="checkbox"/> Anneberg #2      | <input type="checkbox"/> Douglass          | <input type="checkbox"/> Goodnow       |
| <input type="checkbox"/> Long's      | <input type="checkbox"/> City Park Poyntz | <input type="checkbox"/> Rose Garden       | <input type="checkbox"/> Triangle Park |
| <input type="checkbox"/> Truth       | <input type="checkbox"/> Warner Park      | <input type="checkbox"/> Green Space/Trail |  |

**Date Requested:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**(include time for set-up & clean-up)**  
**Minimum of two hours**  
**Cannot be reserved on the half hour**

**EXTENDED USE QUESTIONNAIRE:**

- |   |  |
|---|--|
| Is your activity a fundraiser?                      | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Will money be charged/collected at this activity?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Will food or other items be sold at this activity?  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Will your event have over 200 people in attendance? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are you requesting use of Triangle or Warner Park?  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are you requesting use of green space or a trail?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Will your event require the closure of any roads?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Will you be using tents or inflatables?             | <input type="checkbox"/> Yes <input type="checkbox"/> No |
- (If yes, you will need to contact the Parks Supervisor at (785) 844-2359 prior to your event to coordinate set-up.)*

*If you answered yes to any of the above questions, please complete an **Extended Use Application** and return to the MPRD office.*

**ADDITIONAL INFORMATION:**

- Does your activity require water?  Yes  No  
*If yes, a \$25 deposit is required for a key to the pump. You may pay the deposit and pick up the key one business day prior to your event.*

**FEES:**

- Anneberg #1: \$20.00 per hour
- Triangle Park: \$20.00 per day
- Park Green Space: \$20.00 per day
- All Other Shelters: \$10.00 per hour

**The group shall carry the receipt for this reservation at the time of the activity.** The contact person will be held responsible for any damage that may occur at this event and is responsible to see that all litter is placed in proper containers. This application will have top priority of said facility. If a group will not relinquish the facility and/or honor this application, please contact the Riley County Police Department at (785) 537-2112.

**Please mail or return BOTH pages of form to:**  
 Manhattan Parks and Recreation  
 1101 Poyntz Avenue, Manhattan, KS 66502

Email the form to: [mhkprd@cityofmhc.com](mailto:mhkprd@cityofmhc.com)

If you would like to fax your form, please contact the MPRD office at (785) 587-2754.

**FOR OFFICE USE ONLY:**

Date Submitted: \_\_\_\_\_ Amount Due: \_\_\_\_\_  
 Extended Use:  yes  no Reservation # \_\_\_\_\_  
 Date Paid: \_\_\_\_\_ Initials: \_\_\_\_\_

MANHATTAN PARKS AND RECREATION  
**Park Shelters Rental Information**



**RESERVATIONS**

- Shelter reservations must be submitted at least five business days prior to your event. Events will not be added to the Shelter calendar until the form has been submitted, and the payment has been made.
- The hours of operation for City of Manhattan park facilities are from 6:00 am until 11:00 pm. Shelter use may only occur during this time.
- Shelters must be reserved for a minimum of two hours, and cannot be reserved on or by the half hour.
- Cancellations must be made at least one week prior to the scheduled event in order to receive a full refund.
- MPRD cannot grant refunds for events that end earlier than requested.
- If an event is cancelled due to rain, Manhattan Parks and Recreation will issue a refund, only after the weather has occurred. If you cancel your event due to weather, please contact our office if you wish to reschedule or receive a refund.

**SET-UP/CLEAN UP**

- Lighting and electricity are available at the Anneberg #1, Goodnow, Long's, Poyntz, and Truth Park shelters. It is the renter's responsibility to turn off all lights before they leave the shelter.
- Lighting at the Long's and Truth Park shelters run on a timer, and cannot be manually adjusted by renters.
- Water spigots are available at the Anneberg #1, Anneberg #2, Long's, Poyntz, Douglass, Truth, and Goodnow Park shelters. In order to have access to water spigots, renters must pay a \$25 deposit to the Manhattan Parks and Recreation Department the business day of the event. If the event occurs over a weekend or holiday, renters must pay the business day before the scheduled event. Water is not to be used for recreational activities (slip 'n slide, dunk tanks, sprinklers, etc.). The renter will be responsible for any damage caused by such activities.
- Renters are responsible for placing trash in appropriate containers and removing all materials not originally found in the shelter from the site by the end of the rental period. Renters may not dispose of trash in receptacles located outside of City Park facilities. Renters who dispose of trash in unapproved receptacles may be liable for waste removal fees.
- Renters using tents, inflatables, or other temporary structures must coordinate with the Parks Supervisor, once the Extended Use application has been approved, prior to the event.

**FOOD/BEVERAGE**

- Alcoholic beverages are **NOT PERMITTED** in City Park facilities.
- Grills are provided for public use. Renters must clean grills after use.

**OTHER**

- Soliciting or distributing of pamphlets is not allowed in park facilities.
- Fires may not be built or allowed anywhere in the park, recreation or open space areas, except in stoves, fireplaces or designated areas provided for that purpose. Fireworks are not permitted in City Park facilities unless special permission has been granted by the Director of Parks and Recreation.
- Renters may not disturb plant life located on park grounds. Picking flowers in the Rose Garden is strictly prohibited.

***To view a comprehensive list of park rules and regulations, please visit the City of Manhattan Code of Ordinances website at [https://www.municode.com/library/ks/manhattan/codes/code\\_of\\_ordinances](https://www.municode.com/library/ks/manhattan/codes/code_of_ordinances).***

*I agree to comply with all laws, and ensure my guests and invitees comply with all laws, related to our use and occupancy of the City facility, including but not limited to City ordinances and MPRD rules and regulations (collectively, "laws"). If my guests, invitees or I fail to comply with such laws, I agree that the City can immediately terminate the reservation without notice or refund of the reservation fees or other expenses. I further agree to release, indemnify, defend and hold harmless the City of Manhattan, its elected officials, employees, officers and agents, from and against all claims, damages, losses and expenses (including but not limited to attorney fees and court costs), attributable to bodily injury, sickness, disease, death, or injury to, myself or my guests or invitees, or impairment or destruction of property, including loss of facility use, to the extent that such claims, damages, losses, and expenses relate to, arise out of or during, or are alleged to have resulted from my use or occupancy of the City facility, or the use or occupancy of the City facility by my invitees or guests. If I am making this reservation on behalf of an organization, I agree that I have the authority to represent the organization in this capacity, including the authority to execute the foregoing agreement, release and indemnification to bind the organization.*

Signature \_\_\_\_\_ Date \_\_\_\_\_