



## City Auditorium Rules and Regulations

*Manhattan Parks and Recreation Department (MPRD) City Auditorium applicants must read and agree to the following rules and regulations.*

- ✓ Request must be made, approved, and fee paid no later than one week in advance of requested date.
- ✓ Reservations are not confirmed until approved by the appropriate MPRD Recreation Supervisor, and the fee is paid.
- ✓ Facilities are available from 8:00am – 11:00pm. MPRD programs are given scheduling priority.
- ✓ Reservation requests must include time needed for setup and cleanup.
- ✓ 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).
- ✓ 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.
- ✓ Sound & Lighting features at the Peace Memorial Auditorium can be requested for use during rentals and events. Requests must be made no later than 2 weeks prior to the event date and all appropriate facility rental fees must be paid in advance and the event must be approved by MPRD. The fee to utilize the Sound & Lighting features for a rental event will be charged an hourly rate of \$25/hour in addition to the overall hourly facility rental fee. MPRD has the right to deny any request that could potentially damage the equipment or facility. All other facility rules still apply as a normal rental procedure.
- ✓ Direct or special wiring, confetti, glitter, open candles, inflatables or anything else that could possibly damage the floor or building systems is ***not allowed***.
- ✓ Alcoholic beverages ***may not*** be consumed in the City Auditorium.
- ✓ Smoking is prohibited at City Auditorium. Manhattan City Ordinance prohibits smoking inside any building or within 20 feet of the entrances.
- ✓ Applicant is responsible for setup and takedown of any chairs or tables used and any cleanup required due to the event.
- ✓ Cancellation Policy: Cancellations must follow the MPRD Refund Policy found on the [mhkprd.com](http://mhkprd.com) website.
- ✓ Applicant is responsible for attaining any permits necessary through the City Clerk's Office.
- ✓ 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 received, read, and reviewed the City Auditorium Rules and Regulations. I understand the conditions and regulations and hereby agree that I will be present at the facility during its use and agree to use due care to ensure that all regulations are enforced while the facility is in use. I further realize the ramifications of failure to abide by the policies and/or permit requirements.*

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Signature of Applicant

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Date