

Shelter Rental Reservation Application



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

Type of Activity _____ # of People _____

Contact Person (and/or Organization) _____

Address _____ City _____ Zip _____

Phone (Primary) _____ (Secondary) _____

Email Address _____

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)
Need to reserve a minimum of two hours
Cannot be reserved on/by the half hour**

EXTENDED USE QUESTIONNAIRE:

Is your activity a fundraiser? Yes No

Will money be charged/collected at this activity? Yes No

Will food or other items be sold at this activity? Yes No

Will your event have over 200 people in attendance? Yes No

Are you requesting use of Triangle or Warner Park? Yes No

Are you requesting use of green space or a trail? Yes No

Will your event require the closure of any roads? Yes No

Will you be using tents or inflatables? Yes No

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

FEES:	Non Commercial	Commercial
Park Shelters:	\$15/hr	\$30/hr
Triangle Park:	\$15/hr	\$30/hr
Park Green Space:	\$10/hr	\$20/hr
Rose Garden:	\$15/hr	
Water Key:	\$10/day	

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 to may occur at this event and is responsible to see that all litter is placed in the 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.

ADDITIONAL INFORMATION:

Does your activity require water? Yes No

If yes, a \$10/day fee is required for a key to the pump. You may pay the fee and pick up the key one business day prior to your event. If the key is lost, you will be charged a \$25 replacement fee.

Please mail or return this completed form to:
Manhattan Parks and Recreation
1101 Poyntz Avenue, Manhattan, KS 66502

Email the form to: mhkprd@cityofmhk.com

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

OFFICE USE ONLY

Date Submitted: _____ Amount Due: _____

Extended Use: Yes No Permit Number: _____

Date Paid: _____ Initials: _____

Shelter Rental Rules and Regulations

Manhattan Parks and Recreation Department (MPRD) Shelter Rental applicants must read and agree to the following rules and regulations.

RESERVATIONS

- ✓ Shelter reservations must be submitted at least three 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 6:00am – 11:00pm. 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.
- ✓ Cancellation Policy: Cancellations must follow the MPRD Refund Policy found on the mhkprd.com website. MPRD cannot grant refunds for events that end earlier than requested. If an event is cancelled due to rain, MPRD 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 all shelters except the Rose Garden and Warner Park. In order to have access to water spigots, renters must pay a \$10/day fee to MPRD the business day of/prior to 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. If the water key is not returned there will be a \$25 replacement fee charged to the renter.
- ✓ 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 MPRD Staff, once the Extended Use Reservation 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, except for approved activities 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.

I received, read, and reviewed the Shelter Rental 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.

Signature of Applicant

Date