

MANHATTAN PARKS AND RECREATION
Peace Memorial City Auditorium
Reservation Application



Peace Memorial City Auditorium is located at 1101 Poyntz Avenue in Manhattan.

To reserve the Peace Memorial City Auditorium, please follow these steps:

1. Fill out the necessary paperwork for the desired facility, which includes this **Application** and **Rules & Regulations** form. Reservation Applications must be turned in one week prior to the event and the full rental fee paid to reserve the facility.
2. Return forms to Eisenhower Recreation Center or Manhattan Parks & Recreation, along with the appropriate fee(s). (See *User Fees box at lower left of page*). Events will not be added to the facility calendar until the forms and the payment have been submitted. **Full payment is due at least 7 days prior to the date of activity, or the event is subject to cancellation.**
3. For more information about the City Auditorium, or to check on availability, please call Eisenhower Recreation Center at (785) 340-3349 or email Trey Anderson at trey.anderson@cityofmhk.com or Andy Haar at haar@cityofmhk.com.

DATE(S) REQUESTED	TIME(S) REQUESTED

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

Activity _____ # of People _____

Contact Person _____ Signature _____

Address _____ City _____ Zip _____

Phone (Primary) _____ (Secondary) _____

Email Address _____

SOUND/LIGHTING REQUEST? Yes No (*Request must be made two weeks prior to event date*)

TABLES/CHAIRS NEEDED? Yes No _____ Number of Tables _____ Number of Chairs

USER FEES – CITY AUDITORIUM	OFFICE USE ONLY
Rental Fee	Rental Fee _____ hours x \$ _____/hour = \$ _____
Non-Peak \$40/hour (<i>Weekdays before 5pm</i>)	____ Extra Supervisor(s) x _____ hours x \$12/hour = \$ _____
Peak \$45/hour (<i>Weekdays after 5pm + weekends</i>)	Sound/Lighting _____ hours x \$25/hour = \$ _____
Additional Supervisor(s) \$12/hr/worker (<i>Depending on event needs</i>)	TOTAL BALANCE DUE = \$ _____
Sound/Lighting \$25/hour	Receipt # _____ Date Paid: _____
	Confirmed by: _____ Date: _____

*Eisenhower Recreation Center
 2850 Kirkwood Dr., Manhattan, KS 66502*

*Manhattan Parks and Recreation
 1101 Poyntz Ave., Manhattan, KS 66502*

MANHATTAN PARKS AND RECREATION
Peace Memorial City Auditorium
Rules and Regulations



Manhattan Parks and Recreation Department (MPRD) City Auditorium applicants must read and agree to the following Rules and Regulations as well as the Liability Waiver.

- ✓ Requests must be made, approved, and fees 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.
- ✓ Facility is 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 \$40/hour for non-peak times, and \$45/hour for peak times.
- ✓ A Manhattan Parks and Recreation facility supervisor must be present for all activities. Depending on event needs where more than one (1) Supervisor needs to be present, there will be a charge for an additional Supervisor at a rate of \$12.00/hour/worker.
- ✓ 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 \$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 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.

LIABILITY WAIVER

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.

I received, read, and reviewed the Peace Memorial City Auditorium Rules and Regulations and Liability Waiver. 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