

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"/> Northeast #1 | <input type="checkbox"/> Northeast #2 | <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 one hour
Can be reserved on/by 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 you answered yes to any of the above questions, please complete the Extended Use Reservation Application and return to the MPRD office.

FEES:	Non-Peak	Peak
Park Shelters:	\$15/hr	\$20/hr
Triangle Park:	\$15/hr	\$20/hr
Park Green Space:	\$10/hr	\$10/hr
Rose Garden:	\$15/hr	\$15/hr

**Non-Peak: Weekdays before 5pm.
Peak: Weekdays after 5pm + weekends.

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.

Return completed form to Manhattan Parks and Recreation or Eisenhower Recreation Center.

For more information about Shelters, or to check on availability, please call Eisenhower Recreation Center at (785) 340-3349 or email Trey Anderson at trey.anderson@cityofmhc.com or Andy Haar at haar@cityofmhc.com.

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

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

OFFICE USE ONLY

Date Submitted: _____ Balance 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 as well as the Liability Waiver.

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.
- ✓ Hours of operation for City of Manhattan park facilities are from 7:00am – 11:00pm. Shelter use may only occur during this time.
- ✓ Shelters must be reserved for a minimum of one hour and can 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, 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. Water is not to be used for recreational activities (slip ‘n slide, dunk tanks, sprinklers, water balloons, 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 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.

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 Shelter Rental 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