

## RULES AND REGULATIONS

1. Groups composed of ages 11 and under must be supervised by one adult for each 10 children at all times while they are using the facility.
2. Groups composed of ages 12-17 must be supervised by one adult for each 7 youth at all times while they are using the facility.
3. Any decorating, covering, or changes to the facilities should be discussed at the time of the rental application and put in writing as a part of the permit. The use of cellophane or adhesive tape, nails, staples, screws, etc., on tables or other equipment/facilities is not permitted. Masking tape, if used, must be removed following the event. Placement, relocation, or rearrangement of equipment other than tables and chairs is not permitted.
4. The City shall furnish light, heat, air-conditioning and janitorial services incidental to ordinary building usage. The renter shall be responsible for all decorating and other special preparations necessary for rental (if approval is granted.) All decorations shall be put up and taken down on the day of the activity in accordance with stated policy.
5. Placement and arrangement of equipment or property owned or rented by lessee may be done by seeking approval as a part of the rental agreement.
6. The applicant shall be responsible for any damage to center equipment or property. If, after an activity, additional janitorial maintenance is required (other than the normal cleaning process) the applicant may be charged accordingly.
7. No foreign substance (wax, sand, etc.) may be used on the floors.
8. Applicants may use only those facilities or equipment specifically designated on the Facility Use Agreement.
9. Storage facilities are not available for applicants use.
10. **SMOKING IS NOT PERMITTED ANYWHERE INSIDE THE FACILITY.**
11. All dances and activities which are "open to the public" shall require approval of the Community Center Director.
12. **GAMBLING IS PROHIBITED.** (The exception to this is Bingo, provided compliance with all state regulations.)
13. Permits may not be transferred.
14. Community Center staff shall have the right to enter all rooms, at all times, during rental occupancy.
15. The rental group shall comply with all applicable city, county, State and Federal laws and any specific use regulations.
16. The City of Merriam is not responsible for accidents, injury, illness, or loss of group or individual property. The City may require proof of insurance coverage at a City approved rate where the activity involves food or is inherently hazardous to life or property.
17. Community Center chairs or other equipment are available for use only within the building areas.
18. Food and refreshment may be permitted in designated areas.
19. All persons using the Community Center shall be properly clothed, including shirts and shoes.

20. The serving and consumption of **alcoholic beverages** is permitted by the issuance of a **Temporary Alcoholic Beverage License** by the Director of Parks and Recreation or their designee. The following regulations will be enforced.

- a. **The following alcoholic beverages are permitted to be served: Beer, wine, champagne. No other alcoholic beverages are permitted.**
- b. The temporary alcoholic beverage permit must be applied for, and all requested information completed and approved at least 14 days prior to the rental date for which the permit is issued. The permit fee is \$25.00 and is due upon approval of the application form.
- c. It will be the responsibility of the rental permit holder to contract with a security company that provides bonded and uniformed security guards or with a certified police officer(s), **for all events in our gymnasium, where alcohol is served or cereal malt beverage is sold.** Uniformed security guard(s) or certified police officers shall be present during all hours that alcoholic beverage is being served. The ratio shall be no less than one (1) guard per 100 guests. The parks and recreation director or their designee shall have the discretion to require additional security guards based upon the type of activities that will occur.
- d. Rental function attendees or guests are **not** permitted to bring in their own coolers or containers. All alcoholic beverages must be provided by the permit holder and dispensed from a central location (bar).
- e. The serving and consumption of alcoholic beverages will be allowed only within the room which has been rented for the occasion.
- f. No alcoholic beverage may be served or consumed by any guest in attendance who is under age twenty-one (21).
- g. City of Merriam parks and recreation staff or Merriam Police officers shall reserve the authority to suspend the serving of alcoholic beverages, or terminate the rental due to the abuse of facility or staff, failure of rental guests to follow rental policies, or failure to provide and maintain appropriate security.

21. The City is authorized to issue a "**Temporary Cereal Malt Beverage License**" to any non-profit religious, charitable, fraternal, educational or veterans organization operating as a non-profit organization providing **for the sale or serving of cereal malt beverages** at Merriam Community Center. Cereal Malt Beverage is defined by Kansas State Statute as any fermented but undistilled liquor brewed or made from malt or a mixture of malt but does not include any such liquor which is more than 3.2% alcohol by weight. The License must be prominently displayed. **No other alcoholic beverages other than Cereal Malt Beverages are permitted to be served or sold with the issuance of this license. No Cereal Malt Beverage permits may be issued for Sunday events.**

- All of the above stated regulations in rule #20 shall apply with the exception of item (b).

22. The Community Center director will determine if a room rental needs extra security, i.e. concerts, large parties, dances, teen-age special events, etc. If deemed necessary, extra security will be provided by the renter with approval by the Parks and Recreation director no less than 1 week prior to the event.

23. Users shall vacate the building at the time designated by the rental agreement. Failure to comply will result in extra charges.

24. Animals (except service dogs) are not permitted in the center unless part of a specially authorized program.

25. Any person violating the established Rules and Regulations, or constituting a nuisance, may be requested to leave the facility. The mis-use of the Community Center will be sufficient reason for terminating the agreement.



*Just right.*

**Irene B. French**  
**Community Center**  
**5701 Merriam Drive**  
**Merriam, Ks. 66203**  
**(913) 322-5550 T.D.D.**

### Operating Hours

Monday-Thursday, 8:00am-9:00pm  
Friday, 8:00am-5:00pm  
Saturday, 8:00am-4:00pm  
Sunday, 1:00pm-5:00pm

(Additional rental hours available by special request)

Room rental applications  
Monday-Thursday, 8:00am-5:00pm  
Friday, 8:00am-12:00pm

## ROOM RENTAL FEES

### \*Resident Room Rates (per hour):

Jenks Gymnasium (no set-up)	\$17.00/\$25.00ah**
Jenks Gymnasium (with set-up)	\$58.00/\$69.00ah
Hocker Grove/Campbell Room	\$32.00/\$45.00ah
Hocker Grove Room A or B	\$22.00/\$33.00ah
Campbell Room A or B	\$22.00/\$33.00ah
Kessler Room/South Park Room	\$15.00/\$25.00ah
Merriam Park Room	\$15.00/\$25.00ah
Conference	\$15.00/\$25.00ah
Game Room	\$19.00/\$29.00ah
15A & 15B	\$19.00/\$29.00ah
Kitchen***	\$19.00/\$29.00ah

### Non-Resident Room Rates (per hour):

Jenks Gymnasium (no set-up)	\$19.00/\$31.00ah**
Jenks Gymnasium (with set-up)	\$73.00/\$86.00ah
Hocker Grove/Campbell Room	\$39.00/\$56.00ah
Hocker Grove Room A or B	\$28.00/\$41.00ah
Campbell Room A or B	\$28.00/\$41.00ah
Kessler Room/South Park Room	\$18.00/\$32.00ah
Merriam Park Room	\$18.00/\$32.00ah
Conference	\$18.00/\$32.00ah
Game Room	\$23.00/\$37.00ah
15A & 15B	\$23.00/\$37.00ah
Kitchen***	\$23.00/\$37.00ah

### Commercial Room Rates (per hour):

Jenks Gymnasium (no set-up)	\$22.00/\$38.00ah**
Jenks Gymnasium (with set-up)	\$87.00/\$103.00ah
Hocker Grove/Campbell Room	\$47.00/\$67.00ah
Hocker Grove Room A or B	\$34.00/\$49.00ah
Campbell Room A or B	\$34.00/\$49.00ah
Kessler Room/South Park Room	\$22.00/\$38.00ah
Merriam Park Room	\$22.00/\$38.00ah
Conference	\$22.00/\$38.00ah
Game Room	\$27.00/\$43.00ah
15A & 15B	\$27.00/\$43.00ah
Kitchen***	\$27.00/\$43.00ah

**Resident:** A person whose permanent residence is within the city limits of Merriam. Proof of residency required, applicant must agree to be the responsible party to receive resident rate.

**Non-resident:** A person whose permanent residence is outside the city limits of Merriam.

**Commercial:** When a fee will be charged by the renter to others to use the facility, either by an admission charge at the door, advance ticket sales or registration fees, or when company business will be conducted.

\*\* ah=after regular operating hours: (8am-9:30pm M-F; 8am-4pm Sat; 1-5pm Sun)

\*\*\* Applicant must provide their own cooking utensils

**Ask about our Package Rates which includes use of kitchen.**

## EQUIPMENT RENTAL

We have a limited supply of equipment which can be rented for your function. Requests for equipment should be listed on the facility request form at the time the rental application is completed, and will be filled on a first-come, first-served basis. Rental groups will be liable for damages to equipment.

Coffee Pot (100 cup) \$5.00  
(You provide supplies and make your own coffee)

Coffee Service \$.25 per cup  
(We make the coffee and provide the supplies)

Drink container (5-gal.) \$3.00 p/day  
Lucite Punch Bowl/Ladle \$3.00 p/day  
TV/VCR set-up \$10.00 p/day  
Coffee Carafes \$3.00 p/day  
Podium with microphone \$10.00 p/day  
Carousel Projector/Screen \$10.00 p/day

**\*Note: We do not furnish ice**

### MISCELLANEOUS INFORMATION

Classrooms and multi-purpose rooms are equipped with wipe-off marker boards. Rental groups may check out markers from the reception desk. The Hocker Grove Room also comes with a piano and portable organ at no extra charge. The use of our Kitchen does not include community center equipment, i.e. utensils, coolers, cookware, etc. Rental groups must provide their own equipment. **A covering will be placed on the Gym floor for all rentals requiring the setup of tables and chairs, or where shoes other than rubber-soled will be worn.**

**Candles:** The use of lit candles is prohibited by city fire code

**Flags:** A United States flag on a pedestal is available for your use.

**Floor plans:** We would be delighted to suggest an arrangement which will meet your needs. Room capacity may not exceed established fire code. We reserve the right to make necessary adjustments in seating arrangements to insure the safety of guests and staff. **Final room set-up arrangements must be made no later than seven days prior to rental date.**

**Tables:** Our tables are rectangular and either 5 or 8-foot in length. 8-foot tables normally seat 8 persons; 5-foot tables normally seat 6 persons.

### PLEASE NOTE:

**PLEASE DISCUSS YOUR ELECTRICAL NEEDS FOR APPLIANCES, ETC. PRIOR TO BOOKING YOUR RENTAL**

## ROOM RENTAL POLICY

Reservations must be made by persons 18 years of age or 21 years of age if liquor will be served.

Application for use of the Center must be made on the room rental request form. Requests must be signed by an adult of requesting group who assumes responsibility.

Space must be requested at least 7 days in advance. **No rentals can be acquired on the day of the event, including rental of the Kitchen.** Reservations may be made up to 12 months in advance and shall be done on a first come-first served basis. Reservations for rentals must be accompanied by a \$150 refundable damage/security deposit.

For room rentals in which the total fee will be less than \$100, the total fee will be due upon application. For rental fees which total over \$100, at least 50% of the total fee is due upon application. All rentals shall be paid in full no later than 14 days in advance. **Gym rental requests for team practices involving multiple dates must be accompanied by payment in full.**

In the event that damage to the facility or its equipment (as a result of the rental) should exceed the deposit, the damage deposit will be kept and additional charges will be assessed by the Park & Recreation Director. Those charges will not exceed the cost to repair or replace damaged items.

**Cancellations: A \$10 processing fee will be assessed for all cancellations.** Cancellations made at least 45 days prior to rental date will receive a full deposit and fee refund less \$10 processing fee. Cancellation fee for rentals cancelled less than 45 days in advance of rental date will be loss of pre-paid fees as follows: **Rentals in which fees total less than \$100 will forfeit all pre-paid fees, security deposit will be returned. Rentals in which fees total more than \$100 will forfeit 50% of total fees, security deposit will be returned.**

### **Incident Weather Cancellations:**

All events or rentals cancelled by the City of Merriam due to bad weather may be re-scheduled. No refunds will be available for cancellations made by client.

Rental groups will be responsible for their own clean-up including: disposal of trash, removal of decorations, sweeping of floor, and sponging of tables and chairs.

Rental groups will be charged for ALL hours in which the room is dedicated to their use, including decorating, and clean up time following the rental.

Communications and requests for set-up will be made only with the original applicant listed on the facility request form. Request should be confirmed with our Information Specialist. Requests for specific set-ups will be honored unless in violation of city fire code. **After community center staff has set room up, any changes will be the responsibility of the rental group.**

**The requested room will be available 15 minutes prior to the rental time, and should be vacated at the time specified on the rental request form. This 15-minute grace period does not apply to gym rentals for team practices.** Additional charges will be assessed to groups who fail to vacate at specified time and will be deducted from room deposit.

### Decorations:

The use of loose glitter and confetti is prohibited. No birdseed, ice, bubbles, sand or loose material may be used inside the building. **Use of these items could result in the loss of your damage deposit.**