

## 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 additional rooms 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 rentals: Requests for team practices involving multiple dates must be accompanied by payment in full. Minimum of 2 hours required on evenings facility would normally be closed (i.e. Friday & Saturday nights).**

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 staff. 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:**

Any decorating, covering, or changes to the facilities must be discussed at the time of the rental application and put in writing as part of the permit. The use of the following decorating materials and equipment are prohibited: Cellophane, duct, or adhesive tape, nails, staples, screws, loose glitter, birdseed, sand, confetti, bubbles, bubble machines and fog machines. **Use of these items could result in the loss of your damage deposit.** Masking tape, if used, must be removed following the event. No materials may be attached to ceiling tiles or ceiling grids. The relocation of community center furnishings and equipment, other than tables and chairs provided for the rental, is not permitted.

## 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.

**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.

**Kitchen rentals include the following: Use of all appliances plus the walk-in refrigerator. THE DISHWASHER IS NOT INCLUDED. Renters must bring their own utensils. Please inform your caterer if the kitchen has been rented or not.**

### **PLEASE NOTE:**

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



**Kitchen**

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

### 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)*  | \$18.00/\$27.00ah** |
| Jenks Gymnasium (with set-up) | \$61.00/\$72.00ah   |
| Hocker Grove/Campbell Room    | \$34.00/\$47.00ah   |
| Hocker Grove Room A or B      | \$23.00/\$35.00ah   |
| Campbell Room A or B          | \$23.00/\$35.00ah   |
| Kessler Room/South Park Room  | \$16.00/\$26.00ah   |
| Merriam Park Room             | \$16.00/\$26.00ah   |
| Conference                    | \$16.00/\$26.00ah   |
| Game Room                     | \$20.00/\$30.00ah   |
| 15A & 15B                     | \$20.00/\$30.00ah   |
| Kitchen***                    | \$20.00/\$30.00ah   |

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

|                               |                     |
|-------------------------------|---------------------|
| Jenks Gymnasium (no set-up)*  | \$20.00/\$33.00ah** |
| Jenks Gymnasium (with set-up) | \$77.00/\$90.00ah   |
| Hocker Grove/Campbell Room    | \$41.00/\$59.00ah   |
| Hocker Grove Room A or B      | \$29.00/\$43.00ah   |
| Campbell Room A or B          | \$29.00/\$43.00ah   |
| Kessler Room/South Park Room  | \$19.00/\$34.00ah   |
| Merriam Park Room             | \$19.00/\$34.00ah   |
| Conference Room               | \$19.00/\$34.00ah   |
| Game Room                     | \$24.00/\$39.00ah   |
| 15A & 15B                     | \$24.00/\$39.00ah   |
| Kitchen***                    | \$24.00/\$39.00ah   |

### Commercial Room Rates (per hour):

|                               |                     |
|-------------------------------|---------------------|
| Jenks Gymnasium (no set-up)*  | \$23.00/\$40.00ah** |
| Jenks Gymnasium (with set-up) | \$91.00/\$108.00ah  |
| Hocker Grove/Campbell Room    | \$49.00/\$70.00ah   |
| Hocker Grove Room A or B      | \$36.00/\$51.00ah   |
| Campbell Room A or B          | \$36.00/\$51.00ah   |
| Kessler Room/South Park Room  | \$23.00/\$40.00ah   |
| Merriam Park Room             | \$23.00/\$40.00ah   |
| Conference Room               | \$23.00/\$40.00ah   |
| Game Room                     | \$28.00/\$45.00ah   |
| 15A & 15B                     | \$28.00/\$45.00ah   |
| Kitchen***                    | \$28.00/\$45.00ah   |

**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.

\* \$5.00 set-up fee for volleyball practices

\*\* ah=after regular operating hours: (8am-9pm M-TH; 8am-5pm Friday; 8am-4pm Sat; 1pm-5pm Sunday)

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



**Jenks Gymnasium**



**Hocker Grove Room**



**Campbell Room**

## PACKAGE RATES

### Hocker Grove or Campbell Room + Kitchen:

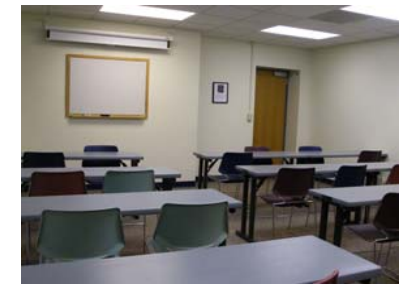
|         | <u>Resident</u> | <u>Non-Resident</u> | <u>Commercial</u> |
|---------|-----------------|---------------------|-------------------|
| 4 Hours | \$194.00        | \$234.00            | \$277.00          |
| 6 Hours | \$292.00        | \$351.00            | \$416.00          |
| 8 Hours | \$389.00        | \$468.00            | \$554.00          |

### Jenks Gymnasium + Kitchen:

|         | <u>Resident</u> | <u>Non-Resident</u> | <u>Commercial</u> |
|---------|-----------------|---------------------|-------------------|
| 4 Hours | \$292.00        | \$364.00            | \$428.00          |
| 6 Hours | \$437.00        | \$545.00            | \$643.00          |
| 8 Hours | \$583.00        | \$727.00            | \$857.00          |



**Hocker Grove Room**



**Kessler Room**

## 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                                  | \$.30 per cup |
| (We make the coffee and provide the supplies)   |               |
| Drink container (5-gal.)                        | \$5.00 p/day  |
| Lucite Punch Bowl/Ladle                         | \$5.00 p/day  |
| TV/VCR/DVD set-up                               | \$10.00 p/day |
| Coffee Carafes                                  | \$3.00 p/day  |
| Podium with microphone                          | \$10.00 p/day |
| Overhead Projector                              | \$10.00 p/day |
| *Gymnasium Sound System                         | \$75.00 p/day |
| Portable Bar                                    | \$25.00 p/day |

**Note: We do not furnish ice**

**\*Rental of the sound system requires instruction prior to rental date.**