



Merriam Community Center Facility Rental Policies

Applicant renting the facility must be 21 years or older. Application for use of the Merriam Community Center must be made on the Facility Use Application. Applicant or Group Contact must be present during the entire rental period and shall be responsible for their guests and their compliance with all policies of the Merriam Community Center.

The rental rate is based on the applicant's residency. Proof of residency is required for Resident Rate.

Rentals may not run later than 12 a.m.

The reservation time period must include all personal preparation and clean-up. All persons must leave the premises at the conclusion of the time designated on the rental agreement. Any extension of the reservation time will result in additional charges.

Rental of one room does not authorize use of other parts of the facility. Rental must not infringe on or restrict the use of the facility by other groups or programs.

Renter is responsible for cleanup. All trash, debris, decoration etc. shall be placed in trash receptacles provided by the end of the rental. Room shall be left in the condition it was found.

Renter is responsible for payment to the City of Merriam for any and all damages to the facility and/or extraordinary cleaning resulting from usage. Damage and/or cleaning fees will be deducted from the damage deposit. Additional charges may be assessed if the damage or cleaning requirements exceed the damage deposit.

Decoration may not be attached to walls, ceilings or light fixtures. No tape, adhesive, glue, nails, tacks, hooks or screws may be placed in any parts of the building. Confetti, streamers and glitter are not allowed.

Only birthday cake candles are allowed. No open flames are allowed.

The Merriam Community Center provides the event space, tables and chairs. Table linens are available for rent at an additional fee.

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 permit fee is \$25 due upon the completion of the Temporary Alcoholic Beverage License application.

If renting the Campbell, Kessler, or Loomis rooms (or any combination), you will have shared access to the catering kitchen. The catering kitchen is intended for final food staging, plating and service only. **No cooking or raw food preparation is permitted on site.** This includes but is not limited to the use of stoves, ovens, hot plates, grills or any raw ingredient handling. The kitchen and surround premises are designated as catering use only. The kitchen must be left in the condition it was found, or damage and/or cleaning fees will be deducted from the damage deposit.

All outside entertainment and vendors must be pre-approved and an Outside Vendor(s) Information Sheet filled out at least two weeks prior to the event.

The use of any lighted or heated smoking material, tobacco product or illegal substance in the facility is strictly prohibited.

Damage Deposit

Without Alcohol: \$150

With Alcohol: \$250

A damage deposit (payable by check or credit card) is required for all facility rentals and is due three weeks prior to the rental date. The damage deposit will be refunded within 10 business days following the completion of the facility rental if there are no damages to the facility, grounds, room(s) or its contents.

After the rental, if janitorial or facility maintenance is required above and beyond the normal cleaning process, the security deposit will not be refunded and additional fees may be assessed. The renter will pay for additional fees by cash or credit card within 5 business days.

Payment

If the facility rental is \$500 or less, the full amount will be due at the time of reservation. This does not include the damage deposit, which is required three weeks prior to the rental date.

Rentals that exceed \$500 will require a \$500 payment at the time of reservation. Full payment must be received three weeks prior to the rental date. In the event the full payment is not made on time, Merriam Parks and Recreation reserves the right to cancel the reservation.

Reservations are done in person at the Merriam Community Center, 6040 Slater Street, Merriam, KS 66202 any time Monday – Friday between the hours of 8 a.m. and 9 p.m.

Cancellation

The rental applicant must request cancellation of event in writing. If the request is received at least 31 days prior to rental date the damage deposit and rental fee, less a \$10 processing fee, will be returned.

The rental applicant must request cancellation of event, in writing. If the request is received within 30 days prior to the rental date the damage deposit will be returned in its entirety, no refund on any rental fees paid.

A rental which is cancelled with less than a 7-day notice will forfeit 100% of the rental fee (including damage deposit).

A renter may request to reschedule an event during inclement weather at least 3 days prior to the event date. The new date will be determined on availability of space originally rented at no additional cost. In the event a date cannot be mutually decided upon, the rental fee will be placed on a household credit for future use.

The facility may be closed by Park staff for inclement weather or other extenuating circumstances. If this occurs, the rental will be canceled and the renter issued a full refund.

Room Rental Fees (Prices per hour)

Room	Res./Bus.	Non-Res.	Comm.
Small Banquet / Meeting Room <small>Campbell/Kessler/Loomis</small>	\$35	\$45	\$55
Medium Banquet / Meeting Room <small>Campbell/Kessler or Kessler/Loomis</small>	\$60	\$75	\$90
Large Banquet / Meeting Room <small>Founders</small>	\$95	\$120	\$145
Classroom <small>Esther Brown</small>	\$30	\$35	\$45
Conference Room <small>Walker School Room</small>	\$25	\$30	\$40
Gymnasium:	Half	\$30	\$40
	Whole	\$40	\$50
Aquatics	Outdoor	\$200	\$250
	Indoor	\$200	\$250
	Therapy	\$120	\$150

Rental Discounts

Rentals Spending \$2,100 - \$3,000	10%		
Rentals Spending \$3,001 - \$5,000	20%		
Rentals Spending \$5,001 and above	\$1,500 max		
After Hour Staff	\$20/hr./ea.	Sound System / AV Equipment	\$50
Charges Coffee Service		TV/DVD	\$15
25 Cups	\$10	Table Clothes	\$20
50 Cups	\$20	Table Skirting	\$20
100 Cups	\$35	Flip Chart/Easels/Dry Eraser Bd	\$5
Portable Bar	\$25		
Table Top Podium	\$10		