

City of Lansing Community Center
800 First Terrace
Lansing, KS 66043
913-727-3036
www.lansingks.org

From the Kansas City International Airport

Take I-29 North to Exit 18
Take Missouri Highway 92 west approx. 10 miles and cross blue bridge into Kansas
Turn left (south) at 4th Street which is the first traffic light
Continue south approx. 8 miles to 4-H Road/Lansing Lane and turn left
The Community Center and City Hall building is on the right

From I-29 North of Kansas City

Take I-29 South to Exit 20 (west to Leavenworth)
Continue approx. 1.5 miles and right turn on Missouri Highway 92 west
Continue for approx. 8 miles and cross blue bridge into Kansas
Turn left at 4th Street which is the first traffic light
Continue south approx. 8 miles to 4-H Road/Lansing Lane and turn left
The Community Center and City Hall building is on the right

From Kansas City and Points South and West

Take I-70 west from Kansas City or I-70 east from Lawrence/Topeka
Exit 224 (Bonner Springs exit), and turn right
Continue on K-7 north approx. 7 miles to 4-H Road/Lansing Lane and turn right
The Community Center and City Hall building is on the right

COMMUNITY CENTER RENTAL GUIDE

800 First Terrace, Lansing, KS 66043



For more Information:

Phone: 913-727-3036

Email: cityclerk@lansingks.org

COMMUNITY CENTER RENTAL INFORMATION

The Community Center offers rooms for receptions, meetings, parties, reunions, and other events.

Community Center rooms are rented hourly with a minimum reservation of two (2) hours, and a maximum reservation of seventeen hours. Applicants receive one (1) complimentary hour before and one (1) complimentary hour after the event for preparation and clean up. Minimum and maximum times do not include complimentary hours.

We do not provide a catering staff, so please feel free to bring in catering or food of your choice.

COMMUNITY CENTER HOURS

Reservations are taken Monday through Friday between the hours of 8:00 a.m. and 4:30 p.m.

The facility is available for events all days of the week between the hours of 7:00 a.m. and midnight.

If you would like to see the facility prior to making a reservation, please call 913-727-3036 to set up an appointment.



ADDITIONAL AMENITIES

AVAILABLE

- Podium
- PA System
- Microphone

KITCHEN AMENITIES

- Refrigerator
- Freezer
- Stove Top with Oven
 - Ice Machine
 - Microwave
 - Double Sink
- 3-Burner Coffee Machine



COMMUNITY CENTER RATES AND FEES

All fees are due at the time the reservation is made.

*To qualify for Resident rates, applicant must reside within the city limits of Lansing.

- ** Damage Deposit is refundable if the following conditions are met:
1. The facility meets the requirements of the cleaning checklist.
 2. There is no damage to the facility or grounds.
 3. The facility is locked and the key is returned after the event.

Set up fee includes set up of tables and chairs prior to the event, and break down of all tables and chairs after the event.

If alcohol is served or consumed and attendance is greater than 50 attendees, the applicants will be required to schedule and pay an off-duty Lansing police officer \$35 per hour starting from the time alcohol is served or consumed until the end of the rental. Payment must be made directly to the officer and due no later than the beginning of the event.

COMMUNITY CENTER RATES AND FEES	Seating Capacity		Hourly Rates			Damage Deposit**		Set Up Fee
	Round Tables	Rectangle Tables	Non-Profit 501c Status	Resident*	Non-Resident	Resident*	Non-Resident	
Room 1 or 2 (No Kitchen Access)	72	120	\$10	\$20	\$35	\$75	\$75	\$25 for Room 1 or 2-No Kitchen \$50 for Both rooms with Kitchen
Room 2 with Kitchen	72	120	\$15	\$25	\$45			
Both Rooms with Kitchen	144	240	\$20	\$30	\$50			