



# LANSING COMMUNITY CENTER

800 1<sup>st</sup> Terrace, Lansing, KS 66043  
Telephone: 913-727-3036  
cityclerk@lansingks.org



## FACILITY REQUEST FORM

APPLICANT NAME: \_\_\_\_\_  
*(The person named here must pay all rental fees, will be refunded the damage deposit, and is responsible for the facility and guests)*

DELEGATE NAME (if applicable): \_\_\_\_\_  
*(The person named here may make changes to the rental agreement and/or pick up the key for the function)*

Purpose of Function: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Date(s) Requested	Day of Week	Time Requested
_____	_____	_____ To _____
_____	_____	_____ To _____
_____	_____	_____ To _____

*(You are allowed 1 complimentary hour prior to time requested for decorating & 1 complimentary hour after time requested for clean-up.)*

### Please check the category that applies to this reservation request:

- |                                                           |                                                  |                                            |
|-----------------------------------------------------------|--------------------------------------------------|--------------------------------------------|
| <input type="checkbox"/> Lansing Resident (ID required)   | <input type="checkbox"/> Room 1 (North Side)     | <input type="checkbox"/> P.A. System       |
| <input type="checkbox"/> Civic Organization (501c Status) | <input type="checkbox"/> Room 2 with Kitchen     | <input type="checkbox"/> Podium/Microphone |
| <input type="checkbox"/> Non-Resident                     | <input type="checkbox"/> Both Rooms with Kitchen | <input type="checkbox"/> Projector Only    |

Number of people attending: \_\_\_\_\_ How many round tables? \_\_\_\_\_ How many rectangle tables? \_\_\_\_\_ How many chairs? \_\_\_\_\_

**Tables & chairs available:** 18 round tables 5' diameter-seats six to eight / 40 rectangle tables 6' length-seats six / 240 chairs

**Maximum seating per room:** 150 with no tables; 120 at 20 rectangle tables; 72 at 9 round tables.

- Will beer or liquor be on the premises?  Yes  No *(Liquor or beer set-ups cannot be sold under any condition but can be given away.)*  
\*If over 50 attendees, there is a \$35.00 per hour charge for an off-duty officer from the time alcohol is served until the end of event.
- Will a caterer or food truck be scheduled for the event?  Yes  No Name of caterer/food truck: \_\_\_\_\_

### STATEMENT OF RESPONSIBILITY:

As a condition precedent to the issuance of a permit for the use of facility at the Lansing Community Center, I, the undersigned, knowingly and voluntarily assume the responsibility to abide by any and all county, state, and federal laws, city ordinances, and rules and regulations governing the use of the rooms on this request. It is further understood that the City of Lansing, Kansas, its officials, officers, and employees, are not responsible for accidents, injuries, illness, disaster, or loss to group or individual property relating to the use of the Lansing Community Center. The following is a partial list of rules and regulations.

- Hourly rental fees, set-up fee, and cleaning/damage deposit must be paid at the time the reservation is made.
- The City of Lansing reserves the right to access all areas used during an applicant's reservation.
- City and County emergency events are a priority, and any rental agreement may be cancelled and refunded/rescheduled at the discretion of staff.
- In the event of severe weather, the facility may be used as a community shelter. The applicant will be issued a refund of all fees if this occurs.
- If staff determines that an event may be reaching a point of disorder that could result in injury or facility damage, the event will be terminated, and no refunds will be issued.
- The City reserves the right to cancel any event in which untrue information was given and/or if the event is found detrimental to the health, safety, and/or welfare of the citizens or integrity of the facilities. No refunds will be issued.
- Only the applicant or his/her delegate may make changes to the rental agreement and pick up the key for the Community Center.
- No adhering decorations on walls or ceilings. No loose glitter sparkles or sequins may be used for decorations. There will be a \$25.00 penalty if these items are used. Damage caused by staples, nails, tacks, and/or adhesives will be charged accordingly.**
- All trash, decorations, etc. shall be removed at the conclusion of the event. All spills must be cleaned up. City staff will remove tables and chairs and complete normal floor cleaning only. If additional custodial maintenance is required, the applicant may be charged accordingly.
- Additional charges may be assessed if damage or cleaning requirements exceed the deposit.
- Tobacco products and illegal substances are not permitted anywhere inside the building. Failure to comply will result in forfeiture of the deposit.
- The applicant shall be responsible for their guests and compliance with the rules and regulations.
- All cancellations must be made by the original applicant in writing. Any cancellation less than two weeks prior to the contracted function will result in forfeiture of all fees.
- No inflatable of any type is allowed inside the facility.
- Reservations without an advanced notice of two (2) weeks will be considered based on staff availability.

Applicant's Signature

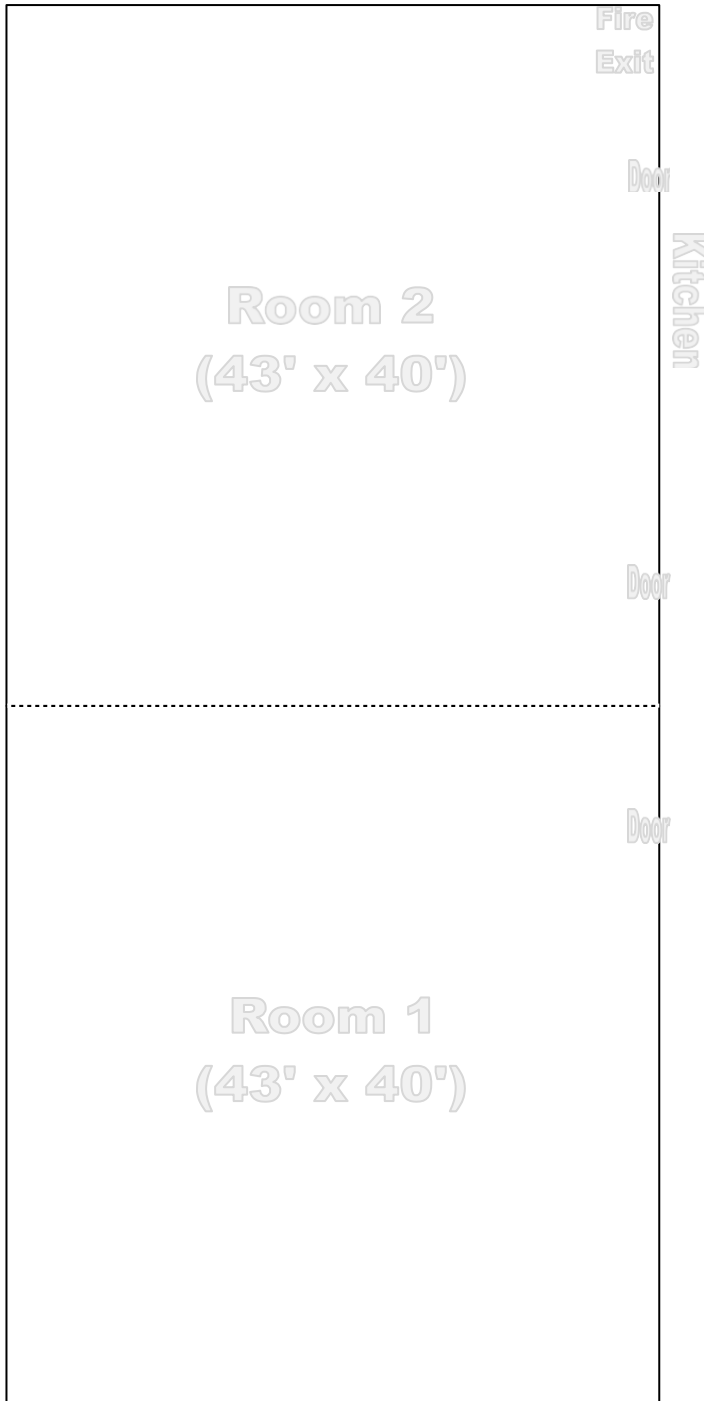
Date

Description	Room 1	Room 2 w/kitchen	Both Rooms w/kitchen	Cleaning/Damage Deposit
Resident	\$20.00 per hour	\$25.00 per hour	\$30.00 per hour	\$75.00
Non-Resident	\$35.00 per hour	\$45.00 per hour	\$50.00 per hour	\$75.00
Civic Organizations (must show proof of 501c3)	\$10.00 per hour	\$15.00 per hour	\$20.00 per hour	\$75.00
<b>Set-Up Fee</b>	\$25.00 per event	\$25.00 per event	\$50.00 per event	

Each room can seat **150 with no tables; 120 people at 20 rectangle tables; or 72 people at 9 round tables.**

Changes to the set-up and/or hours of the event must be made **in writing at least two full business days** prior to the event.

Comments:



<b>STAFF USE ONLY:</b>	
_____ Hours x \$ _____ per hour =	\$ _____
Cleaning/Damage Deposit	\$ _____
Set Up Fee	\$ _____
<b>TOTAL PAYMENT DUE TODAY</b>	<b>\$ _____</b>
<b>Off Duty Officer Scheduled?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
Rental Receipt # _____	<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit
Deposit included in Rental Receipt. <small>(Each contract requires a new deposit for accounting purposes. We cannot "rollover" deposits.)</small>	
_____ Staff Member Signature	_____ Date
<b>AFTER RENTAL DATE:</b>	
<input type="checkbox"/> Key Returned/Room Clean/No Damage	
<input type="checkbox"/> Refunded Deposit (Attach Purchase Requisition)	
<input type="checkbox"/> Cashed/Kept Deposit (List/Attach Reason)	
_____ Staff Member Signature	_____ Date