

CITY OF LANSING **ROOM RENTAL POLICY**

The City of Lansing is pleased to make available the use of the Lansing Community Center to individuals and groups for authorized uses. To preserve the facility and ensure its upkeep, the following policy shall be observed.

- 1) The City of Lansing reserves the right to access all areas used during an applicant's reservation.
- 2) City and County emergency events are a priority, and any rental agreement may be cancelled and refunded or rescheduled at the discretion of the staff.
- 3) City Events and maintenance will take precedence over rentals. These may be reserved and held at any time and may require consecutive weekdays or weekends.
- 4) 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.
- 5) In the event of severe weather, the facility may be used as a shelter for the community. The applicant will be issued a refund of all fees if this occurs.
- 6) All individuals or groups must complete an application, provided by the city staff, prior to use. The applicant must be twenty-one (21) years of age or older. The application will serve as a reservation and must be made during the hours of 8:00 a.m. and 4:30 p.m. Monday through Friday. Applications for the Community Center may be obtained from the City Clerk, Lansing City Hall, 800 First Terrace, Lansing, Kansas, 66043, (913) 727-3036 or at the City's website, www.lansingks.org.
- 7) Reservations may be made up to 12 months in advance. Requests for a year in advance will be accepted on the first working day of the month for the same month of the next year (Example: On January 1, 20XX, reservations will be accepted for any day of January 1, 20XX). Exceptions must be approved by the City Council.
- 8) No group or individual may reserve any room or area for more than four consecutive weekends (weekends are Fridays after 5PM, Saturdays, and Sundays).
- 9) Reservations will be booked on a first come first served basis, and dates will not be held or tentatively booked until the application and all applicable fees are paid. At the time of reservation, the appropriate hourly rental fee, the set-up fee (if applicable), and the cleaning/damage deposit must be paid (see facility request application). A new rental agreement and deposit will be required for all new reservations.
 - a) The City Administrator is authorized to waive hourly fees for the Community Center for groups that directly support the City of Lansing for events that are solely for fundraising activities. When a fee waiver is authorized, the applicant will be required to pay the set-up fee and deposit fee for the event.
- 10) The applicant may delegate one additional responsible party in writing on the reservation form to pick up the key for the event or make changes to the agreement. Only the applicant and/or delegate may make changes to the rental agreement and pick up the key for their event. Reservations cannot be transferred or sublet. The applicant or responsible party may be asked to show the rental agreement and/or a state issued photo ID at the time the key is picked up.
- 11) Changes to the set-up, hours of the event, or room selection must be made in writing at least two full business days prior to the event to ensure staff availability.

- 12) The applicant or their delegate must be present at the facility during the entire rental time. The only exception is if the facility is used for a wedding reception and the bride or groom is the applicant.
- 13) Cleaning/damage deposits shall be deposited until the facility has been inspected by City staff after an applicant's function. Checks must be in the applicant's name. The facility will be inspected for damage and compliance with cleaning requirements. The full deposit or portion thereof may be retained if:
 - a) The facility is damaged or does not meet the cleaning requirements.
 - b) The key is not returned after each event.
 - c) The facility is left unlocked.
 - d) There is a violation of this Room Rental Policy.

The forfeit of this cleaning/damage deposit does not absolve applicants of any additional charges assessed by the City for damage, cleaning, and/or expenses beyond the cost of the deposit. Applicants are responsible for any and all damage incurred during their function.

- 14) The Lansing Community Center will be available from 7:00 a.m. to 1:00 a.m. daily unless an exception is granted by the City Council. The City of Lansing reserves the right to deny use to any individual or group whose intended use conflicts with this policy or interferes with the daily operation of the City.
 - a) Community Center applicants will receive one (1) complimentary hour immediately prior to the reservation time for set-up and decoration and will receive one (1) complimentary hour immediately following the reservation time for clean-up purposes. Reservations will be made in one-hour increments with a minimum reservation of two (2) hour, and a maximum reservation of seventeen (17) hours. Minimum and maximum reservation times do not include complimentary hours.
 - b) Applicants may not enter the facility, decorate rooms, or store any items at the facility prior to the requested reservation time including complimentary hours. If an applicant is found to have arrived earlier or remained beyond the reservation time including complimentary hours, additional charges to cover the hourly fees will be deducted from the deposit, or if the fees are in excess of the deposit, the applicant will be charged accordingly.
- 15) Alcohol at the Community Center cannot be sold unless a temporary alcohol permit or temporary cereal malt beverage permit is granted according to Lansing City Code Chapter 3: Beverages and applicable ABC requirements. If alcohol is served or consumed and attendance is greater than 50 attendees, the applicant will be required to pay an off-duty Lansing police officer \$35.00 per hour from the time alcohol is served or consumed until the end of the rental. Arrangements must be made directly with Lansing Police Department by the applicant. Payment must be made directly to the officer and is due no later than the beginning of the event. If alcohol is served or consumed at the Community Center without security on the premises during the event and attendance is greater than 50 attendees, the applicant will forfeit the security deposit and/or other fees may be assessed. Any events with alcoholic beverages must comply with all state and local ordinances, licenses, and laws. Any violations will require the party to stop serving all

alcohol immediately and will result in the forfeiture of any and all deposits and fees. The City Clerk may require additional security depending on the type of event.

- 16) Any youth function shall have a minimum of one adult per twenty (20) minors. Events found without proper supervision will be terminated and asked to leave the premises. No refunds will be issued.
- 17) 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.
- 18) Tobacco products and illegal substances are prohibited everywhere in the facility by state law and city policy. Tobacco products are also prohibited within 50 feet of the entrance of the facility. The applicant is responsible for the enforcement of this prohibition.
- 19) To be eligible for Lansing resident rates, the applicant must reside in Lansing city limits, and must show a state issued photo ID with the current Lansing residence or show proof of ownership of a property within the city limits of Lansing.
- 20) All cancellations must be made by the original applicant in writing. Any cancellation less than two weeks prior to the applicant's function will result in forfeiture of all rental fees at Clerk's discretion.
- 21) A set-up fee will be charged for each reservation in addition to the hourly fees and deposit. The set-up fee includes the set-up and tear down of chairs, tables, and equipment indicated on the application. Facility chairs, tables, or other equipment are available for use within the building only.
- 22) **No staples, nails, tacks, or adhesives of any kind may be used on the walls or ceiling. No birdseed, rice, or other loose material may be thrown inside the building or upon the grounds. No loose glitter, sequins, or confetti may be used for decoration. There will be a \$25.00 penalty if these items are used plus charges assessed to remedy any damage caused by such items.**
- 23) Compliance with the International Fire Code as adopted by the City is required when using candles. Candles must be enclosed in a glass candle holder. No tapered candles are allowed.
- 24) No inflatables allowed inside the facility. A Certificate of Insurance is required for outside inflatable set-ups (See Item #25 of Policy).
- 25) The City of Lansing is not responsible for any accidents, injury, illness, or loss resulting from items applicants bring to the facility or grounds and will not be held responsible for any items that may be lost, stolen, or damaged. The City may require, at staff discretion, proof of insurance coverage at a City approved rate.
- 26) Applicants shall not store any belongings at the Community Center. Any belongings found after an event will be held in the Lost and Found for a period of 30 days. Items left in the Lost in Found for more than thirty days will be turned over to the Chief of Police as required by Chapter 13 Article 2 of the City Code.
- 27) City staff cannot sign for any items delivered to the Community Center for use by an applicant.
- 28) Gambling is prohibited. Gambling is defined as "making a bet dependent upon chance, where


one stands to win or lose something of value.” Donation-based events to raise funds for charitable or civic organizations are allowed.

- 29) City staff reserves the right to deny renting the Community Center to any applicant that has been found in violation of this policy and/or any applicant that has not paid fees required by this policy.
- 30) All activities must comply with the noise ordinance.
- 31) This policy will be reviewed annually.
- 32) Any exception to the Room Rental Policy requires City Council approval.
- 33) The Room Rental Policy will take effect on January 31, 2024.

Passed and approved this 31 day of January 2024.



ATTEST:



Timothy S. Vandall, City Administrator



Tish Sims, City Clerk