



## Alcohol Policy

**City ordinance #9040 prohibits all alcoholic beverages on park property, including the patio and parking area**, except as designated by the Parks Director for special events authorized and approved from time to time. Staff will advise the renting party of the violation and will be given one opportunity to secure the alcohol in their vehicle for the duration of the event. If alcohol persists, offenders will be asked to leave the premises and **rental deposit will be forfeited**.

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## Reservations

- Room(s) must be reserved for a minimum of two (2) hours. **Set-up and clean-up are included in rental time.** Failure to vacate the facility at the conclusion of the event will result in an additional charge of \$25.00 for every 15 minutes after your contracted time. Leaving before your scheduled ending time does not result in a refund.
- **A \$100 refundable deposit and rental fees must be paid in full at the time of reservation.** Dates and times will not be held without payment. Space is reserved when the rental agreement is completed, signed, and full payment is received. All reservations must be made in person.
- Once the facility is signed off by a Parks and Recreation Staff member, your deposit will be returned via credit card, or if paid by check/cash, a check will be issued within 14 business days of the rental.
- Reservations can be made up to 12 months in advance. Ongoing reservation requests must be submitted and preapproved by the Director. Fee schedule will be arranged at the time of reservation.
- Individuals or groups may add a room to their reservation at the hourly rate if available, but requests to remove a room from an existing reservation are subject to the cancellation/change policy.

Initials \_\_\_\_\_

## Cancellation/Change Policy

- Notice of cancellation must be made in writing and submitted to the Parks and Recreation Department.
  - **60+ Days:** Will be refunded the full amount.
  - **30-59 Days:** Will be refunded the rental fee but forfeit the refundable deposit.
  - **0-29 Days:** Will be refunded the refundable deposit, but the rental fee will NOT be refunded, however, it will be placed on the account for future use as a courtesy credit.
- In the event the renter wishes to CHANGE their reservation date, a \$25 change fee will apply to all reservations less than 60 days prior to the scheduled event.

Initials \_\_\_\_\_

## Rules & Regulations

- Prohibited items include: pinatas, confetti, bird seed, loose rice, silly string, water balloons, **adhesives, and metal fasteners of any kind (tapes, tacks, nails, staples) on walls or floor**, tables or other equipment/facilities, open flame candles, alcohol (unless prearranged with this rental), and red, purple, or orange beverages. The use of any of these items in any form will result in the forfeit of your refundable deposit and may terminate your event early.

- All outside vendors (including, but not limited to, caterer, DJ, bands, performers, florist, etc.) are required to abide by facility policy and are your responsibility.
- Smoking is not permitted anywhere inside the Parks and Recreation Center. Smoking is allowed only in the designated area outside on the back patio.
- The City of North Kansas City is not responsible for accidents, injury, illness or loss of group or individual property.
- The City of North Kansas City will not allow the use of its facilities to individuals/groups who charge admission for attendance to an event or who sell an item or product on the premises for profit without NK CPR affiliation. Violations shall result in closure of the event **without refund for unused rental time**.
- Any group or person violating the established North Kansas City Parks and Recreation Center Rules and Regulations or constituting a nuisance may be asked to leave the facility. Misuse of the facility will be sufficient reason for terminating the agreement **without refund** and may disqualify the group or person from being eligible for future rentals.

Initials \_\_\_\_\_

### Cleaning

- Renter shall be responsible for the collection of litter and other materials during and after the event. The renter must clear trash and debris from all tables, remove decorations, dispose of all food, wipe tables/chairs clean, pick up all trash, sweep floors, and take trash to the outside dumpster.
- The Center will provide trash bags, brooms, and mops as needed.
- The kitchen area, if rented, must be cleaned, and cleared of all food and trash, floors swept and mopped, countertops and cabinets wiped clean.
- Please report any liquid spills immediately to the staff on duty for clean-up to avoid accidents/injuries.
- Please report any issues you may have as they arise so they can be addressed in a timely fashion.

Initials \_\_\_\_\_

**All individuals requesting a reservation must be 21 years of age or older, attend the event and are held completely responsible.**

In consideration for my ability to use the facilities of the City of North Kansas City for my event, and for and on behalf of myself, my heirs, executors, administrators, personal representatives and assigns, I do hereby waive all claims for damage or loss to my person/property and all demands and liability which may be caused by any act of failure to act of and by, and I do hereby release, discharge and hold harmless, the City of North Kansas City, Missouri; the owners, managers and lessees of any real property on which such program may be carried on, and their respective officers, board members, trustees, employees, agents, instructors and contributors to such programs from any and all such claims, demands, loss, damage and liability of which arise out of or in connection with my participation in this program and facility. I do further understand and agree that the abuse or misuse of any city facility, or violation of any established rules and regulations of city facility, can result in the cancellation of a facility reservation, forfeiture of my deposit and/or refusal of use at any time, now or in the future.

Renter Signature \_\_\_\_\_ Date \_\_\_\_\_

Renter Signature \_\_\_\_\_ Date \_\_\_\_\_