



Room Setup # _____

SHAWNEE PARKS AND RECREATION Shawnee Civic Centre Reservation Request Form

Contact _____

Organization/Group _____

Address _____

City _____ State _____ Zip _____

Phone (H) _____ (W) _____ (C) _____

E-Mail _____

Description of Event _____ # Attending _____

Room Requested _____

Dates requested	Day of week	Time requested **Include set-up and clean-up time
_____	_____	_____ to _____
_____	_____	_____ to _____

Rental Hours: Monday - Thursday 8:00 a.m. to 10:00 p.m., Friday and Saturday 8:00 a.m. to 12:00 a.m., Sunday 12:00 p.m. - 9:00 p.m.

By signing below you acknowledge that you have read, understand and agree to all terms and conditions listed in the Civic Centre packet. You also agree to pay all fees related to the facility rental.

Alcohol will not be served

Alcohol will be served (see security policy)

Client Signature: _____

STAFF USE ONLY

Rental Fee ____ hrs X \$ ____ per hr =	\$ _____	Extension Cord (\$5.00 each)	\$ _____
Damage Deposit (\$200 due week of party)	\$ _____	Easel (\$10.00 each)	\$ _____
SUBTOTAL	\$ _____	Microphone(s) (\$10.00 each)	\$ _____
Amount Paid	\$ _____	Portable Projector (\$15.00)	\$ _____
REMAINING BALANCE	\$ _____	Podium (\$10.00)	\$ _____
Payment Received	\$ _____	Screen (\$15.00)	\$ _____
BALANCE DUE	\$ _____	Stage (\$25.00)	\$ _____
		Presentation TV (\$35.00)	\$ _____
		Theatre LCD (\$35.00)	\$ _____
		Coffee (\$10.00)	\$ _____



SHAWNEE
PARKS AND RECREATION

Shawnee Civic Centre Payment and Cancellation Policy

Damage Deposit

- A \$200 damage deposit will be preauthorized on the last business day prior to the rental date. It is the responsibility of the renter to contact the Shawnee Parks and Recreation Department for payment of the damage deposit. Assuming no damage has occurred the preauthorization will be dropped 7 - 10 business day after your rental date. If after an activity, additional janitorial maintenance is required (other than the normal cleaning process) or if damage exceeds the \$200 deposit additional fees may be assessed.

Initials _____

Payment

- Rentals less than \$100 shall be paid in full at the time of reservation
- Rentals that exceed \$100 have two options:

Full Payment - At the time of reservation full payment will be made

Partial Payment - At the time of reservation, 50 percent of the rental fee is due. The remaining balance will be due ten (10) weeks prior to the rental date. In the event that full payment is NOT made on time, The Shawnee Parks and Recreation Department has the right to cancel the event.

Initials _____

Room Cancellation Policy

If circumstances arise that would cause the cancellation of your event, the following cancellation schedule applies:

If Reservation is Cancelled	Renter Receives
10 weeks from the event	90% refund of rental issued
9 weeks from the event	80% refund of rental issued
8 weeks from the event	70% refund of rental issued
7 weeks from the event	60% refund of rental issued
6 weeks from the event	50% refund of rental issued
5 weeks from the event	40% refund of rental issued
4 weeks and fewer from the event	No refund issued

Initials _____



Shawnee Civic Centre Security Requirements

Renter is required to provide security at the renter's expense if:

- Alcohol is being served and there will be more than 100 people in attendance
- Deemed necessary by the Parks and Recreation Director due to the nature and size of the event (i.e. concerts, large parties, dances, teenage events, etc.)

In the event money is exchanged for alcohol, renter must provide proof of temporary State and City Liquor Licenses.

The cost of security is \$52.65 per hour per officer (2 hour minimum - 24 hour cancellation notice is required). The security officers will be off-duty uniformed Shawnee Police Officers.

Attendance of 100 - 240 will require one (1) security officer, more than 240 in attendance will require two (2) security officers.

Alcohol is not allowed in the Civic Centre parking lot.

The renter is responsible for making all payment and arrangements for security by contacting Extra Duty Solutions **at least four (4) weeks prior to the rental date.** Extra Duty Solutions can be reached at (913) 221-0361 or by email at ShawneeKS@ExtraDutySolutions.com.

Please have the following information available prior to contacting Extra Duty Solutions:

- Name
- Address
- Phone #
- Date/Time of the event
- Type of Event
- Expected Number in Attendance

By signing below you acknowledge that you have read, understand, and agree to all terms and conditions listed above.

Print Name _____ Date _____

Signature _____



Shawnee Civic Centre General Rules and Regulations

- All reservations must be made in person at the Shawnee Civic Centre.
- Reservations may be made up to one (1) year in advance and shall be on a first come first serve basis. Requests for a year in advance will be accepted on the first working day of the month.
- Reservation requests must be made and signed by an adult (21) years or older.
- Person named on the Rental Request Form shall be responsible for their guests and their compliance with all rules and regulations.
- The applicant, as well as the group or organization the applicant represents, will be responsible for any damage to Civic Centre equipment or property.
- Additional charges may be assessed if the damage or cleaning requirements exceeds the \$200 deposit.
- Renter is responsible for cleanup. All trash, debris, decorations etc. shall be removed at the conclusion of the room rental. Room should be left in the condition that it was found.
- No glitter, sparkles, sequins, confetti or loose decorations shall be allowed in the building.
- Candles must be enclosed in a hurricane type glass. No open flames shall be allowed.
- No decorations are to be attached to the walls, pillars or ceiling.
- Use of amplified live music requires a full building rental.
- The applicant may use only those facilities designated on the rental request form.
- All persons must leave the premises at the conclusion of the time designated on the rental agreement. Failure to do so may result in additional charges.
- No glass bottles

Room Descriptions

Gym	Meeting Rooms	Senior Room	Little Theatre
Can hold up to 500 people, both round and rectangular tables available, brick patio, great for wedding receptions, quinceaneras, or trade shows and other large events.	Will hold anywhere from 25 to 75 people, rectangle tables available, direct access to the small kitchen, perfect for business meetings or small parties.	Semicircular room with a scenic view, can hold up to 75 people, rectangle tables available, popular for birthdays, baby or wedding showers, or other family gatherings.	Circular room, will accommodate up to 65 people, rectangle tables available, built in LCD screen and projector available for rent.



Shawnee Civic Centre Rates

Civic Centre Hourly Rates				
Maximum Room Capacity (per fire code)	Civic Organization	Shawnee Residents/Business	Non-Resident	Commercial
Gym (400-500)	\$72/ 86.40	\$90/ 108	\$120/ 144	\$149/ 178.80
Gym/Kitchen (400-500)	\$92/ 110.40	\$115/ 138	\$153/ 183.60	\$191/ 229.20
1 meeting room (18-25)	\$12/ 14.40	\$15/ 18	\$20/ 24	\$25/ 30
2 meeting rooms (36-50)	\$24/ 28.80	\$30/ 36	\$40/ 48	\$50/ 60
3 meeting rooms (48-75)	\$32/ 38.40	\$40/ 48	\$53/ 63.60	\$66/ 79.20
Little Theatre (54-65)	\$32/ 38.40	\$40/ 48	\$53/ 63.60	\$66/ 79.20
Senior Room (72-75)	\$32/ 38.40	\$40/ 48	\$53/ 63.60	\$66/ 79.20
½ Senior Room (30-40)	\$16/ 19.20	\$20/ 24	\$27/ 32.40	\$33/ 39.60
Large Kitchen	\$20/ 24	\$25/ 30	\$33/ 39.60	\$42/ 50.40
Small Kitchen	0	\$5/ 6	\$7/ 8.40	\$8/ 9.60
All Upstairs Meeting (102-150)	\$68/ 81.60	\$85/ 102	\$113/ 135.60	\$141/ 169.20
Full Building Rental	\$192/ 230.40	\$240/ 288	\$319/ 382.80	\$398/ 477.60

***Please note: a 20% premium will be applied to all Saturday rentals**

Maximum Room Capacity - The first number represents party style maximum capacity with tables and chairs. The second, higher number, represents maximum capacity lecture style with chairs only.

Civic - An organization with an office located within the City limits of Shawnee meeting the Internal Revenue Service qualifications for 501(c)(3) status.

Resident/Business - A business with an office in the City limits (for non-business activity) primary living domicile in City limits. Non-business related activity by non-resident of a Shawnee business does not qualify under this category.

Non-Resident - An individual whose primary living domicile is outside the City limits of Shawnee.

Commercial - When a fee will be charged by the renter to others to use the facility, either by an admission charge at the door, advance ticket sales or registration fees; or when company business will be conducted.