

**Cheney Recreation Commission
Building
Procedures & Fees for Renting Building**

The primary function of the CRC building is to provide a complete recreation program for all ages. Only on limited occasions when the building is not in use, and conditions permit, will it be available on a rental basis. The facility may be available Mondays-Sundays, 8 a.m.-12:00 a.m. (midnight). The facility includes a large open room (50' x 80') and a small restroom. The building may be viewed by appointment, contact CRC office 542-0010.

Large Room available for:

- | | | | |
|--------------|-------------|--------------|-------------------|
| -Meetings | -Receptions | -Reunions | -Birthday Parties |
| -Fundraising | -Other | -NO Weddings | Receptions |

General Guidelines

1. All Fees & Policies subject to change.
2. The Cheney Recreation Commission and Sedgwick County Fair Association are not responsible for accidents, injury, illness, or loss of group or individual property. The CRC staff shall have the right to unrestricted access to the facility at all times during any and all use. Groups/individuals found in violation of established guidelines, city laws and ordinances, or constituting a public nuisance may be required to leave the facility. The misuse of the facility, failure to conform with established regulations or other applicable city ordinances, will be sufficient reason to terminate the function. Refunds or deposits will not be given in these instances.
3. Any group or person violating the established Cheney Recreation Commission Rules and Regulations, or constituting a nuisance, may be requested to leave the facility. The misuse of the facility will be sufficient reason for terminating the agreement immediately with no refund and may result in future rental privileges being suspended.
4. Lessor should complete the lease agreement and attach the deposit. A copy of the lease will be given to Lessor once the reservation is accepted. The building is rented on a first come first-serve basis.
5. Any special arrangements, equipment, concession stand, admission, or unusual requests must be reported and paid to CRC at the time of the reservation.
6. The Lessor must complete and file with the CRC a properly drawn and legally binding "Hold Harmless Agreement," and complete a Building Lease Permit.
7. **Deposits:** Deposits are required for all events. **Deposits are due at the time of reservation of the building.** Deposit also holds the date/time of the event. Any damage to the facility or clean up required as a result of the rental will be automatically deducted from user deposit. If damage or clean up is more than the deposit amount collected, the user will be billed the difference, due 30 days upon notice. Deposits will be returned no later than three weeks after the inspection of the facility, providing cleaning and procedures have been met. **Separate check if possible.**
8. **Building and additional fees:** **All fees must be paid in full one week before the scheduled date.** If fees are not paid at this time, the event date will be considered cancelled, and no refund of deposit will be given.
9. The Cheney Recreation Commission may require proof of insurance coverage, when the activity is deemed potentially hazardous to life, personal injury, or facility damages. This includes services, rental companies, and outside contractors.

Refunds/Cancellations:

1. Cancellations received must be made at least one month prior to the scheduled date to receive a full refund of the deposit. Notification of cancellation one week or less will result in forfeiture of all fees.

Time of Event

1. Building may be rented hourly or on a daily basis. If hourly, only 6 hours maximum, if beyond 6 hours, the time and fee advances to a daily rental. Set up time & clean up time must be done during the reserved time.
2. No group will be allowed to remain or loiter inside/outside the facility. Failure to vacate the facility at the conclusion of the event will result in an addition of \$25.00 for every 15 minutes after your contract time.

Keys

1. On occasion, a key may be checked out to the renter. One (1) key will be checked out to the renter. Once the event is complete the key must be returned to the CRC staff or placed in CRC drop box no later than noon the next day. If no key is turned in, the renter will be responsible for reimbursing CRC the fee for new locks and locksmith fee, etc. NO copies of the key may be made. If it is found a copy of the key has been made a fine of \$500 per new key made will be charged.

Building & Equipment

1. Facilities may not be used for purposes other than for which they were reserved. Writing upon, marking or damaging the facilities is prohibited.
2. No vehicles may be allowed inside the CRC building.
3. The garage doors will remain shut during activities unless it is okayed and scheduled for use at the time of the reservation.
4. NO CRC equipment (tables, chairs, racks, etc.) will be allowed outside. No interior amenities may be removed from the facilities.
5. If CRC tables are used, they must be covered with table clothes. Plastic tablecloth is provided. After the event is over if CRC tables/chairs, etc. are used they must be put away by the southwest corner by the double doors or in the storage room.
6. Smoking/Vaping is NOT allowed inside the building.
7. No candles or any open flames are allowed in the building.
8. No animals (except service animals) are permitted in the building unless authorized.
9. Storage facilities are not available for renter's use.
10. If the event is seen as a possible issue with the sports floor, a tarp will be placed over it. See rental rate sheet for some possible situations for laying the tarp down.

Decorations

1. All decorating must be done during the scheduled rental time. All decorations must be applied with removable masking or scotch tape or magnets. The use of glue, nails, staples, screws etc. is not allowed on walls or ceilings. All tape and string must be removed from all surfaces and equipment at the conclusion of the rental.
2. All plants, trees, and shrubs must be in waterproof containers and must be carefully placed so as not to damage floors, tables, or block fire exits. Do NOT drag items across the floor, it will scratch it.

Set up/clean up:

1. All Trash should be picked up and put in proper receptacles after the completion of event (additional liners are in the bottom of the trash cans). A large trash dumpster is located east of the building in the large white building parking lot.
2. The outside area of the building, including the parking lot, sidewalks, etc. must be picked up and free of all litter. The user is responsible for any clean up needed and/or damage done by the caterer.
3. At the end of the event, everything must be cleaned and returned as it was originally. Floors swept and/or mopped as needed. This includes the restroom.
4. A check-off list of clean up procedures and responsibilities will be provided.

Alcohol

1. The serving or consumption of beer or liquor on the premises will be allowed under the following conditions:
 - a. Alcohol will be served and consumed by special permit only. **Permit fee is \$50.00**
 - b. Those using the facility must comply with City, County and State laws and ordinances.
 - c. The CRC reserves the right to refuse a permit to any individual or group.
 - d. No alcoholic beverages will be allowed outside the building.
 - e. No exchange of money for alcohol is allowed.
 - f. Any function where an alcohol permit is issued may require security at the cost of the renter. Extra security may also be required due to the nature of the event or the size of the group.
 - g. Absolutely NO minors are allowed to partake in alcohol.

Concessions and/or Admissions

1. CRC does not allow groups to sell or take donations for concessions, programs, etc., nor charge admission during events without authorization from the CRC and a Concessions/Admissions Contract.

Youth Groups and Children

1. Youth Groups & children must be properly supervised at all times. The ratio shall be one adult to every 10 youth. Unusual rowdiness or abuse of persons or property will result in immediate termination of rental.

Food

1. Food may not be cooked inside the building. Renters may bring prepared food and use food warming equipment. Exception: Roasters, crock pots and/or microwaves are allowed.
2. If a grill is used, it must be outside the building & it must be at least 10' from any entrance. An adult must be present at all times it is in use and must be the one operating it. Any mess from the grill must be cleaned up after the event.

Building Thermostats

1. Room thermostats should only be changed by CRC staff or authorized renters.

Cheney Recreation Commission
Building Rental Rates

All Fees & Policies subject to change

Rental Rates

- 1) Hourly (rounded up to the next hour) up to 6 hours (include set up/clean up)
 - a. Minimum of two (2) hours..... \$50.00
 - b. Hours 3-6 (+1 to 4 hours)\$25.00/hourDeposit fee: \$25.00

- 2) Daily (any rental over six (6) hours), 8 a.m.-Midnight
 - a. Daily fee.....\$200.00Deposit fee: \$75.00

Additional/Optional Fees

1. Alcohol Permit \$50.00*
 2. Misc. CRC equipment-**see below
 3. Tarp (if CRC deems the event require it) \$75.00
- *Required for parties serving alcohol

CRC equipment available for rent

1. Sports Balls (basketball, soft football, dodgeballs, soccer, etc.) Bag of balls \$10
2. Pickleball/Tennis-(net/standards, game balls, paddles) \$10
3. Gymnastics Mats (4 total) (beams and other items are not available, no shoes on mats) \$10
4. Misc. Sports Equipment-(INDOOR bats, bases, etc.) \$10 per set
5. If you have a request, just ask and CRC will see if it is available. \$ may vary.

Deposit Information

Deposits: Deposits are required for all events. Deposits are due at the time of reservation of the building. Deposit also holds the date/time of the event. Any damage to the facility or clean up required as a result of the rental will be automatically deducted from user deposit. If damage or clean up is more than the deposit amount collected, the user will be billed the difference, due 30 days upon notice. Deposits will be returned no later than three weeks after the inspection of the facility, providing cleaning and procedures have been met.

Building & Additional Fees

All fees must be paid in full one week before the scheduled date. If fees are not paid at this time, the event date will be considered cancelled, and no refund of deposit will be given.

Tarp Placement

If the event to be held in the CRC building is seen as a possible issue with the sports floor, CRC requires that a tarp be placed over the floor-no exceptions. **Do NOT pull things across the floor it will scratch it.**

**Cheney Recreation Commission
Building Concessions Contract**

I/We, _____, the undersigned, do hereby agree to adhere to the following:

1. A fee of \$50.00 will be paid to the Cheney Recreation Commission (CRC) to be allowed to operate a concession stand during the reserved event.
2. Information on the concessions stand set up must be presented to the Director at the time of the reservation.
3. If food products (non candy/snacks) are sold at least one adult must be present at all times in the concession stand (18 years or older). If a grill is used to cook food, an adult must be present and must be the one operating it.
4. Failure to meet any of the aforementioned stipulations may result in immediate termination of this contract.
5. This is to certify that I/We have read the above conditions required in the operation of the concession stand and that I/We fully understand and intend to abide by this agreement.

Concessionaire(s) _____ Date _____

Cheney Recreation Commission Director _____ Date _____

Admissions Contract

I/We, _____, the undersigned, do hereby agree to adhere to the following:

1. A fee of \$50.00 will be paid to the Cheney Recreation Commission (CRC) to be allowed to take in money for admission to your reserved event.
2. Information on admission fees must be presented to the Director at the time of the reservation.
3. Failure to meet any of the aforementioned stipulations may result in immediate termination of this contract.
4. This is to certify that I/We have read the above conditions required in being allowed to charge admission to the reserved event and that I/We fully understand and intend to abide by this agreement.

Renter(s) _____ Date _____

Cheney Recreation Commission Director _____ Date _____

**Building Lease Permit
For
Cheney Recreation Commission and/or Facilities**

This Permit made and entered into this _____ day of _____, 20____, by and between the Cheney Recreation Commission hereinafter referred to as the Lessee, and _____ hereinafter referred to as the Lessor.

NAME OF INDIVIDUAL OR ORGANIZATION: _____

RESPONSIBLE PARTY:

NAME: _____

ADDRESS: _____

CELL PHONE: _____ **OTHER PHONE:** _____

FACILITY LEASED: _____

NATURE OF INTENDED USE: _____

DATES REQUIRED: _____

OF PEOPLE EXPECTED: _____ **CRC TABLES\CHAIRS NEEDED: YES NO**

STARTING & ENDING TIME (each day, this includes set-up and clean up time):

ADMISSION/CONCESSIONS: YES NO **ADMISSION FEE:** _____

REQUESTS/COMMENTS: _____

The holder of this permit has priority use of the above facilities on the days and times listed.

IT IS UNDERSTOOD that the user may be pre-empted by the CRC if scheduling needs arise.

LESSOR

CHENEY RECREATION COMMISSION

HOLD HARMLESS AGREEMENT

THIS AGREEMENT, made this _____ day of _____, 20___, between the CHENEY RECREATION COMMISSION, and the Sedgwick County Fair Association (SCFA), hereinafter referred to as “First Party” and _____ hereinafter referred to as “Second Party.”

WHEREAS, First Party and Second Party have entered into a lease agreement dated _____, 20___, involving certain Recreation/SCFA Facilities and/or diamonds owned by First Party. The Second Party has received all rules and regulations for use of the facilities and has read and understands all the information given to them.

NOW, THEREFORE in consideration of the mutual promises, covenants and agreements contained herein indemnify and hold harmless First Party, against any and all loss, damage, costs, and expenses which First Party may hereinafter suffer, incur, be put to, pay or lay out, by reason of and every claim, demand, suit and payment in respect thereof, by reason of any of them, which arise out of said lease,

THIS AGREEMENT SHALL BE BINDING on and inure to the benefit of the heirs, executors, administrators and assigns of the respective parties hereto, and the parties hereto have executed this agreement the day and year first above written.

Cheney Recreation Commission

Cheney Recreation Commission – “First Party”

LESSOR – “Second Party”

**Cheney Recreation Commission
Building Rental Checklist**

BEFORE EVENT

- ___ Deposit-due at the time of reservation
- ___ Fill out & turn in all forms to CRC
- ___ Go over all information with CRC and receive ok for event
- ___ Building & additional fees due 1 week before scheduled date
- ___ Key check out (if needed) or make arrangements with CRC
- ___ Decorate (if needed)
- ___ Tables (10) available, Chairs (65) available
- ___ Cover tables with provided plastic cover or renter's covering
- ___ Find additional equipment if reserved
- ___ Place table/chair carts back in corner by wood double doors
- ___ Heating or A/C units (communicate with CRC on needs in advance)
- ___ Locate all brooms, mops, trash liners, additional cleaning supplies

AFTER EVENT

- ___ Throw away plastic tablecloth
- ___ Clean off tables/chairs as needed
- ___ Put away tables/chairs on proper racks
- ___ Put away table/chair racks in corner by wood double doors
- ___ Sweep entire floor
- ___ Mop areas as needed
- ___ Pick up trash inside and outside, includes parking areas
- ___ Take trash out to dumpster by large white building to the east in its parking lot
- ___ Replace trash liners
- ___ Put additional rented items by storage room
- ___ Shut off lights
- ___ Lock all doors and make sure secure
- ___ Key turn into director or black drop box by noon the next day or as arranged