



# Chanute

a TRADITION of INNOVATION

## **MAXIMUM OCCUPANCY LOAD Central Park Pavilion – 299**

According to fire codes, this is the maximum number of people that may occupy the community building at any given time. It is your (group's) responsibility to not exceed these limits.

**Smoking is prohibited inside the building.  
Cereal malt beverages or alcoholic beverages are prohibited inside the building  
without prior approval.**

### ADMINISTRATION

The administration of the building schedule will be the function of the City Clerk. Questions concerning problems of priority level, acceptability of usage, or a conflict in scheduling will be decided by the Parks Supervisor.

Requests for usage of the buildings must be made at least three (3) working days before the planned event. Scheduling will be done on a first-come, first-serve basis.

Requests to sell, drink, or consume cereal malt beverages or alcoholic beverages in the building need to be made and approved prior to scheduling an event by calling the City offices at 620-431-5232.

### GROUP USAGE PRIORITIES

- #1 The following service organizations: Veterans and Auxiliaries, City and County Government sponsored events, Recreation Commission, Girl and Boy Scouts, 4-H Clubs, USD #413 and NCCC sponsored events.
- #2 Private Individual Interest Groups, Civic Clubs, Charitable Events and Chamber of Commerce.
- #3 Commercial Activities and Profit Making Events, established in Chanute for 90-days or longer.
- #4 All other commercial activities that are not Chanute-based companies.

### RENTAL FEES

- #1 Priority events will receive the facility **free** of charge.
- #2 Priority events will be required to pay:
 

Deposit	\$ 50.00
Per Hour Rate	\$ 15.00
Daily Maximum	\$120.00
- #3 Priority events will be required to pay:
 

Deposit	\$ 50.00
Per Hour Rate	\$ 15.00
Daily Maximum	\$120.00
- #4 Priority events will be required to pay:
 

Deposit	\$200.00
Per Hour Rate	\$ 25.00
Daily Maximum	\$200.00

**\*\*RENTAL FEES WILL BE REDUCED BY 50% TO ANY GROUP THAT BOOKS AT LEAST ONE EVENT A MONTH FOR AN ENTIRE YEAR AT CENTRAL PARK PAVILION.**

Scheduled rental activities are not complete until all paperwork has been completed with the deposit and rental fees paid.

Hours booked should allow for set up & clean up, UNAUTHORIZED HOURS WILL FORFEIT YOUR DEPOSIT IF NOT PRE-APPROVED.

In case a reservation needs to be cancelled it must be done three (3) working days prior to the event. Anything less than the three (3) days we will refund your deposit only, the rental fee will be non-refundable at that time.

#### TABLES, CHAIRS, RISERS

Tables, chairs and risers may not be removed from the buildings except for use by the City, Recreation Commission, USD #413 and NCCC functions.

#### BUILDING RULES

1. Contracting party must be at least 21-years of age. Contracting party is responsible for the conduct of their activity and the behavior of all those in attendance. Charges for damage, breakage and mistreatment of equipment will be made if necessary.
2. Table and chair arrangements will be done by the contracting party which will include setting up and taking down.
3. The contracting party will be responsible for leaving the building in a clean and neat appearance. This includes dusting the floor and placing trash or garbage in proper receptacles.
4. No cereal malt beverages or alcoholic beverages will be permitted inside the building without prior approval.
5. Smoking is prohibited inside the building.
6. No tape, thumbnails, staples, etc., applied to the walls.
7. Violation of any of these rules will forfeit your deposit.

No events will start before 7:00 a.m. or after 9:00 p.m. And all events must be concluded by 12:00 a.m. (midnight).

Youth groups must be properly chaperoned. The number of chaperones will be determined by the Parks Supervisor. A list of chaperones with phone numbers must be provided to the City Clerk's Office seven (7) business days before the event.

Mass entertainment activities may require the contracting party to hire an off-duty or reserve officer to be present at the activity, the number hired will be dependent upon the type of activity and number of people expected to be in attendance. The Parks Supervisor will determine whether such help, and the number, that will be required.