



**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.

#### CONTRACT FOR USAGE OF

#### CENTRAL PARK COMMUNITY BUILDING – 101 S FOREST

(Smoking is prohibited inside the building. Cereal malt beverages and alcoholic beverages are prohibited inside the building unless prior approval has been made.)

Name \_\_\_\_\_ Organization \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

\_\_\_\_\_ is requesting approval to conduct the  
Individual / Organization

following activity \_\_\_\_\_ on \_\_\_\_\_ Date  
a.m. a.m.  
from \_\_\_\_\_ p.m. to \_\_\_\_\_ p.m. with approximately \_\_\_\_\_ people in attendance.

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

#### **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.

KEY PICKUP

The contracting individual will be required to pickup a key from the City Clerk's Office, 101 S. Lincoln, Chanute, Kansas. For weekday rentals the key should be picked up on the day of the function. For weekend rentals the key should be picked up on the Friday before the function. The City Clerk's hours are Monday thru Friday 8:00 a.m. to 4:30 p.m., with the exception of holidays.

KEY DROP-OFF

Key's must be returned to the City Clerk's Office by the following business day after your function. For your convenience a drop box is located outside the Memorial Building for after-hours drop-off. Key's will be tracked and charges assessed if not returned.

CANCELLATIONS

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

I, the undersigned, accept full responsibility for this rental; for any damages that may occur to the above mentioned facility during our use; receipt of a copy of the facility policies; and agree to abide by them.

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Signature of Contracting Party

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Date

DEPOSIT AND RENTAL FEE

Your group priority number is \_\_\_\_\_.

A deposit of \_\_\_\_\_ and a rental fee of \_\_\_\_\_ is due at the time of booking the reservation. These are payable to the City of Chanute at the City Clerk's Office located on the first floor of the Memorial Building at 101 S. Lincoln, Chanute, Kansas.

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Signature of Authorized City Personnel

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Date



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### 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, County, and State 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

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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.