



CITY OF INDEPENDENCE, Department of Parks/Recreation/Tourism
 Roger T. Sermon Community Center – FACILITY CONTRACT
 P.O. Box 1019, Independence, MO. 64051
 201 N Dodgion Ave, Independence, MO. 64050
 Phone (816) 325-7370 parks@indepmo.org

1. ORGANIZATION/GROUP/PERSON RESPONSIBLE

NAME _____ M _____ F _____ DOB _____
 ADDRESS _____ CITY _____ STATE _____ ZIP _____
 TEL.:(H) _____ (C) _____ E-MAIL: _____
 PERSON(S) ALLOWED TO CHECK-IN/BE IN CHARGE _____

2. DAY/DATE(S) REQUESTED _____

3. TIME ROOM(S) RESERVED (begin & end) _____

EVENT TIME(S) (begin & end) _____

4. TYPE OF ACTIVITY _____ NUMBER OF PARTICIPANTS _____

5. FACILITY TO BE USED: (check appropriate spaces)

GYMNASIUM: _____ SOUTH ROOM: _____ 4TH FLR: _____ THEATRE: _____
 GREEN ROOM: _____ LOBBY: _____ KITCHEN: _____ OTHER: _____

GENERAL CONDITIONS:

1. The City of Independence reserves the right to manage its facilities in a manner that safeguards the health and wellbeing of the public and City staff and safeguards municipal properties.
2. Lessee must comply with any and all City ordinances, rules or regulations that pertain to the use of municipal facilities and/or equipment.
3. Requests are processed on a first come, first serve basis.
4. Weapons are not allowed within municipal facilities, which include the Roger T. Sermon Center.
5. Smoking is not allowed within or on the grounds of the Roger T. Sermon Center.
7. The City reserves the right to cancel or revoke this contract at its discretion & the City's liability is limited to refund of security deposit (if no damage has occurred) and only those fee(s) paid.
8. Anyone age 21 and over may request facility space. The individual signing the contract (lessee) is the person held responsible for all actions of the rental group and must be personally present and available in the facility, throughout the entire rental period. If you would like an alternate person to be in charge during your event, you must make that information available to office staff prior to your scheduled rental time.
9. **ALCOHOLIC BEVERAGES ARE NOT PERMITTED ON PREMISES WITHOUT PERMIT.** Application for an alcohol permit must be made with the facility supervisor. Independence Police Department officers are required at all events with alcohol. Alcohol is not permitted during events for persons under the age of 21. Please see rider for additional fees and information.
10. For functions involving persons under the age of 21, the lessee who signs the contract must be present in the facility during the function & be fully available; a supervision ratio of 1 adult to 10 minors is required.
11. For large functions, the City may require the lessee to pay a fee for Independence Police officers to be present.
12. City assumes no responsibility for any items brought in, delivered to, or left in the facility that are to be used by the lessee and/or their representatives.
13. **Lessee accepts the facility and equipment in "as-is" condition** and agrees to hold the City harmless from any/all claims by attendees of rental function.
14. During the use of this facility, lessee agrees not to exclude anyone from participation/benefits of entry to municipal facility because of race, color, gender, age, religious affiliation, or national origin.

By signing this contract, the undersigned agrees to all conditions of said contract. Failure to follow City and facility regulations can result in the termination of this contract.

 SIGNATURE OF LESSEE Signature of City Representative

A.) GUARANTEE FEE / SECURITY DEPOSIT: Gym: _____ Mtg. Rm.: _____ Kitchen: _____ Theatre: _____

TOTAL: \$ _____ Check # _____ Cash \$ _____ CC# _____
 Name on Credit Card: _____ Exp. Date: _____

DATE OF G.FEE/ SEC. DEPOSIT PAYMENT _____ STAFF: _____

B.) ROOM RENTAL FEES: \$ _____ KITCHEN FEE \$5/hour: _____

C.) EXTENDED USE OF FACILITY FEES: # Hours _____ @ \$30/hour = \$ _____

D.) EQUIPMENT RENTAL: Sound & Dep. \$ _____ Other \$ _____

TOTAL OF B, C, D: _____

DATE PAID IN FULL: _____ STAFF INITIALS: _____

FINAL PAYMENT DUE BY: _____

CITY OF INDEPENDENCE PARKS/RECREATION/TOURISM DEPARTMENT

FACILITY USE & RENTAL POLICIES:

- The Rental Contract must be read in its entirety, completed properly, signed, and received by City staff at the Roger T. Sermon Community Center.
- Times indicated in your rental contract are the maximum time allowed for your use of the facility. Set up and take down/cleaning time, is to be included in the rental time. **You will not be allowed into your rented area earlier or later than the designated time on this contract.**
- Liability Insurance in the amount of \$1.5 million which names City of Independence as additionally insured is required for major party rental or private equipment including but not limited to inflatables such as bounce houses and mechanical contraptions. Lessee must receive approval from the facility supervisor and then submit the insurance to City staff before the day of the rental.
- The volume of music used by rental groups will be determined by City staff. D.J. and bands must schedule adequate time to be completely broke down at the end of the rental time.
- All decorations must be approved by City staff. No taping will be allowed to painted surfaces.
- No signs are allowed posted outside or inside of the facility by private rentals.

TABLES/CHAIRS, SPECIAL EQUIPMENT & SERVICES:

- Tables and chairs are provided in each area of the facility. Please verify inventory 7 days before function. If inventory is less than needed, lessee is responsible for obtaining additional items at their expense.
- Equipment and any special services must be requested at same time as facility request; lessee must receive approval from the City before any facility equipment is used. Any equipment brought into the gymnasium must have proper protection for the floor. Special floor protectors may be required.

CLEAN-UP:

- a.) Spills on tables & chairs must be wiped off before storing equipment. **Lessee is responsible for providing all cleaning supplies such as dish soap, dishcloths, and towels.**
- b.) Floors must be vacuumed or mopped as needed; vacuum cleaners, brooms and mops are supplied.
- c.) Trash: City will provide trash receptacles and bags. Lessee must carry all trash bags to dumpster.

GUARANTEE FEE TO HOLD → SECURITY DEPOSIT:

- Payment of a non-refundable GUARANTEE FEE TO HOLD is required with all requests. On the day of the confirmed rental function, this is converted to and used as the Security Deposit.

Gymnasium: \$150 Kitchen: \$25 Meeting Rooms: \$125 Theatre: \$300

RETURN OF SECURITY DEPOSIT:

- *All refunds will be returned providing the area rented and its furnishings are left damage-free, **clean**, trash disposed of properly, and the lessee group has complied with all facility policies. This includes causing no operational disruptions by being non-compliant with staff and/or disturbing other customers.*
- **Lessee's group must leave at the designated time reserved. The lessee will forfeit the security deposit if they do not observe the end of rental time.**
- *Lessee is responsible for payment of expenses to repair damage (or loss) to this facility, its furnishings and/or equipment which resulted from this function, whether directly or indirectly.*
- **Cash and Check payments:** *A Security Deposit refund check will be mailed to the lessee's address within 30 business days.*
- **Credit card payment:** *Fees will be processed within 7 business days.*

ROOM RENTAL FEES: Due four (4) weeks prior to date of function.

	<u>Non-Profit Groups</u>	<u>For Profit Groups</u>
Kitchen	\$ 10 per hour	\$ 10 per hour
Gymnasium	\$200: 1 - 4 hrs., \$50/each add. hour	\$400: 1 - 4 hrs., \$100/each add. hour
Gymnasium - Athletic practice	\$ 50: 1 - 2 hrs., \$25/each add. hour	
Gymnasium - Athletic game	\$200: 1 - 4 hrs., \$50/each add. hour	\$400: 1 - 4 hrs., \$100/each add. hour
Meeting Room	\$ 90: 1 - 3 hrs., \$30/each add. hour	\$120: 1 - 3 hrs., \$40/each add. hour
Theatre*	\$200: 1 - 4 hrs., \$50/each add. hour	\$400: 1 - 3 hrs., \$100/each add. hour

Note: If special sound or lighting is needed in the theatre, a representative from the Powerhouse Theatre will call you. Fees for special services must **be paid by the lessee to the theatre representative by function date.*

EXTENDED USE OF FACILITY & EXTENSION FEES:

Groups may request use of this facility outside of regular operational hours, at an additional fee of \$30/hour for each extended hour after the facility closes that day. Options for extensions include:

- *Monday through Thursdays: 8 -10 p.m.*
- *Fridays: 5 p.m. - 12a.m./midnight*
- *Saturdays: 5 p.m. - 12a.m./midnight*
- *Sundays: 12p.m./noon - 6 p.m.*

LAST MINUTE REQUESTS: If a facility request is received less than 30 business days before a date of interest, and space is available, lessee must pay all fees and deposit with cash or credit card.

CANCELLATIONS AND/OR DATE CHANGES:

Cancellation notifications received less than 14 business days prior to the function will result in 10% of Rental Fees. No date changes are allowed less than 14 business days prior to the function date. Any cancellation will result in complete forfeiture of Guarantee Fee to Hold.