

CITY OF SPRING HILL
POLICY STATEMENT
COMMUNITY CENTER
613 S. RACE

SUBJECT: Usage of Community Center
PREPARED BY: City of Spring Hill

MAXIMUM OCCUPANCY: 125
SQUARE FOOTAGE: 3,240 square foot

1.0 Purpose

To provide guidelines by which individuals and groups may use the Community Center.

2.0 Philosophy

To facilitate public participation in Spring Hill and to advance the interests of the Community Center through increased public support, the Community Center is available for private functions.

It is the City's intention that Spring Hill civic groups utilize the Spring Hill Community Center to the greatest extent possible. Exceptions to the fee schedule established below, therefore, shall be granted only in the case of the Spring Hill Chamber of Commerce, which may conduct its regular meetings at no charge; in extraordinary circumstances, by the City Administrator.

- 2.1** Function will be considered on the basis of the quality and type of the event, and the physical impact on the property.
- 2.2** Any user shall respect the City of Spring Hill policies for the site, the restrictions of these policies and the property's physical limitations.
- 2.3** The City of Spring Hill does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in the provision of services.

3.0 Fees

Fees for rental of the Community Center are based on a fee schedule adopted by the City of Spring Hill and are subject to review annually.

3.1	The following fees are non-refundable.	<u>Daily Fees</u>
	Citizens of Spring Hill	\$ 75.00
	Citizens of U.S.D. #230 residing outside Spring Hill city limits	\$100.00
	All other users	\$175.00
	Senior Citizens of Spring Hill	\$ 50.00

Failure to vacate the building at the time specified on the rental contract will result in loss of security deposit. (see 4.0 Hours of Facility)

3.2 The City of Spring Hill reserves the right to waive fees for special uses directly benefiting the citizens of Spring Hill..

3.21 A specific time period must be set for fees waived and must coincide with the completion date of the rental agreement. Reapplication for use is necessary for any group to continue usage of the center. Users must reapply prior to the completion date of the contract.

3.22 All other terms and conditions of the rental contract and policy statement, including the security deposit, must remain in effect.

3.23 Upon default of any provision of the Community Center policies and rental contract, applicable fees will be immediately reinstated and continued use will be prohibited.

3.24 A security deposit, equal to the fee, will be required for all users in addition to the rental fee

3.25 This deposit is refundable upon completion of the event if after careful inspection by the City of Spring Hill, the center is determined clean and the terms of the contract followed.

3.26 If there is damage, this deposit will be used to cover cost of clean up, repair, or replacement. To the extent it is not adequate, the excess will be billed and paid by the lessee.

3.27 If the center is left unclean, the deposit will be retained by the City.

3.28 Upon application, the security deposit will be returned by U.S. Mail, following inspection by the custodian after the event, barring any deductions.

3.29 There will be a \$30.00 charge for returned checks, to be paid in cash or money order.

4.0 Hours of Facility:

All events and clean-up must conclude by the time set forth in the approved policy statement and rental contract. However, no event or clean-up will continue past 1:00 a.m. or begin before 7:00 a.m. A Spring Hill Police Officer will report to the Community Center at the end of each event. A second follow-up inspection will be conducted by an official responsible for the Community Center, who is familiar with any existing problems.

5.0 Usage of the Facilities by Youth-Groups:

Youth group events are subject to supervision by an adult who must be present throughout the event.

6.0 Usage of Policies

6.1 General

6.11 The City of Spring Hill is not responsible for any rental or personal property losses, damaged or stolen on the premises.

6.12 Space must be requested at least ten (10) days in advance. Requests for space should be directed to Spring Hill City Hall during business hours Monday through Friday, 8:00 A.M. - 5:00 P.M., located at the Spring Hill Civic Center, 401 N. Madison, Spring Hill, Kansas. Reservations may be made up to one (1) year in advance.

6.13 Scheduling of use of the Community Center will generally be based on a first-come, first-serve basis. When two successive events are scheduled in a 24-hour period, a non-use maintenance period of 2 hours will be observed between events.

6.14 Reservations must be made by a person 21 years of age or older and all users must sign a rental contract agreeing to the conditions stated. Contract must be completed and security deposit paid at the time of reservation. The contract shall serve as a binding agreement between the lessee and the City of Spring Hill.

6.15 Rental fees must be paid in full prior to the date of the scheduled event.

6.16 Cancellations must be made seven (7) days after making a reservation to

receive full refund of security deposit. After seven (7) days, the renter will be assessed a ten dollar (\$10.00) cancellation fee. Cancellations made less than thirty (30) days prior to the scheduled meeting time will result in the total loss of security deposit.

During bad weather, cancellations will be accepted if called in accordance with the Spring Hill School District. All events canceled due to bad weather will be rescheduled. There are no refunds available.

6.17 To apply for a refund, the renter must submit a copy of rental receipt to City Hall. Refunds will be mailed directly to renter in 3-4 weeks.

6.18 Drinking of alcoholic liquor and cereal malt beverages at scheduled events:

Incorporated into this policy statement is Chapter III of the Spring Hill Municipal Code.

6.19 The lessor reserves the right to cancel, stop, disband or dismiss any individual, group or function due to misconduct, misuse or the possibility of harm to the properties within the Community Center. This will be done without reimbursement of remaining fees and deposits.

6.20 Open flames are not permitted. Use of matches, candles, torches, or fire pits are prohibited.

6.21 City must approve any and all materials to be used on dance floor surfaces. This should be discussed at the time of reservation and put in writing as part of the contract.

6.22 Any decorating, covering or changes to the facility should be discussed at the time of the permit issuance and put in writing as a part of the permit. The use adhesive tape, nails, staples, screws, etc., on tables, walls or other equipment in the facility is not permitted. Masking tape, if used, must be removed following the event.

6.23 Usage of birdseed, rice, confetti, loose glitter, sparkles, sequins, or other similar items are prohibited from use on the premises.

6.24 Smoking is prohibited in the Community Center. Smoking is permitted outside the building. Please dispose used cigarettes in the cigarette receptacle located outside the building.

6.25 In order for applicant to receive a refund on the security deposit, the following conditions must be met:

Clean Restroom:

wipe counter, empty wastebaskets,
flush toilets

Clean Kitchen:

wipe counters, empty refrigerator

Sweep all Tile Floors including:

entryway, kitchen and restrooms

Damp mop any spills on Tile Floors

Vacuum all carpeted areas

All trash bagged and taken to dumpster

Put Tables and Chairs Back Where Found

(Chairs in stacks of ten)

Key returned to City Hall within 24 hours of the event

If additional custodial services are required after the event, the security deposit will be forfeited.

Renter Checklist for Leaving the Spring Hill Community Center



RENTAL INFORMATION

Event Date:	
Name of Renter:	
Name of Event:	
Check-Out Time:	1:00 AM
Key Number:	
Permit Number:	

CLEANING CHECKLIST (ALL CLEANING SUPPLIES LOCATED IN THE SUPPLY CLOSET)

Renter Instructions: Place a checkmark by each task as it is completed. Sign form and return with key to City Hall at the conclusion of event.

- Clean Restrooms**
Wipe counter, Empty wastebaskets, Flush toilets
- Clean Kitchen**
Wipe Counters, Empty refrigerator, Wipe clean microwave, Wipe clean oven, Empty and clean coffee maker, Wipe clean all food spills
- Sweep All Tile Floors**
Entryway, Main room, Kitchen, Restrooms
- Damp Mop All Tile Floors**
Entryway, Main room, Kitchen, Restrooms
- Vacuum All Carpeted Areas**
Main room
- All Trash, Bagged and Taken to Dumpster**
Kitchen, Bathroom, Hallway
- Glass Windows**
Wipe clean front windows
- Pick Up Outside Grounds If Used**
- All Tables and Chairs Put Back in the Southeast Corner**
Chairs in stacks of ten, Ten tables per table-caddy, Leave two remaining tables up
- Heat/AC Thermostat**
AC set back to 72 degrees, Heat set back to 68 degrees

If Additional Custodial Services Are Required After The Event, The Security Deposit Will Be Forfeited.

	Condition of Building When You Arrived
<input type="checkbox"/>	Good
<input type="checkbox"/>	Fair
<input type="checkbox"/>	Poor

Comments:

Signature of Renter _____	Date _____
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CITY OF SPRING HILL
RENTAL CONTRACT FOR USE OF THE
COMMUNITY CENTER
613 S RACE, SPRING HILL, KS 66083

This agreement made in Spring Hill, Kansas on _____, 20____ by the City of Spring Hill (hereinafter referred to as "Landlord") and _____ (hereinafter referred to as "the tenant") who wishes to reserve the Community Center on ____ day of _____, 20____, from _____ to _____ for the purpose of _____. In conjunction with such use the tenant agrees to fully comply with, keep and perform all of the express conditions stated in the "City of Spring Hill Policy Statement" for the Community Center, a copy of which is attached hereto, and also agrees to fully comply with and observe the following express conditions all of which the tenant covenants to keep, observe and perform throughout the term and any violation of any of them shall immediately terminate the estate granted:

1. The rental fee, in the amount of \$_____ and security deposit in the amount of \$_____ will be paid in advance to: City of Spring Hill, PO Box 424, Spring Hill, KS 66083.
2. The premises shall be used for social and similar such functions only.
3. Without prior landlord approval, the agreement cannot be assigned or transferred nor can the premises be sublet, underlet or used by others.
4. The tenant shall not make any alterations, additions or improvements to the premises or grounds whatsoever, without the prior written consent of the Landlord. The tenant shall clean up and leave the community center site in the same condition as when the tenant entered the center or grounds.
5. The landlord reserves the right to cancel this contract for any reason at any time. If the landlord cancels the contract, all rental fees will be refunded.
6. The tenant, guests, employees, heirs, legal representative, do hereby release, discharge, indemnify, and waive the Landlord and its servants or employees from any and all action, cause of actions, claims, and demands for any reason of any damages, losses, or injuries which have been or will be sustained by the tenant, guests or employees in the consequence of using or renting the community center and/or site.
7. All injury or damages to the building, fixtures or personal property caused by the tenant, guests, employees, or visitors shall be repaired by the Landlord to the tenant, and the sum so determined, shall be payable to the Landlord upon the delivery of such statement. The tenant shall be held responsible for all damages incurred during the rental of the community center.
8. That the provisions of this agreement shall bind the parties and their respective representatives.

By: _____

City of Spring Hill

By: _____

Tenant

