

CITY OF SPRING HILL

POLICY STATEMENT CIVIC CENTER 401 N. MADISON

Subject: Usage of the Civic Center

Prepared by: City of Spring Hill

Rooms Available to Rent:

Monday - Saturday 8 a.m. - 10 p.m.

Sunday Noon - 8 p.m.

The Civic Center will be closed on the designated accepted City Holidays.

1.0 Purpose

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

2.0 Philosophy

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

It is the City's intention that civic groups utilize the Spring Hill Civic 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 Recreation Commission, which may conduct its regular meetings and events 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 Civic center are based on a fee schedule adopted by the City of Spring Hill and are subject to review annually. Fees are non-refundable.

3.1 CATEGORY A:

City of Spring Hill, Spring Hill Chamber of Commerce, USD 230 activities, Spring Hill Recreation Commission programs and events. County Agencies/organizations directly affiliated with Johnson and Miami County Services.

CATEGORY B:

All USD #230 residents, *non-profit Spring Hill civic groups, all Spring Hill community organizations and other County agencies not listed in Category A.
* see CLASSROOM FEE

CATEGORY C:

Commercial use, outside USD #230 residents.

CLASSROOMS Max Occupancy 49 (2 Hour Minimum Rental - Room 10 for meetings only):

- A. NO FEE
 - B. \$5.00/hr. weekday, \$ 8.00/hr. weekends
 - C. \$8.00/hr. weekday, \$12.00/hr weekends
- *NON-PROFIT CIVIC NO FEE

RECEPTION ROOM Max Occupancy 165: (2 Hour Minimum Rental)

- A. NO FEE
- B. \$12.00/hr. weekday, \$15.00/hr. weekends
- C. \$18.00/hr. weekday, \$21.00/hr. weekends

GYMNASIUM Max Occupancy 825: (2 Hour Minimum Rental)

- A. NO FEE
- B. \$12.00/hr weekday, \$15.00/hr weekends
- C. \$18.00/hr weekday, \$21.00/hr weekends

SPECIAL EVENTS:

Special events, concerts
(Includes use of electricity) 2 hr minimum or \$25/day
8 a.m. – Sundown
Application must be made with the City Clerk

SECURITY DEPOSIT:

There is a \$75.00 Security Deposit required for all users of the facility.

**Failure to vacate the building at the time specified
in the rental contract will result in forfeiture of security deposit.**

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 Civic Center policies and rental contract, applicable fees will be immediately reinstated and continued use will be prohibited.
- 3.24 A security deposit will be required for all users in addition to the rental fee
- 3.25 This deposit is refundable upon completion of the event if there is no damage to the center or grounds and if, after careful inspection by the City of Spring Hill, the room 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 room 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.
- 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 10:00 p.m. or begin before 8:00 a.m. Failure to vacate the building at the time specified in the rental contract will result in loss of security deposit.

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 Procedures for Facility Rental or Use:

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 the 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 Civic 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. Completion of the rental contract and receipt of security deposit are required at the time a reservation is made. 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 14 days 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 the security deposit. After seven (7) days, the renter will be assessed a ten dollar (\$10.00) cancellation fee. Cancellations made less than fourteen (14) days prior to the scheduled meeting time will result in the total loss of rental fee.
- 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 is prohibited.
- 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 Civic center. This will be done without reimbursement of remaining fees and deposits.
- 6.20** Open flames are not permitted. The use of matches, candles, torches, and fire pits are prohibited.
- 6.21** City must approve all materials be used on gym floor surfaces. This should be discussed at the time the contract is submitted.
- 6.22** Any decorating, covering or changes to the facility should be discussed at the time contract is completed and put in writing as a part of the contract. 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 Civic 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 Kitchen if used:

Wipe counters, empty refrigerator

Put Tables and Chairs Back Where Found

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

SPRING HILL CIVIC CENTER RULES AND REGULATIONS

1. Groups composed of ages 11 and under must be supervised by one adult for every ten children, at all times while using the facility. The permit must be taken out by one of the adults supervising the function.
2. Groups composed of ages 12 - 17 must be supervised by two adults for each fifteen youth, at all times while using the facility. The permit must be taken out by one of the adults supervising the function.
3. Any person or persons violating the established rules and regulations or constituting a nuisance may be requested to leave the facility. The misuse of the Civic Center or any other applicable City rules, regulations or ordinances, will be sufficient reason for terminating the permit.
4. Placement and arrangement of any equipment or property owned or rented by a lessee may only be done by seeking approval as a part of the permit. Any plants or shrubs must have waterproof containers.
5. No foreign substance may be used on the floors.
6. Applicants are to use only those facilities or equipment specifically designed on the Facility Request Form.
7. The City shall furnish light, heat, and janitorial services incidental to ordinary building usage. The sponsoring organization shall be responsible for putting up decorations and all other special preparations necessary for the function being sponsored (if approval is granted). The using organization shall further be responsible for the removal of all decorations, special preparations and/or removal of permit holder's personal property owned or rented. All decorations shall be put up and taken down the day of the activity.
8. **ABSOLUTELY NO FOOD, DRINK, OR HARD SOLE SHOES ALLOWED IN GYM EXCEPT FOR THE FOLLOWING:** Coaches or Team Players who are participating in the activity or sport may have a water bottle that has a secure lid.
9. All social dances and activities held in the Civic Center shall be conducted on a club or group membership basis.
10. Gambling is prohibited. This includes any game of skill, chance of raffle, played with cards or any other device for money or any other representative item of value. Card playing where money is not exchanged, and Bingo for nominal prizes, are permitted.
11. Permits may not be transferred, assigned, or Sublette.
12. If the Facility will not be used after the reservation has been made, cancellation notice must be given to the Civic Center fourteen (14) days prior to the scheduled use. Failure to notify the Civic Center will result in denial of refunds.
13. Duly authorized representative on duty, shall have the right to enter all facilities, at all times during any and all occupancies.
14. The permit holder shall observe, obey, and comply with all applicable City, County, State, and Federal laws, rules and regulations, and any specific use

- regulations. All permits and licenses required for the intended use under terms of the permit shall be procured by the permit holder.
15. Civic Center chairs or other equipment are only available for use within the building areas. Private parties may use the chairs or equipment only with the approval of the City Hall staff.
 16. Food and refreshments shall be permitted in appropriate areas as determined by the contract between the City of Spring Hill and lessee.
 17. Organizations or individuals may not use the Civic Center as a mailing address, telephone number, or storage area.
 18. All persons using the Civic Center shall be properly clothed, including shirts and shoes.
 19. All minors using the Civic Center must be accompanied by an adult.
 20. No animals, with the exception of service animals, are permitted in the Civic Center.

VIOLATIONS OF THESE RULES OR DAMAGE TO CITY PROPERTY MAY RESULT IN THE REMOVING OF THOSE INVOLVED FROM THE PREMISES AND/OR BANNING THEM FROM FUTURE USE OF CITY FACILITIES.

Spring Hill Civic Center

401 N. Madison
Spring Hill, KS 66083
913-592-2304

Facility Reservation Contract

Group or Organization _____

Person to Whom Issued _____

Address _____

Phone (Home) _____ (Work) _____

Type of Event _____

Number of people attending _____ Will food be served? _____

Number of tables needed _____ Number of chairs needed _____

DATE	ROOM	TIME	HRS	Rate per Hr.	Fee
					\$
					\$
					\$
					\$
				+ Deposit	\$ 75.00
				TOTAL DUE	

A \$75.00 Security Deposit is included in the total amount due. **Please see Civic Center Policy Statement, section 6.17 for deposit refund procedures.** Deposits are due at the time of reservation.

The City of Spring Hill is not responsible for accidents, injury, illness or loss of group or individual property.

I have received a copy of the Spring Hill Civic Center rules and regulations and by signing below agree to abide by said rules.

Signature _____ Date _____

Payment:

Date	Check #	Amount
Payment #1::		
Payment #2		
Balance Due Date _____		Balance Due: \$ _____

DEPOSIT RETURN REQUEST:

Date: _____ Refund Amount \$ _____

Permit # _____