



CITY OF WESTMORELAND

Community Center/Park Shelter Reservation Application

Type of Event _____

Contact Person and/or Organization _____

Is this a Public Event? Yes No

Address _____ City _____ Zip _____

Phone (Primary) _____ (Secondary) _____

Email Address _____

Shelter/Building Requested (please check selection below):

Community Center Frank Memorial Shelter Dechairo Park Shelter

RV Park bathrooms needed for shelter use.

Date Requested: _____ All Day Time Frame _____ to _____

FEES:	<u>Private</u>	<u>Public</u>
Community Center	\$40 a day \$25 Cleaning Deposit	Free \$25 Cleaning Deposit
Frank Memorial Shelter	Free \$20 Fireplace Use	Free \$20 Fireplace Use
Dechairo Park Shelter	Free	Free

Please return this completed form to:

City of Westmoreland

202 Main

Westmoreland, KS 66549

Email the form to: westycity@cityofwestmorelandks.org

OFFICE USE ONLY

Date Submitted: _____

Amount Due: _____

Date Paid: _____

Initial: _____

Dechairo Park Shelter Rental Rules and Regulations

RESERVATIONS

- Shelter reservations must be submitted at least three days prior to your event. Events will not be added to the shelter calendar until the form has been submitted.
- The hours of operation for the shelter are from 6:00 am – 11:00 pm. Shelter use may only occur during this time.

SET-UP/CLEAN UP

- Electricity, water, and bathrooms are available for use.
- Renters are responsible for placing trash in appropriate containers and removing all materials not originally found in the shelter from the site by the end of the rental period.
- **Renters will be responsible for any damage caused during rental period *including any damage done to RV Park bathrooms if used in conjunction with event.***
- No items are to be screwed, nailed, stapled, and/or taped to the shelter structure.
- Report any damage to City Hall as soon as possible, either prior or after the rental.

FOOD/BEVERAGE

- Alcoholic beverages are **not permitted** on city properties.
- Renters are responsible for any clean up needed due to food spillage.

I received, read, and reviewed the Building/Shelter Rules and Regulations. I understand the conditions and regulations and hereby agree that I will be present at the facility during its use and agree to use due care to ensure that all regulations are enforced while the facility is in use. I further realize the ramifications of failure to abide by the policy requirements.

Signature of Applicant

Date

Oregon Trail RV Park Bathroom Door Code: _____

Frank Memorial Shelter Rental Rules and Regulations

RESERVATIONS

- Shelter reservations must be submitted at least three days prior to your event. Events will not be added to the shelter calendar until the form has been submitted.
- The hours of operation for the shelter are from 6:00 am – 11:00 pm. Shelter use may only occur during this time.

SET-UP/CLEAN UP

- Electricity, lighting, water, and bathrooms are available for use.
- Renters are responsible for turning off all lights and ceiling fans before they leave the shelter.
- Renters are responsible for placing trash in appropriate containers and removing all materials not originally found in the shelter from the site by the end of the rental period.
- **Renters will be responsible for any damage caused during rental period including any damage done to RV Park bathrooms if used in conjunction with event.**
- No items are to be screwed, nailed, stapled and/or taped to the shelter structure.
- Report any damage to City Hall as soon as possible, either prior or after the rental.

FOOD/BEVERAGE

- Alcoholic beverages are **not permitted** on city properties.
- Renters are responsible for any clean up needed due to food spillage.
- Grills are provided for public use. Renters must clean grills after use.

FIREPLACE USE

- There is a \$20 fee for use of the fireplace that includes one bundle of firewood and any additional firewood needed is \$5 a bundle.
- Only firewood provided by the City of Westmoreland can be used in the fireplace and all other items are prohibited from being burnt in the fireplace.
- Renter is responsible for making sure the damper is open before starting a fire and that after use the fire is reduced to ashes and the fire screen/glass doors are always closed.

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Signature of Applicant

Date

Oregon Trail RV Park Bathroom Door Code: _____

Community Center Rental Rules and Regulations

RENTAL RATES AND FEES FOR THE FOLLOWING

- Any activity open to the general public for which an admission charge, ticket sales, donation, or any fee collection process is utilized.
- Any activity open only to a special interest group such as weddings, family reunions, class reunions, private birthday parties, private anniversary parties/celebrations, and not open to the general public.
- Any activity conducted by a local individual, group, or organization for a commercial purpose such as company meetings, craft fairs for profit, product selling parties, etc.
 - Fee: \$40
 - Deposit: \$25 (this fee is for key rental; upon return of the key to City Hall and inspection of the building, will be returned to the renter if all rules have been followed).

NO RENTAL RATES ARE CHARGED FOR THE FOLLOWING

- Any city, school, or After Prom event or non-profit organization or any other activity that conducts a public meeting with no admission charge, no ticket sales, no donations, or any fee collection.
 - Fee: \$00
 - Deposit: \$25 (this fee is for key rental; upon return of the key to City Hall and inspection of the building, will be returned to the renter if all rules have been followed).

REGULATIONS

- Rental includes use of tables/chairs and kitchen facilities-if needed.
- Clean up fees of \$25 an hour may be accessed based upon the condition of the property following the event. All renters (users) are responsible to clean up as much as possible to minimize clean up charge. All cleaning supplies are to be furnished by the renters (users).
- Clean and put the tables/chairs back as you found them, unless otherwise instructed not to.
- Clean up trash and place in the receptacle outside the Community Center.
- If using the kitchen, clean all the counter tops and clean/put away kitchen utensils/equipment.
- Check restrooms to make sure toilets have been flushed and water is not running.
- Turn off all lights and lock all doors.
- Return the key to City Hall, either in person or by placing in the drop box outside the front door of City Hall.

RENTAL AGREEMENT

- Renter must be eighteen (18) years old or older to rent the Community Center.
- ***Absolutely no items are to be screwed, nailed, stapled, thumbtacked, and or taped to the walls, ceiling tiles, etc. Violations will result in forfeit of cleaning/key deposit.***
- Renter is responsible for the liability of their guests as well as any damage to city property.
- Deposit and rent must be paid in full prior to receiving the key.
- Key may be checked out on the business day preceding the event.

- Renters or representative must remain with the building during rental.
- Building must be locked whenever renter leaves the premises. If building is left unattended or unlocked, renter accepts full liability for any damages that may occur.
- Keys may not be duplicated.
- Lock doors, turn off all lights upon completion of rental and cleanup.
- Report any damage to City Hall as soon as possible, either prior or after the rental.

REFUNDS

- Deposit and rental fee will be refunded if rental is cancelled prior to the event.

ALCOHOLIC BEVERAGES

- The use of alcoholic beverages in Community Center, or property surrounding, is prohibited. Any use of aforementioned beverage in the Community Center, or property surrounding, will result in forfeit of deposit and privilege of future rental of the Community Center for one (1) year from date of infraction.

It is the goal of the City of Westmoreland to provide a facility to the public for medium to large events at a reasonable and economical cost to its citizens, while at the same time minimizing the amount of time required of city employees to clean up the facilities following events, as well as reducing the amount of interruptions to normal city operations.

The City of Westmoreland reserves the right to limit a group’s use of the Community Center in order to accommodate multiple uses of the center.

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