

**City of Fairway, Kansas**  
**Department of Parks & Recreation**  
**City Hall Facility Rental Application**



Contact Person: \_\_\_\_\_ Organization: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alt. Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date Requested for Rental: \_\_\_\_/\_\_\_\_/\_\_\_\_ Requested Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Requested Facilities (check all that apply):

- Multipurpose Room (MPR)
- Nerf Room
- Gymnastics Room
- Council Chambers
- Party Room
- Party Room
- Caterer's Kitchen (MPR only)
- Nerf Facilitator
- Caterer's Kitchen
- Setup/Teardown Fee
- Nerf Gun Rental
- Table Clothes
- Quantity \_\_\_\_\_
- Projector
- Caterer's Kitchen

Nature of Reservation: \_\_\_\_\_ Number of Participants: \_\_\_\_\_

List all third-party vendors (if applicable):

**City Hall Multipurpose Room (City Hall MPR) and Council Chambers**

The City Hall Multipurpose room and Council Chambers can be connected or separated via a retractable wall. These rooms can be rented together or separately. The caterer's kitchen may be added to a City Hall Multipurpose room rental. The City Hall Multipurpose room has a capacity of 93 people and the Council Chambers has a capacity of 80 people. There are enough tables and chairs to accommodate maximum capacity (173). Renters are responsible for the setup/teardown, unless the setup/teardown fee is selected.

	<b>City Hall MPR</b>	<b>Council Chambers</b>	<b>Both Rooms</b>
First 2 Hours (minimum)	\$120	\$80	\$165
Each Additional Hour	\$50	\$30	\$60
Caterer's Kitchen Add-on	\$25 flat fee	Not available	\$25 flat fee
Setup/Teardown Add-on	\$25 flat fee	\$25 flat fee	\$25 flat fee
Projector Add-on	\$25 flat fee	\$25 flat fee	\$25 flat fee
Polyester Table Cloth Add-on	\$12 per table	\$12 per table	\$12 per table

**Multipurpose Room**



**Council Chambers**



**Combined MPR/Chambers**



**Caterer's Kitchen**



**Nerf Room**

The Nerf Room will have cushioned gymnastics equipment set up as barricades for children to hold their own Nerf party. Safety glasses and Nerf bullets will be provided, with Nerf gun rentals available as well (must be purchased beforehand). Renters wanting to bring food and drink to their party must also rent the Party Room (food is not permitted in the Nerf Room). The Nerf Room can accommodate between 10-30 participants for Nerf play. If the Party Room is purchased, enough chairs and tables will be provided for the group total. A Nerf Party Facilitator, who will facilitate the Nerf games, can be added to your rental for the fee listed below.

First 2 Hours (minimum)	\$165
Each Additional Hour	\$60
Party Room	\$25 flat fee
Nerf Party Facilitator	\$25 per hour
Nerf Gun Rental (entire party)	\$25 flat fee
Caterer's Kitchen	\$25 flat fee



**Gymnastics Room**

The Gymnastics Room will have 1,050 square foot cushioned gymnastics floor with various gymnastics equipment set up on top of it. Food and drinks are not permitted on the gymnastics mats and equipment. The Gymnastics Room can accommodate up to 30 children. The Party Room may be added if renters would like tables and chairs set up to accommodate participants and parents.

First 2 Hours (minimum)	\$165
Each Additional Hour	\$60
Party Room	\$25 flat fee
Caterer's Kitchen	\$25 flat fee



<b><u>Staff Use Only</u></b>				
Date: _____	Payment: \$ _____	CC/CA/CK # _____	Invoice # _____	Staff Initials: _____

**Terms and Agreements**

1. Rentals are subject to facility availability and must be requested by persons at least 18 years of age.
  2. Rental applications must be submitted with full payment a minimum of one week in advance of the rental date to the Parks & Recreation Department at City Hall, 5240 Belinder Road. Swimming Pool staff may not schedule rentals at the swimming pool.
  3. The reserving party may not charge admission.
  4. City ordinances prohibit possession and consumption of alcohol on City property unless a Temporary Alcohol Beverage Permit is obtained. Temporary Alcohol Beverage Permits will not be issued for Nerf or Gymnastics Party Rentals.
  5. The rental group is responsible for clean up and is to be out of the facility by the specified end time. Indoor rentals must empty all trash cans, replace liners and deposit trash in the outside dumpster.
  6. Food and drinks are not allowed on the gymnastic mats or equipment.
  7. Shoes are not allowed to be worn on the gymnastic mats.
  8. The rental group must follow all federal, state and local laws and regulations including City rules and ordinances.
  9. Renters are responsible for chair and table set up and returning the area to its pre-existing condition.
  10. Rental fees are non-refundable. Rentals may be re-scheduled during the current calendar year if cancelled at least 24 hours prior to the start time (subject to facility availability).
  11. Any group wishing to bring in a third-party (such as clowns, disk jockey's, caterer's etc.) to the facility must list the vendor(s) on this form at the time the application is submitted.
  12. The City will request proof of liability insurance from the rental applicant as well as any third-party vendors. The City shall determine the level of coverage necessary, which may include requiring the rental applicant or the third-party vendor to list the City of Fairway as "additional insured" and a "Certificate Holder" on the holder's policy.
  13. The City reserves the right to deny, cancel, postpone or terminate any portion of a facility rental for safety reasons related to weather, unsafe actions of the renter or if doing so is deemed in the best interest of the City.
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In connection with the performance of this Reservation, the reserving party further agrees to comply with all applicable provisions of all state and federal non-discrimination laws.

(Individual, Group or Organization) \_\_\_\_\_ further agrees to not discriminate against any person because of race, religion, color, sex, disability, age, national origin, sexual orientation or ancestry in the admission or access to, or participation or employment in, its programs, services and activities. If the City determines that the reserving party has violated any of the applicable provisions of any state or federal law or that the reserving party has discriminated against any person because of race, religion, color, sex, disability, age, national origin, sexual orientation or ancestry, such a violation and/or discrimination shall constitute a breach of this agreement and the City may cancel terminate or suspend the reservation in whole or in part.

The Parties do not intend this provision to subject any party to liability under state or federal law unless it applies

\_\_\_\_\_  
Print Name of Individual, Group or Organization

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature

I have read and thoroughly understand and agree to abide by all the rules and regulations set forth in this agreement. I understand that failure to abide by all these rules and regulations will result in a forfeit of this application and any fees associated with it. **I also understand that the City of Fairway does not collect a security deposit, however I will reimburse the City for any damages that occur as a during the rental period, including material and labor costs for damage, excessive mess, trash, etc.**

\_\_\_\_\_  
Print Name of Individual, Group or Organization

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature

**Affidavit**

(Individual, Group or Organization) \_\_\_\_\_ shall indemnify and hold the City of Fairway harmless from and against any loss, cost or damage of any nature arising out of any action or claim against Fairway, its agents or its employees, in connection with or around Fairway City Hall immediately prior to, immediately after and during the period for which the shelter is reserved by the above named individual, group or organization.

\_\_\_\_\_  
Print Name of Individual, Group or Organization

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature

**Release of Liability:** The reserving party (be it an individual, group or organization) releases and forever discharges the City and any and all of the City's representatives, elected and appointed officials, designees and assigns from any and all claims, actions, obligations, and causes of action that the reserving party or its directors, officers, agents, representatives, employees, successors, heirs, assigns or attorneys have or may have against the City, and specifically from any and all liability, actions, claims, demands or suits arising out of, resulting from, or in any manner pertaining to this Facility Rental.

\_\_\_\_\_  
Print Name of Individual, Group or Organization

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature