

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



Contact Person: _____ Organization: _____

Phone Number: _____ Alt. Phone Number: _____

E-mail Address: _____

Address: _____ City: _____ State: _____ Zip: _____

Address of Organization: _____

Date Requested for Rental: ____/____/____

Requested Time (for Multipurpose Room only) _____

For Shelter Reservation (please circle): 9:00am-2:00pm 3:00pm-8:00pm 9:00am-8:00pm

Nature of Reservation: _____ Number of Participants: _____

Requested Facilities (Please circle all that apply):

Shelter Multipurpose Room Whole Multipurpose Room Half Trellis Snack Bar

List all third-party vendors (if applicable): _____

Terms and Agreements

1. Rentals are subject to facility availability and must be requested by persons at least 18 years of age.
2. Shelter Rental applications are for the large shelter only. The remainder of the park is open to the public on a first come, first serve basis.
3. 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, 4210 Shawnee Mission Parkway, Suite 100. Swimming Pool staff may not schedule rentals at the swimming pool.
4. City ordinances prohibit possession and consumption of alcohol on City property unless a Temporary Alcohol Beverage Permit is obtained.
5. Amplified sound is not permitted without prior approval from the Director of Parks & Recreation or his/her designee.
6. The rental group is responsible for clean up and is to be out of the facility by the specified end time. Any trash that does not fit in the provided park receptacles must be placed in the dumpster located in the parking lot.
7. The rental group must follow all federal, state and local laws and regulations including City rules and ordinances pertaining to park usage.
8. Children and youth groups must provide one adult for every 6 children.
9. Rental of the multipurpose room (in whole or in part) includes access to the restrooms located on the west side of the building (located in the entry way). Use of other space in the building is prohibited unless arranged for in advance. A projector and screen are available for rental for an additional cost.
10. Rental of the multipurpose room (in whole or in part) includes access to tables and chairs. Renters are responsible for room set up and returning the area to its pre-existing condition, including removal of all trash to the parking lot dumpster.

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11. Rental fees are non-refundable. Rentals may be re-scheduled if cancelled at least 24 hours prior to the start time (subject to facility availability).
12. Any group wishing to bring in a third-party (such as clowns, disk jockey's, caterer's etc.) to facility must list the vendor(s) on this form at the time the application is submitted.
13. The City reserves the right to request proof of liability insurance from the rental applicant as well as any third party vendors if doing so is deemed to be in the best interest of the City. 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.
14. 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.

Rental Charges

Large Shelter

Shelter Rental fees are based on groups not exceeding 50 patrons. Groups larger than 50 patrons must be pre-approved by the Parks & Recreation Director or his/her designee prior to rental application submittal. An additional charge of \$20.00 may be applied to groups over 50 patrons. Reservation fees are due at the time the Shelter Reservation Application is submitted.

	Half Day	Full Day
Resident/Pool Member Rental Fee:	\$25.00	\$45.00
Non-resident/Non-Member Rental Fee:	\$40.00	\$60.00

Multipurpose Room

The Multipurpose room can be used in whole or in part. During the non-pool season, the snack bar area may be added to serve as a caterer's kitchen. In addition to the Multipurpose Room, the Trellis area (pool side) may be added to provide outdoor space. Smoking is prohibited in any building and within the swimming pool complex, including the Trellis area. Each half of the Multipurpose Room has a capacity of 28 people, depending on room configuration. The whole Multipurpose Room has a capacity of 58 people, depending on room configuration.

	Half Space	Whole Space
First Two Hours (minimum)	\$40	\$60
Each Additional Hour	\$20	\$25
Snack Bar Add-on	Not available	\$25 flat fee
Trellis Area	Not available	\$40 flat fee

Staff Use Only

Date: _____ Payment: \$ _____ CA/CK # _____ Receipt # _____ Staff Initials: _____

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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 Peterson Park 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