

City Auditorium Application & Contract Agreement

To secure the facility, this form must be completed and the fee paid to the Manhattan Parks and Recreation office at least one week before the date of the activity. Reservation dates are not confirmed until full fee is paid.

Today's Date: _____

FACILITY REQUESTED	DATE(S) REQUESTED	TIME(S) REQUESTED
<input type="checkbox"/> City Auditorium <input type="checkbox"/> Sound/Lighting Request	_____	_____
Tables & Chairs Needed _____ Number of Tables _____ Number of Chairs	_____	_____
<i>Request must include time for set-up and clean-up.</i>		

Activity _____ # of People _____

Contact Person _____ Team Name _____

Address _____ City _____ Zip _____

Phone (Cell) _____ (Work) _____ (Home) _____

Email Address _____

I, the undersigned, will abide with the policies for use of the Parks and Recreation facility and agree to assume full responsibility for the conduct of the people using the building on the above date(s) and time(s), payment of rental in full, and any damages that may be incurred through misconduct or of a deliberate nature.

SIGNATURE OF RENTER _____

DATE _____

*A copy of this contract agreement and receipt of payment **MUST** be in applicant's possession at the facility on the day of the activity.*

Manhattan Parks and Recreation
 1101 Poyntz Ave. Manhattan, KS 66502
 785-587-2754 / 785-587-2727 fax
 haar@cityofmhk.com
 Emergency Contact: 785-477-0155

FACILITY USE FEES

Noncommercial **\$25.00 / hour**
Commercial **\$50.00 / hour**
Additional Supervisor(s) **\$10/hr/worker**
Sound/Lighting **\$25.00 / hour**

An additional supervisor is required for any event / activity where more than 100 people will be in attendance and / or depending on event needs.

OFFICE USE ONLY

Rental Fee _____ hours x \$_____/hour = \$ _____

____ Extra Supervisor(s) x _____ hours x \$10/hour = \$ _____

Sound/Lighting _____ hours x \$25/hour = \$ _____

TOTAL AMOUNT DUE = \$ _____

Receipt # _____ Date Paid: _____

Confirmed by: _____ Date: _____

City Auditorium Rules and Regulations



1. Request must be made, approved, and fee paid no later than one week in advance of requested date.
2. Reservations are not confirmed until approved by the appropriate MPRD Recreation Supervisor, and the fee is paid.
3. Facilities are available from 8:00am – 11:00pm. Manhattan Parks and Recreation programs are given scheduling priority.
4. Reservation requests must include time needed for setup and cleanup.
5. The reservation fee is \$25/hour for noncommercial activities (sports practices, birthday parties, performances, etc.) and \$50/hour for commercial activities. (Commercial use is an event or facility use with a primary purpose or intent to produce a profit for any private individual or for-profit entity, including but not limited to an event or use primarily involving the sale or promotion of goods or services, or conducting any meeting or training for a for-profit organization).
6. A Manhattan Parks and Recreation facility supervisor must be present for all activities. If more than 100 people are expected at an event, two (2) supervisors must be present, at a rate of an additional \$10.00/hour.
7. Sound & Lighting features at the Peace Memorial Auditorium can be requested for use during rentals and events. Requests must be made no later than 2 weeks prior to the event date and all appropriate facility rental fees must be paid in advance and the event must be approved by MPRD. The fee to utilize the Sound & Lighting features for a rental event will be charged an hourly rate of \$25/hour in addition to the overall hourly facility rental fee. MPRD has the right to deny any request that could potentially damage the equipment or facility. All other facility rules still apply as a normal rental procedure.
8. Direct or special wiring, confetti, glitter, open candles, inflatables or anything else that could possibly damage the floor or building systems is not allowed.
9. Alcoholic beverages ***may not*** be consumed at the Community House or City Auditorium.
10. Smoking is prohibited at City Auditorium. Manhattan City Ordinance prohibits smoking inside any building or within 20 feet of the entrances.
11. Applicant is responsible for setup and takedown of any chairs or tables used and any cleanup required due to the event.
12. Rental and supervisor fee will be refunded with a 48-hour notice of cancellation.
13. Applicant is responsible for attaining any permits necessary through the City Clerk's Office.
14. MPRD may photograph, film or videotape visitors for standard educational, promotional and news-related purposes. Rental and/or visitation is implied consent for the City of Manhattan's use of a renter's or visitor's likeness, voice, or video image for such purposes.

I have read and understand this policy.

Signature

Date