Leawood Community Center

Reservation Request Form

4800 Town Center Drive Leawood, KS 66211
Phone: (913) 663-9153 Fax: (913) 661-7053 Email: kcuratola@leawood.org

Contact Name _____ Email Address _____

Organization / Group _____

Address _____

City / State / Zip _____

Primary Phone _____ Secondary Phone _____

Hours of Operation: Monday - Thursday 8:30am - 10:00pm, Friday 8:30am - 12:30am
Saturday 8:00am - 12:30am, Sunday 10:00am - 10:00pm

Day _____ Start Time* _____

Date _____ End Time* _____

Room Requested _____

*Includes any time access to the facility is needed by clients, vendors, etc.
*All guests, vendors, equipment & decor must be out of the facility at the end of the rental time.
*Must be finalized 2 months prior to the event.

Event Description _____ Estimated Attendance _____

☐ We will be serving alcohol
☐ We will NOT be serving alcohol

Reservation Information

- The Community Center may be reserved up to 18 months in advance starting the first business day of the month. Leawood residents will be accepted starting at 8:30am and all others will be accepted starting at 1:30pm.
- Proof of Leawood residency is required to receive the Leawood resident rate.
- A deposit of $275 for the Oak Room or 50% of the total rental cost for the Maple, Cedar or Walnut Room along with the completed and signed Reservation Request Form is required at the time of reservation.The deposit will be applied to your final payment.
- Reservations must be made a minimum of 30 days prior to the event date.
- Renter is responsible for all damages to the facility and will be responsible for signing and submitting all paperwork and payments related to the rental of the facility. Minimum age of renter is 18 or 21 if alcohol is being served.
- All rentals must be a minimum of 2 consecutive hours.
- Use of the Community Center does not constitute an endorsement of the user's position of views.

Rental Definitions

RESIDENT	NON-RESIDENT	BUSINESS	LEAWOOD CIVIC / NOT FOR PROFIT
An individual whose primary living domicile is inside the City limits (Leawood Residential Address)	An individual whose primary living domicile is outside of the City limits	When the rental group is a business or organization, a registration fee is charged or business is conducted.	An organization with that meets the Internal Revenue Service quaiifications for 501(c)3 status

By signing below, you acknowledge that you have read, understand and agree to all terms and conditions. You also agree to pay all fees related to the facility rental.

Client Signature _____ Date _____

Payment may be made by phone or mail to: Leawood Parks & Recreation 4800 Town Center Drive, Leawood, KS 66211

Rental Fees 2020

All rental packages include tables, chairs and use of portable bars
***Minimum of 2 hours required for all rentals**

Prime Time Rental Rates (Monday-Thursday evenings after 5:00pm, Friday-Sunday)

ROOM (Capacity)	RESIDENT	NON-RESIDENT	BUSINESS	CIVIC / NOT FOR PROFIT
Oak (225)	$150/HR	$175/HR	$195/HR	$140/HR
Maple (40)	$50/HR	$65/HR	$85/HR	$40/HR
Cedar (20)	$30/HR	$45/HR	$65/HR	$20/HR
Walnut (12)	$35/HR	$50/HR	$70/HR	$25/HR

Discounted Package Rates for Oak Room

RESIDENT	NON-RESIDENT	BUSINESS	CIVIC / NOT FOR PROFIT
$1,100 8 HRS $1,650 12 HRS	$1,300 8 HRS $1,950 12 HRS	$1,460 8 HRS $2,190 12 HRS	$1,020 8 HRS $1,530 12 HRS

Non-Prime Time Rates for the Oak Room (Monday-Thursday 8:30 am - 5:00 pm)

RESIDENT	NON-RESIDENT	BUSINESS	CIVIC / NOT FOR PROFIT
$95/HR	$125/HR	$140/HR	$60/HR

Additional Fees

ALCOHOL PERMIT	$25.00**
SECURITY	$35.00/HR/Officer**
KITCHEN	$30.00
MICROPHONE / IPOD INPUT	$10.00
SCREEN, DVD, PROJECTOR (Oak Room Only)	$50.00

****Required for parties serving alcohol.**

- One (1) officer is required for groups serving alcohol with a total attendance of 1-149 guests.
- Two (2) officers are required for groups serving alcohol with a total attendance of 150 or more guests.
- The count is inclusive of all persons in the facility, not limited to those just of legal drinking age.

Amphitheater Rates

RESIDENT	NON-RESIDENT	BUSINESS	CIVIC / NOT FOR PROFIT
$100/DAY	$150/DAY	$250/DAY	$75/DAY

LEAWOOD
Parks & Recreation

Frequently Asked Questions

How early can my rental time start and what is the latest our rental time can end?
The hours of operation of the Leawood Community Center are as follows:
• Monday - Thursday 8:30am - 10:00p
• Friday 8:30am - 12:30am
• Saturday 10:00am - 12:30am
• Sunday 10:00am - 10:00pm

The Lodge is closed on the following days:
• New Year's Day
• Martin Luther King, Jr. Day
• Easter
• Memorial Day
• Independence Day
• Labor Day
• Thanksgiving & Day After Thanksgiving
• Christmas Eve
• Christmas Day
• New Year's Eve

When is the paperwork and payment due?
Due 2 months from event date:
• Rental Policy Check Sheet (page 4)
• Final head count
• Security / Alcohol Service Start Time

Due 21 days from event date:
• Rental fee calculation worksheet (page 5)
• Alcohol Permit (page 6)
• Vendor Information Sheet (page 7)
• Caterer Information Sheet (page 8)
• Vendor Insurance
• Room Diagram (pages 13-16)
• Damage Deposit ($250)
• Final Payment

What items are available for use during my rental?
• 25 - 60" round tables (seats 6-8 guests)
• 20 - 8'x3' rectangle banquet tables (used for serving food, gifts, classroom seating etc.)
• 3 - 6' rectangle banquet tables
• 5 - 30" bar height bistro tables
• 1 - portable serving bar
• 225 - non-foldable brown plastic chairs

Do my vendors need insurance?
Yes, all outside vendors need to provide a Certificate of Insurance listing the City of Leawood as an additional insured with $1 million of general aggregate coverage. If your vendor is unsure of how to obtain the necessary insurance, please have them reach out to their insurance agent.

Many vendors who have worked at the Lodge in the past have a current Certificate of Insurance on file. Please feel free to contact us to see if we do have your vendor's insurance information on file.

Due 2 Months Prior to Event

Rental Policy Check Sheet

Due 2 Months Prior to Event

☐ **DUE DATES**

Final rental times, rental policy check sheet and security times (if applicable) are due no later than 2 months prior to event. Leawood Parks and Recreation may not be able to accommodate requested changes after this time.

Your final head count must be finalized 60 days prior to your event. For parties serving alcohol, changes to the number of officers assigned cannot be made after this date. If the ratio of guests to officers does not comply with the rules outlined in the alcohol permit, alcohol service will be suspended for the remainder of the rental time. (All guests must be included in the head count)

All paperwork and final payment are due no later than 3 weeks prior to event. This includes caterer sheets, vendor sheet, alcohol permit, EOC form, room diagram and requirements, credit card number or check for damage deposit, fee calculation worksheet and final payment**.**

☐ **ROOM DIAGRAM**

Leawood Parks and Recreation will set-up and tear down all tables and chairs. Available for use are **25 - 60in round tables (seats 6-8), 20 - 8ft x 3ft rectangle tables (used for serving food, gifts, etc.), 3- 6ft x 3ft rectangle tables, 1 portable serving bar, and 225 non-folding brown plastic chairs.** No linens are provided through the City. Maximum capacity may be reduced dependent upon room set-up. The renter needs to submit the blank diagram provided in the packet on how they would like the room set up. *The diagram is due 3 weeks prior to your event.* Failure to provide your setup during this time frame may result in the inability of the staff to do your set-up.

☐ **CLEAN-UP / SET-UP**

In order to access the building, clients must have the facility rented. Please make sure to include any set up time (decorating, DJ/Caterer set up, vendor drop off, etc.) provided for in your rental agreement. All items must be removed from the Community Center prior to the end of your rental time. **No items may be stored overnight in the facility**. Clients are responsible for removal of all decorations and personal belongings, clearing tables of loose trash, wiping down portable bar(s) and emptying the drain buckets, removing trash from the facility and thoroughly cleaning the kitchen. You must leave the kitchen in the condition you found it, this includes sweeping and mopping the floor, wiping down appliances inside and out, and discarding leftover food and drink brought in by the client. Failure to thoroughly clean the kitchen may result in a loss of damage deposit.

☐ **RESTRICTIONS**

- No nails, pushpins, duct tape, etc allowed on walls or floors
- No smoking or vaping is allowed inside the Community Center
- No tables or chairs are allowed outside the building
- No confetti of any kind allowed inside or outside the Community Center
- Only dripless or votive candles are permitted in the Community Center
- Fireworks and sparklers are not permitted outside the Community Center
- Dispose of ice in the sink. If ice is dumped outside on the grass, $50 of your deposit will be forfeited

☐ **RENTING FROM OUTSIDE COMPANIES**

If you are renting anything from an outside company, proof of insurance with the City of Leawood listed as an additional insured with $1 million General Aggregateis required prior to delivery. Any non-city provided tables or chairs brought into the facility must have felt on the bottom of the legs. *Failure to meet this requirement will result in the forfeiture of the damage deposit as well as incurring additional charges for floor repair.* **Rental companies must have their property delivered and picked-up during the contract time. Due to events that precede or follow your rental, there can be no exceptions to this!** *Do not attempt to drive down the sidewalk.*

☐ **FACILITY RENTAL ENTRANCE & EXIT FORM**

A Recreation Attendant will do a walk through with the contact person at the conclusion of the event to assess damages (stains, policy violations, equipment, etc.). Comments (notes) will be made if there are any violations by either the client or the attendant. **Please designate 2 contact people who can stay following the event to walk through the facility and complete the Facility Exit Form** with the Recreation Attendant at the end of the rental. Both the renter/contact person and the Leawood staff person will then sign the entrance and exit form.

Primary Contact _____ Secondary Contact _____

I have read, checked off, and understand all the terms and conditions on this page.

Signature _____ **Date**:_____

***Security time must start at beginning of alcohol service and extend until end of rental time.**

Date of Event _____ Final Rental Times _____ to _____ Security Start Time _____

Estimated Head Count _____ *Used to determine number of officers necessary for your event*

RENTAL FEE CALCULATION WORKSHEET

PLEASE SUBMIT WITH YOUR FINAL PAYMENT

Prime Time ____ hrs X $ ____ per hour. Rental start time ____ to rental end time ____	$
Non-Prime ____ hrs X $ ____ per hour. Rental start time ____ to rental end time ____	$
Discount Rental Package ____ ☐ 8 Hour Package ☐ 12 Hour Package	$
____ Security Officer(s) for ____ hours x $35 per hour. Event start time ____ to rental end time ____	$
☐ Alcohol Permit - $25	$
☐ Projector, Screen, DVD (Oak Room Only) - $50	$
☐ Microphone / iPod input (Oak Room Only) - $10	$
☐ Kitchen Rental - $30	$
☐ Amphitheater	$
Misc. ____	$
Subtotal	$
(Less Deposit)	$
Total	$

Please be sure to submit the following with your payment:

- ☐ Alcohol Permit
- ☐ Caterer Information Sheet
- ☐ Outside Vendor(s) Information Sheet
- ☐ Vendor Insurance (if applicable)
- ☐ Room Diagram
- ☐ Damage Deposit
- ☐ Final Payment
- ☐ EOC Form

LEAWOOD
Parks & Recreation

Alcohol Permit

CONTACT

ORGANIZATION/GROUP

ROOM RESERVED

DATE OF RESERVATION

FINAL ATTENDANCE

SECURITY TIMES*

SECURITY START TIME: TO RENTAL END TIME:

***Security time must start at the beginning of alcohol service extend until end of rental time.**

THE APPLICANT UNDERSTANDS AND AGREES AS FOLLOWS:

Applicant is personally responsible for the conduct of the function or event.

Compliance with all City, State and County laws regarding the serving of alcohol is mandatory.

The sale of alcohol is prohibited unless a licensed vendor provides local & state license to sell alcohol.

Security must be present from the time alcohol service starts until the end of your rental time.

Alcohol service must stop at least 45 minutes prior to the end of the rental time.

One (1) officer is required for groups serving alcohol with a total attendance of 1-149 people.

Two (2) officers are required for groups serving alcohol with a total attendance of 150 or more people.

If the ratio of guests to officers does not comply with the rules outlined in the alcohol permit, alcohol service will be suspended for the remainder of the rental time. (All guests must be included in the head count)

No alcohol is permitted outside the building.

I have read the following and agree to abide by all rules and regulations as posed by the Leawood Parks and Recreation Department and the City of Leawood this _____ day of _____, _____.

☐ I will NOT be serving alcohol

_____

Signature of Applicant

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Outside Vendor(s) Information Sheet

Please list **all** vendors / outside companies that you are using for your event, DJ, florist, cake, photographer, transportation, rental companies, etc.

Name of Vendor	Contact Name	Phone Number	Service Provided	Est. Arrival Time

For rental companies, please give description of rented item(s):

- **All vendors are the responsibility of the persons renting the facility. Any damages or policy violations will be the renter's responsibility.**
- **All the vendors have been informed about all policies and procedures.**
- **All the vendors know the contract times and understand they may be in the building only during the time you have the facility rented.**
- **The vendors know that they are not allowed to drop off items early or leave items behind.**
- **All Vendors must provide a certificate of insurance listing the City of Leawood as an additional insured with a $1 million dollar General Aggregate.**

☐ **I will not be using any outside vendors for this event**

I have read, understand, and done all of the above:

Client Signature: _____ **Event Date:** _____

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Caterer Information Sheet

Name of Caterer

Address of Caterer

City State Zip Code

Caterer Phone Number

Caterer Arrival Time Estimated Departure Time

Pertinent Community Center Policies:

1. The caterer cannot enter the Community Center until the time designated on the client's agreement. The client will be charged $125 for every 15 minutes the caterer is in the building before or after the time allotted in the agreement.
2. Absolutely no confetti, rice, bird seed, etc. of any kind is allowed inside or outside of the Community Center.
3. Only drip-less or votive candles are allowed inside the Community Center.
4. If the kitchen is used, it must be cleaned, (including the counters and all appliances used during the event cleaned, trash removed from the facility and the floor swept and mopped), before the client signs their Rental Exit Form. Cleaning supplies are not provided.
5. All supplies, food and drink brought in by the client must be removed from the refrigerator and freezer by the end of the rental time.
6. The caterer must provide a certificate of insurance with the City of Leawood listed as an additional insured with a $1 million General Aggregate
7. The caterer must check-out with the Recreation Attendant before final exit.
8 . The client is the contact person for the event, not Leawood Parks & Recreation.

☐ **I will not be using a caterer for this event**

☐ **Caterer will be delivering only**

Leawood Parks and Recreation is not responsible for any policy violations by the caterer or client. I understand the above policies and I am aware that if any of these policies are violated the client will be charged accordingly.

Signature of Client Date

Signature of Caterer Date

Client Printed Name

Date of Reservation

LEAWOOD
Parks & Recreation

COMMUNITY CENTER

Emergency Operation Center

Facility Rental Addendum

The Leawood Community Center, located on the lower level of Leawood City Hall, has been designated as the official Emergency Operation Center for the City of Leawood. In case of a disaster or major emergency, the Emergency Operation Center may be activated. This will restrict operation of any kind, other than that of the Emergency Operation Team, from meetings or holding any form of activities in the Community Center regardless of reservation time or type of function. An emergency may be identified, but not limited to: a natural disaster (tornado, flood, microburst, etc.) or other as designated by the City. Any scheduled rentals would be notified as soon as possible but no time frame for notification can be guaranteed.

In addition to my signature on the rental agreement for Leawood Community Center, I further recognize, understand and agree to this addendum describing possible cancellation of my event(s) as it relates to the activities of the City's Emergency Operation Center.

A full refund will be granted.

_____ _____

Signature* Date

***Signature on rental agreement and this form must match.**

Adopted 8-11-99

LEAWOOD
Parks & Recreation

Rules and Regulations

ALL PRICES AND POLICIES ARE SUBJECT TO CHANGE

GENERAL POLICIES

- The Community Center is designated as the Emergency Operations Center for the City of Leawood. In case of emergency (flood, tornado, etc.), the Emergency Operations Center will be activated. The client will be notified and a full refund will be granted.
- The City of Leawood is not responsible for accidents, injury, illness or loss of group or individual property.
- Rental groups may only use the facilities and/or equipment specifically designated on the rental agreement. Agreements are non-transferable.
- Rental requests submitted 21 days prior to event date are not guaranteed.
- Rental groups with on-going reservations may reserve rooms for up to one (1) year at a time and will be required to pay for three dates at a time to keep the reservation on-going.
- The City of Leawood will not allow the use of its facilities to individuals / groups who charge admission for attendance to an event or sell an item or product on the premises for a profit.
- Gambling is prohibited except as permitted by Kansas State Law and/or City of Leawood Ordinance.
- Animals (except service animals) are not permitted in the facility unless part of an authorized program.
- Smoking or vaping is not permitted anywhere inside the facility.

RESIDENCY REQUIREMENTS

- Reservations for the Community Center are accepted 18 months in advance starting at 8:30am the first business day of the month for Leawood Residents. Reservations from non-residents will be accepted starting at 1:30pm. To qualify for the resident rate, you must provide proof of residency within Leawood city limits. Residency is based upon information from the Johnson County Appraiser's office. Any group wishing to qualify for the Civic / Not for Profit rate must provide verification. Only one request per person / organization. A $275 deposit and a completed and signed reservation request form are required to reserve the Oak Room, a 50% deposit of the total rental fee is required for the Maple, Cedar and Walnut Room. The deposit will be applied to your final payment.
- The individual listed on the reservation request form is considered the renter and is liable for all damages. In addition, all payments must be made and all paperwork must be signed by the individual listed on the reservation request form.

INSURANCE

- The City of Leawood requires proof of insurance coverage, at a City approved amount, when the activity is deemed potentially hazardous to life, personal injury or facility damages. All outside vendors must provide a certificate of insurance listing the City of Leawood as an additional insured with a $1 million General Aggregate.

FACILITY AND DECORATIONS

- Rental groups should not exceed 225 guests in the Oak Room, 40 guests in the Maple Room, 20 guests for the Cedar Room and 15 guests for the Walnut Room unless the group is going to have standing room only. Any event with tables, chairs, food tables, dance area, etc. cannot exceed the capacity listed above. Maximum capacity may be reduced dependant on room set-up. Floor plans are subject to review and may be changed by the City of Leawood per the Fire Marshal. No exits can be blocked and there must be ample room in aisles and between tables.
- All vendors (bands, DJs, photographers, rental companies, etc.) may not enter the building prior to the rental start time and must depart by the end of the rental time on your contract. **Maximum time allowed is until 12:30am on Friday and Saturday. Maximum time Sunday through Thursday is 10:00pm**. Rental groups will be charged for all hours the room is being used including decorating and clean-up time. Failure to vacate the facility at the conclusion of the event will result in an additional $125 for every 15 minutes before or after your contract time. Please inform all vendors of this policy.
- Any non-city provided tables or chairs brought in to the facility must have felt on the bottom of the legs. *Failure to meet this requirement will result in the forfeiture of the damage deposit as well as incurring additional charges for floor repair.*
- All tables and chairs provided by the City of Leawood may only be used inside the facility.
- The City of Leawood shall furnish light, heat, air-conditioning, general room set-up and janitorial services incidental to ordinary building usage. The rental group shall be responsible for all decorating and other special preparations necessary for the event (as approved). It is the responsibility of the rental group to inform the City of all equipment, caterers or other special needs or uses prior to the event (i.e. grills, deliveries, tent set-up, room set-up, etc). Such requests must be made twenty-one (21) days prior to the event in order to allow time for consideration and approval. **Storage facilities are not available for renter's use. Items may not be stored overnight at the facility.**

FACILITY AND DECORATIONS (CONTINUED)

- The City of Leawood does not provide linens, china, flatware, or decorations etc. for rentals.
- Wi-Fi is available on-site. It is not recommended for streaming data due to the limited bandwidth.
- For groups playing music during rentals: If there is a complaint from any neighboring residents and the complainant determines the noise to be "excessive, unreasonable or unusually loud" to the point where it would "disturb, injure, or endanger the comfort of a reasonable person", the rental group will be asked to shut the doors and turn down the music to an acceptable level.
- Any decorating, covering or changes to the facilities should be discussed at the time of the rental application. 3M Scotch Tape or 3M Painter's Tape use is allowed but must be removed following the event. No duct tape, nails, staples, screws, etc. are allowed for use on tables, walls, floor or other equipment / facilities. Only drip-less and votive candles are permitted. The use of confetti in any form (paper, bird seed, rice, metallic cut-outs, etc.) is prohibited. *$50 of your deposit will be forfeited if used.* Placement, relocation or rearrangement of equipment other than tables and chairs is not permitted (benches, etc.).
- A projector screen and microphone is available for rent (Oak Room Only). Please inquire about available options.
- The renter must clear all tables of debris, pick up all trash, remove decorations, dispose of all food and remove trash from the facility. The kitchen and bar must be left in the condition in which it was prior to the event. Kitchen rules are posted in the kitchen and must be followed. The City is not liable for any injuries due to misuse of the kitchen equipment or failure to follow kitchen rules. The bar must be wiped down and cleaned thoroughly.
- Parks & Recreation staff shall have the right to enter all rooms, any time, during scheduled events.
- Any group or person violating the established Leawood Parks & Recreation Rules and Regulations, or constituting a nuisance, may be requested to leave the facility. The misuse of the facility will be sufficient reason for terminating the agreement with no refund.

VENDOR POLICIES

- Caterers are required to sign the Caterer Information Sheet and abide by all policies
- All vendors must provide proof of insurance with the City of Leawood listed as an additional insured.
- Bartenders must be 21 years of age

ALCOHOL AND SECURITY

- Groups comprised of youth ages eighteen (18) and younger must be supervised by an adult at all times (including but not limited to bar / bat mitzvahs, birthdays, high school graduation parties). Security is required for all teen parties at the cost of the renter.
- The serving or consumption of beer or liquor on the premises will be allowed under the following conditions (City sponsored events excluded):
    - Alcohol will be served and consumed by special permit only. The permit fee is $25. The permit is included in the rental packet and payment must be made at least 21 days prior to the event.
    - Those using the facility must comply with city, county and state laws and ordinances.
    - The City reserves the right to refuse a permit to any individual or group.
    - No alcoholic beverages will be allowed outside the Community Center.
    - No exchange of money for alcohol is allowed unless an outside vendor with state & local license is conducting the sale.
    - The serving of alcohol must stop at least 45 minutes prior to the end of the rental time.
    - Any function where an alcohol permit is issued will require security at the cost of the renter. Additional security may also be required due to the nature of the event or the size of the group.
- On behalf of the client, the City will make all of the arrangements to supply Leawood Police Officers for the event. A fee of $35 per hour per officer will be charged for this service from the time alcohol is served until the end of the rental time. Security fees are due 21 days prior to the event.
- One (1) officer is required for groups serving alcohol with a total attendance of 1-149 people. Two (2) officers are required for groups serving alcohol with a total attendance of 150 or more people.
- If the ratio of guests to officers does not comply with the rules outlined, alcohol service will be suspended for the remainder of the rental time with no refund for security or the alcohol permit. (All guests must be included in the head count).

AMPHITHEATER USE

- Use of the amphitheater for weddings requires a Special Event Use Permit. User must fill out form and follow all rules and regulations associated with using the amphitheater.
- No open flames or candles are allowed on stage.
- No nails, screws, staples, duct tape or any other means of attaching items to the stage which would cause damage.
- Renters are held liable for any damage done to the stage or amphitheater area during use.
- Renters must not use loud music or sounds which would disturb area homes.
- Electricity at the Amphitheater is available if needed. Renters must notify the City of electricity needs at least 21 days prior.
- Alcohol cannot be consumed at the amphitheater.

DEADLINES AND CANCELLATIONS

- **2 Months Prior** - The Rental Policy Check Sheet which includes your final rental times as well as well as when you need security to be on site for your event (if applicable).
- **21 Days Prior** - The Caterer Form, completed and signed by the caterer, Alcohol Permit (if applicable), Vendor Sheet and proof of insurance from all vendors, Room Diagram, EOC Form, Damage Deposit (check or credit card to be kept on file in the event of damage), Rental Fee Calculation Worksheet and Final Payment. Failure to meet this deadline may result in the forfeiture of the reservation.
- All groups must designate two (2) individuals to be contact people during and following the event. These contact people will communicate with the Recreation Attendant about questions and issues that may arise. **Following the event, the designated contacts are required to walk through the facility with the Recreation Attendant and sign the exit form.**
- Any group who is transferring a date that is already scheduled will have 2 weeks from the date of transfer to find another date. The City of Leawood will transfer dates up to a max of two transfers. A $25 processing fee will apply per transfer. *A group may not transfer dates within 120 days of the scheduled event.*
- If circumstances arise that would cause the cancellation of your event, a cancellation fee will be assessed. The group will also be responsible for, and assessed any and all costs incurred by the Leawood Parks & Recreation Department up to the point of cancellation. **A $25 administrative fee will be assessed for any transfer.**
  - The cancellation fee schedule is as follows

If the event is cancelled:	**Amount charged to client Oak Room**	**Amount charged to client Maple, Cedar, Walnut Room**
Within 10 business days after booking	$25 charge	$10 charge
Up to 120 days prior to the event	$150 charge	$15 charge
119 to 22 days prior to the event	$275 charge	$25 charge
21 to 8 days prior to the event	Facility Rental Fee	50% of Facility Rental Fee
7 days or less	Facility rental fee plus any additional fees; security, alcohol permit, etc.	Facility rental fee plus any additional fees; security, alcohol permit, etc.

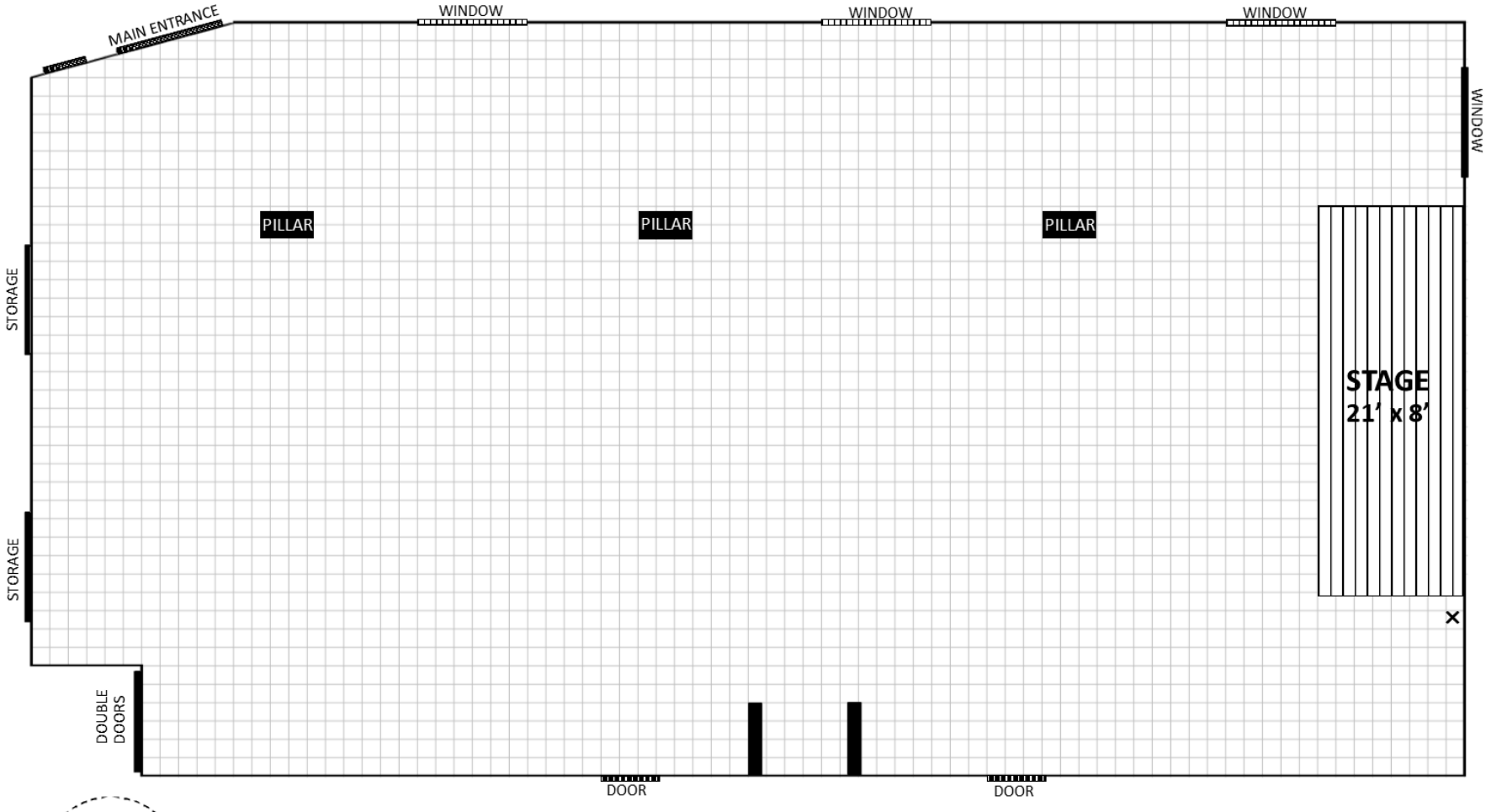
- A $250 refundable security (damage) deposit is required for all room reservations. Rental groups are required to submit a credit card number or a check for the security deposit. You will not be charged unless there are damages, policy violations or misconduct. In the event that damage to the facility or its equipment should exceed the deposit, the deposit will be retained and the Parks & Recreation Department, if necessary will assess additional charges. Any additional charges will not exceed the cost of the repair or the replacement of the damaged items. The client will be notified of any violations or damages by mail or by telephone.

INCLEMENT WEATHER POLICY

- During inclement weather, cancellations will be accepted if they are in accordance with the Blue Valley School District weather (snow or severe weather) policy. If Blue Valley schools are not in session, cancellations may occur if a Winter Storm Warning or Tornado Warning is issued in south Johnson County during your rental time. All scheduled rentals cancelled due to inclement weather may be rescheduled within one year of your original date, space permitting. The rental fee will be charged at the rate of the new rental date. No refunds will be given.

The Oak Room 78'x 42'
Height 7' 5" (low) - 9'5" (high)
Capacity 225*

Final Head Count



60"
6 or 8 Top
Qty 29
60" Round

8 x 3 — Qty 20
8 FT buffet

6 x 3 — Qty 3
6 FT buffet

B — Qty 5
30" Bistro

BAR — Qty 1
5 FT bar

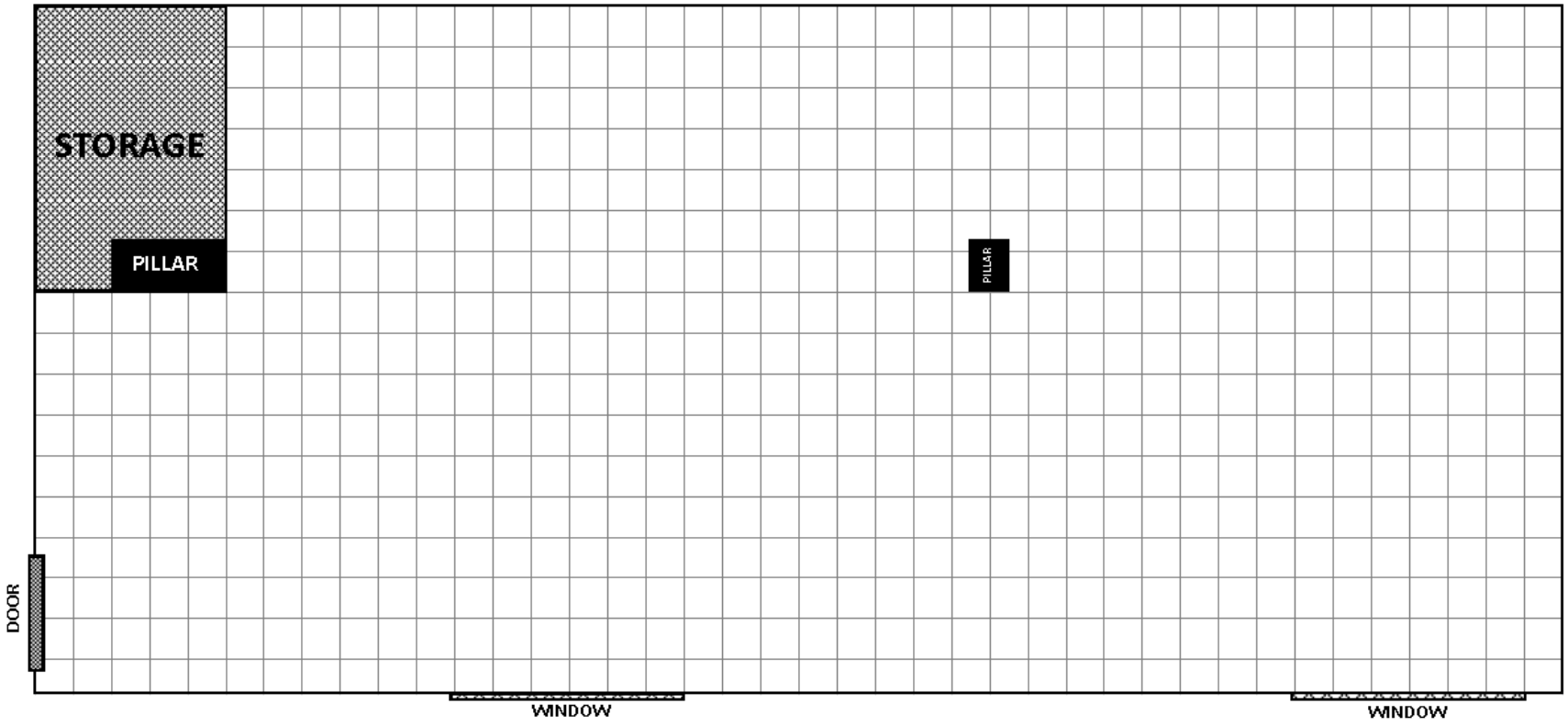
× connection for laptop

P — Qty 1
Podium

1 SQ = ~1 FT
*capacity can drop depending on room layout

The Maple Room
40'x17' | Height 8' 9"
Capacity 40*

Final Head Count



3' x 3' — Card Table — QTY 12

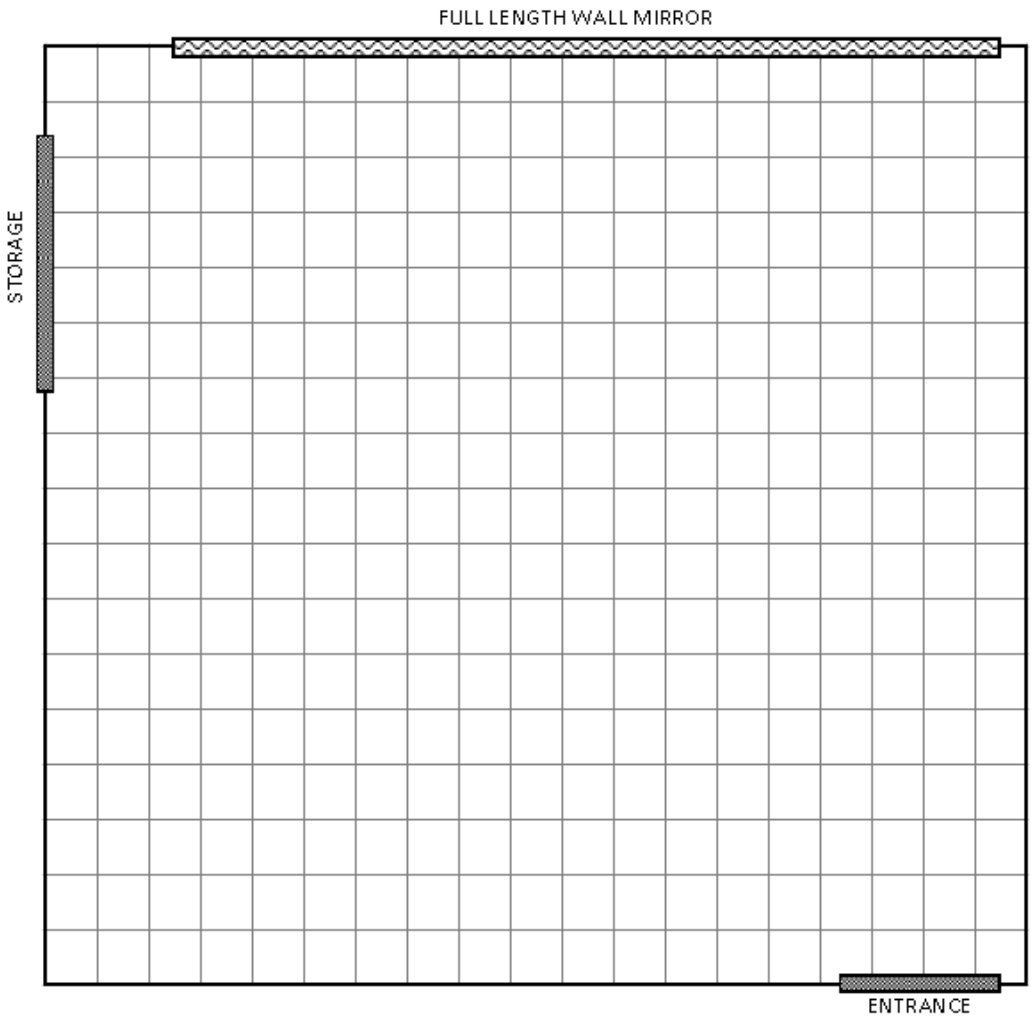
8' x 2' — Buffet Table — QTY 7

1 Square = ~1 Foot
**capacity can drop depending on room layout*

The Cedar Room
19'x17' | Height 8' 2"
Capacity 20*

Final Head Count

*tables can be utilized in the Cedar room from other rooms in the Community Center. Please see other room diagrams for table options and dimensions.

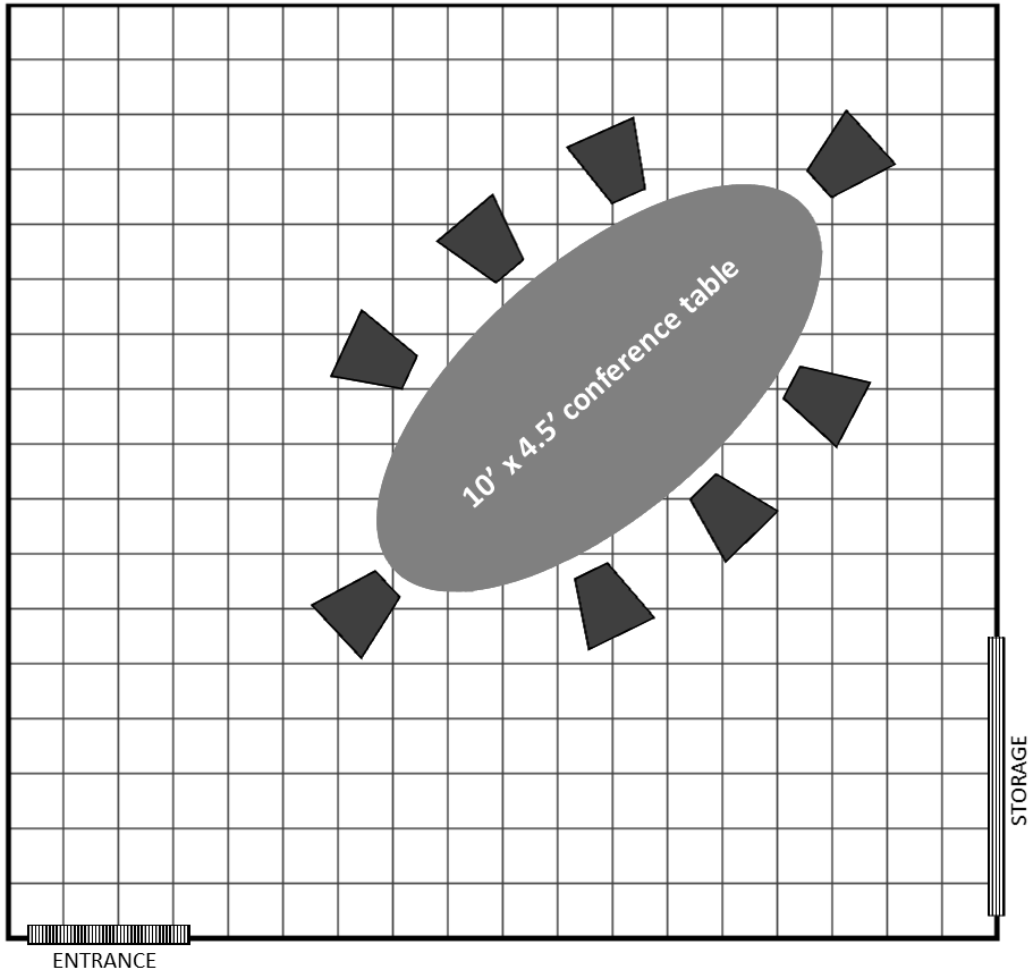


1 Square = ~1 Foot
**capacity can drop depending on room layout*

The Walnut Room
18'x17' | Height 8' 10"
Capacity 12*

Final Head Count

*The Walnut Room comes as is with a 10 ft x 4.5 ft conference table. The table does not leave the room. More chairs can be added around the table as long as the room does not exceed capacity.



1 Square = ~1 Foot