

# HAYSVILLE ACTIVITY CENTER

523 Sarah Lane, Haysville, KS  
316-529-5922

THE CITY WILL NOT BE RESPONSIBLE FOR LOSS OR ACCIDENT

## **DEPOSIT AND FEE MUST BE PAID IN FULL TO RESERVE THE HAYSVILLE ACTIVITY CENTER RENTAL ROOM**

Entry for rental is through the east side doors (Door A). An outdoor sandwich sign is in the kitchen to place on the south side of the building for guests to know which door to enter. Sign must be returned to kitchen after rental. A temporary code will be given to the responsible party to gain entrance into the rental room. If, for some reason, the **code does NOT work** a key will be available at the Haysville Police Department, 400 West Grand, 529-5912. A fee of \$30 will be assessed for any key not returned. The person signing the application form, as the responsible party, will be charged.

A \$50.00 deposit must be made to insure the facility is left properly cleaned, rules followed and furniture is folded and returned to the storage closet. The deposit will be returned if approved by City staff through a check in the mail. The east storage room door contains sixteen (16) large tables, hundred (100) black chairs. Do NOT use the west side door storage tables ten (10) or metal chairs sixty-three (63). An inventory is taken after each rental.

**\*\*If the building is left in unsatisfactory condition (such as not sweeping & mopping the entire floor), if there is any damages, or if alcohol is discovered without a special event permit, the \$50.00 deposit will NOT be refunded and repairs for damages will be charged.\*\***

## **FACILITY RULES:**

1. User activities must not violate any law or ordinance of the City of Haysville.
2. User activities must not create any hazardous conditions that would endanger human participants or property.
3. Noise must be kept at a level that will not disturb the neighbors or the general public.
4. Scheduling and payment for use of the facility must be handled in advance and is contingent upon availability.
5. No furniture and/or equipment belonging to the City of Haysville may be removed from the premises except by City personnel.
6. Surveillance cameras cannot be blocked (deposit will be automatically forfeited if they are blocked during rental).
7. **No alcoholic beverages allowed on the premises without the special event permit (this includes outside on the patio area and the parking lot). Deposit will be kept if alcohol discovered without proper permit!**
8. Smoking is **NOT** allowed inside the building. This includes e-cigarettes.
9. Any adjustments made to the thermostat must be returned to the previous settings before leaving the building. **Do not prop exterior door open.**

**(CONTINUED)**

10. The entire rental room must be cleaned including the two restrooms. **Video footage will be checked after each rental to verify proper cleaning...all renters MUST sweep & mop the entire floor.** If the kitchen and patio area are utilized during the rental, they must be free of trash, food, etc. Please check to make sure your party has not littered outside. Trash must be bagged and placed in the outside receptacle (NW corner of the building). In the kitchen the counter tops, microwave, stove and refrigerator must be left clean and the floor must be free of all spills and dirt. Refer to the cleaning check list.
11. All tables and chairs must be cleaned, folded and returned to the EAST storage closet.
12. **NO confetti, glitter or silly string** may be used in the facility.
13. **NO thumb tacks, staples, adhesive products (3M) or tape** may be used to decorate walls, ceilings or windows. **Painters tape can be used** but items must be removed without it leaving marks or taking the paint off the walls (forfeiture of deposit).
14. Kitchen utensils are NOT furnished – be sure to bring what you need and take it with you when you leave. Do not leave any personal items.
15. Any damage or loss caused to the facility or contents while under the control of the responsible party will be charged back to the responsible party.
16. Do NOT use the divider wall.
17. If stove fan/light is used be sure it is turned off after use.
18. If the rental room or something in rental room is “UNSATISFACTORY” upon arrival, please write a comment in the NOTE section of the cleaning list so it can be addressed by management and assessed to the proper party.

### **Commercial Use of Facility**

Groups or individuals who intend to utilize the facility to market a product or provide a service and either charge fees or intend to receive monetary gain in exchange for said products or services will be considered commercial users.

Some commercial ventures may not be appropriate for the Haysville Activity Center. Limitations for commercial use will be set by the Chief Administrative Officer. Any/all questionable uses must be reviewed and approved before being allowed use of the facility.

1. Commercial users must have any/all licenses or permits required to conduct the particular business they provide.
2. Commercial users cannot solicit their product or services outside the confines of the building.

### **Maximum Capacity**

The maximum occupancy limit for the Haysville Activity Center Rental Room is set by the Fire Department and shall not exceed 100 occupants.

*User's failure to follow these prescribed clean-up and maintenance guidelines could result in loss of privilege to use the facility, reimbursement for damage or loss, and/or an additional pre-paid non-refundable clean up fee. In case of emergency after regular business hours, contact the Haysville Police Department at 316-529-5912.*