

CITY OF
FRONTENAC
Your Hometown

313 E McKay St, Frontenac, KS 66763 • (620) 231-9210

Facility Rental Policy & Agreement

CONTACT INFORMATION

Name: _____ Group/Organization: _____

Address: _____ Phone Number: _____

City, State Zip _____ Email: _____

EVENT INFORMATION

Date: _____ Facility: _____ Type: _____

Set-Up Time: _____ Event Start Time: _____ Event End Time: _____

Rental parks and facilities at each park are listed below.

Rotary Park	Sports Complex & Pool	City Park
<ul style="list-style-type: none">• Skate Park• Picnic Tables• Grills• Play Structure• Restrooms• Benches• Electric	<ul style="list-style-type: none">• Pavilion• Picnic Tables• Concession Stands• Restrooms• Electric• Sports Fields• Pool	<ul style="list-style-type: none">• Pavilion• Picnic Tables• Grill• Fishing Dock

Rental Fees & Damage Deposits

Facilities are rented per the fee schedules listed in this document. Events may require a deposit paid by cash, or check, due before the event. All or part of the deposit may be refunded if the park is cleaned satisfactorily and there is no damage to building, facilities, and/or equipment.

Reservation Sign

Please display the reservation sign during your event at the facilities.

City of Frontenac - Park Rental Policy & Agreement

By signing this agreement, the renter agrees to adhere to the following requirements and agrees to accept the consequences for his/her failure to do so.

1. **Park Hours.** Since parks are located in residential neighborhoods, renters are permitted to use the rented facilities between the hours of 8:00a.m. - 10:00p.m. Renters may be removed from the facilities during the hours occupation is not permitted.
2. **Alcohol.** The renter will be subject to ejection and prosecution for the consumption or use of intoxicating beverages whether it is occurring with or without the renter’s knowledge. Absolutely no sale of intoxicating beverages is permitted. The renter shall indemnify and hold the City harmless for any liability introduced by the consumption of alcoholic beverages upon City property during the rental period.
3. **Nuisance.** The renter is responsible for the conduct of guests during the rental period. The cause of public nuisance, at the discretion of the Police Department, will be grounds for ejection from the facilities.
4. **Parking.** Parking is permitted on-street or in designated areas only. Overnight parking in parks is prohibited.
5. **Trash.** Trash containers will be provided. Renters must ensure that all trash is placed in these containers. City employees will dispose of trash in the containers at the end of the event.
6. **Damage Deposit.** A deposit may be required in addition to the rental fee. It is returned following the next council meeting only if City Staff determines all conditions of this Rental Agreement have been met. The renter’s responsibility shall not be limited to the amount of the deposit. In the event of a violation of this Rental Agreement, the deposit may be retained by the City.
7. **Adult.** Rental applicants must be at least 21 years of age. The event must be supervised by a responsible adult.
8. **Facilities Rented.** Most of the events for which shelters are rented occur on weekends. The only rest- rooms for each park are located in the park; all patrons must share them respectfully.
9. **Refunds.** There are no refunds due to the condition of facilities upon arrival. At times the shelters are rented for several consecutive days by different patrons, so the condition of the shelter is dependent upon how well the previous renter adheres to the Rental Agreement. If the facility has not been adequately cleaned when the renter takes occupancy, you are encouraged to photograph the pre-existing condition to assist the City in dealing with that previous renter. You are expected to leave the shelter and grounds in good condition at the end of your event.
10. **Conflict/Duty to Notify.** If a renter encounters a conflict or damage to rental facility, they are encouraged to contact the Frontenac Police Department’s non-emergency number, **620-231-9216**.
11. **Reservation/Cancellation Policy.** Upon receipt of this signed document with full rental payment and damage deposit the facility will be reserved on the requested date. In the event of cancellation, payment will only be refunded if written notice is received no less than 21 days prior to rental date. A \$25 processing fee will be charged for cancellations or changes made after permit has been approved.

Renter Signature

Date

For City of Frontenac Use							
Rental Fee	\$	Date Paid		Paid By	Cash Check #	Card	Initials
Tax	N/A	Date Paid		Paid By	Cash Check #	Card	Initials
Damage Deposit	\$	Date Paid		Paid By	Cash Check #	Card	Initials
Copy to (Circle One):	Renter		Public Safety		Public Works		

Sports Field Fee Schedule

<u>Park Area Type</u>	<u>Hourly Fee</u>
Baseball/Softball	\$30
Open areas	\$20
Light Fee	\$15

Non-Sports Field Fee Schedule

	<u>Fee</u>	<u>Deposit</u>
Tier 1 = 30 and under users <1 hour	No fee	
Tier 2 – 30-50 users > 1 hour	\$50	\$50
Tier 3 = 51-100 users	\$100	\$150
Tier 4 = 101-200 users	\$200	\$300
Tier 5 = over 300 users	\$300	\$450

Residents are welcome to use the City's parks facilities free of charge at any time unless a reservation has been secured through City Hall. In the event of a reservation, the renter has exclusive use of the area/shelter reserved. The Governing Body can waive a rental fee for a community partner organization but are still asked to reserve use.

Pool Rental

Tier 1 – 1 to 25 swimmers & non-swimmers - \$80.00	1 supervisor 2 lifeguards
Tier 2 – 26 to 50 swimmers & non-swimmers - \$120.00	1 supervisor 3 lifeguards
Tier 3 – 51 to 75 swimmers & non-swimmers - \$160.00	1 supervisor 4 lifeguards

•All fees are due upon and as a condition of approval. Facilities will not be reserved without payment. Fees are subject to change, unless paid in full, prior to the effective date of a fee change. Fees may be waived in an agreement with a community partner.