



Community Center Rental Rates

13420 Oak Street Lenexa, KS 66215 ~ (913) 477-7100

Nonprime Time: Mon – Fri 8am to 5pm | Sun 8am to 10pm

	Multipurpose Room (MPR)	Kitchen w/ MPR only	AB Room	C Room
Lenexa Resident Discount**	\$50.00/hour	\$15.00/hour	\$25.00/hour	\$20.00/hour
*Package MPR & Kitchen	\$50.00/hour (minimum 8 hours)		NA	NA
Regular Rate	\$100.00/hour	\$30.00/hour	\$50.00/hour	\$25.00/hour
Commercial	\$200.00/hour	\$50.00/hour	\$75.00/hour	\$50.00/hour

Prime Time: Mon – Thurs 5pm to 10pm | Fri 5pm to 12am | Sat 8am to 12am

	Multipurpose Room (MPR)	Kitchen w/ MPR only	AB Room	C Room
Lenexa Resident Discount**	\$100.00/hour	\$25.00/hour	\$50.00/hour	\$40.00/hour
*Package MPR & Kitchen	\$100.00/hour (minimum 8 hours)		NA	NA
Regular Rate	\$200.00/hour	\$40.00/hour	\$75.00/hour	\$50.00/hour
Commercial	\$300.00/hour	\$60.00/hour	\$100.00/hour	\$75.00/hour

Senior Center Rental Rates (Not available Monday – Friday 8am to 5pm)

13425 Walnut Lenexa, KS 66215 ~ (913) 477-7100

Nonprime Time: Sun 8am to 10pm

	Senior Center & Kitchen
Lenexa Resident Discount**	\$40.00/hour
*Multi-hour Discount	8 hours - \$280.00
	9 hours - \$320.00
	10 hours - \$340.00
	11 hours - \$360.00
	12 hours - \$380.00
Regular Rate	\$75.00/hour
Commercial	\$100.00/hour

Prime Time: Mon – Thurs 5pm to 10pm | Fri 5pm to 12am | Sat 8am to 12am

	Senior Center & Kitchen
Lenexa Resident Discount**	\$50.00/hour
*Multi-hour Discount	8 hours - \$350.00
	9 hours - \$400.00
	10 hours - \$425.00
	11 hours - \$450.00
	12 hours - \$475.00
Regular Rate	\$100.00/hour
Commercial	\$150.00/hour

***Package Rates and Multi-hour Discounts: Lenexa Residents Only**

**Lenexa Resident Discount rate is for those living in Lenexa or a business in Lenexa, who pay Lenexa property taxes. Proof of residency or business, such as a photo ID with a Lenexa address or a photo ID with a recent utility bill is required at the time of booking.

Tables and chairs and a one-time setup are included in the rental fee. For additional fees, please see *Reservation Damage Deposit, Payment, and Cancellation* sheet, *Alcohol Permit* and *Process for Hiring Lenexa Police Officer* sheet.

Reservation Damage Deposit, Payment, and Cancellation

DAMAGE DEPOSIT

Without Alcohol: \$150.00

With Alcohol: \$250.00

A damage deposit (payable by cash, check or credit card) is required for all facility rentals and is due 60 days prior to the event. The damage deposit will be refunded within 21-28 business days following the completion of the facility rental if there are no damages to the facility, grounds, room(s) or its contents.

After the rental, if janitorial or facility maintenance is required above and beyond the normal cleaning process, the security deposit will not be refunded and additional fees may be assessed. The renter will pay for additional fees by cash, check, or credit card within 5 business days.

PAYMENT

If the room rental is \$300 or less, the full amount will be due at the time of reservation. This does not include the damage deposit, which is due 60 days prior to the event.

Rentals that exceed \$300 will require a \$300 reservation deposit that will be applied to the final bill. Full payment must be received 60 days prior to the event. In the event the full payment is not made on time, Lenexa Parks and Recreation reserves the right to cancel the event.

Reservations are done in person at the Lenexa Community Center, 13420 Oak Street, Lenexa, KS 66215 anytime M-F between 8 a.m. and 6 p.m.

CANCELATION

Renters may cancel reservations in person, signed letter by fax, or e-mail request. Cancellation fees are as follows:

91 Days before rental date: Full Refund

90-61 Days before rental date: \$100.00 Fee

60-31 Days before rental date: \$200.00 Fee

30 Days or less before rental: \$300.00 Fee

Reservations may be transferred to another day upon approval through the Lenexa Parks and Recreation office.

***Please note: Refunds for cash or check payments will be returned by check made payable to the renter within 3-4 weeks. Credit card refunds will be returned to the card within one week.**



*Facility Alcohol Permit
for Beer, Wine & Liquor*

Renter Name _____ Renter Phone _____

Address _____

Renter Email _____

Facility Reserved _____

Date of Reservation _____ Start Time _____ End Time _____

Alcohol Serving Start Time _____ Last Call Time _____

**Remember to allow enough time for clean-up when considering your last call time.*

Security officer must arrive 30 minutes before the start of service and remain onsite until 30 minutes after the last call.

Security Start Time _____ Security End Time _____

Number of officers needed: _____ x Hourly fee \$40.00 x # Hours needed _____ = _____ **Amount due**
Up to 200 people = 1 officer, *200 to 300 people = 2 officers, *300 or more people = 3 officers
*(*Maximum capacity: Thompson Barn = 200; Community Center MPR = 400; Senior Center = 100)*

The applicant understands and agrees as follows:

- **Payment for security is due at the beginning of the rental and is given directly to the security officer(s) in the form of cash.**
- **Alcohol can only be served and consumed during the designated serving times and not prior to the officer's arrival.**
- Cancellation of a security officer must be made 2 business days prior to event. Renter will be responsible for two hours of pay to each scheduled security officer if cancellation is made less than 2 business days prior to the event.
- The \$100.00 Alcohol Permit fee is due 60 days prior to rental date.
- Renter is personally responsible for the conduct of guests, vendors, and all aspects of the event.
- All persons in attendance must comply with all City, State and County laws regarding serving alcohol.
- No alcohol is permitted outside the building (except on the front patio of the Thompson Barn).
- This permit does not authorize the sale of alcohol. No person shall sell alcohol at the rented facility without first obtaining any and all necessary permits authorizing such sale from the Kansas Division of Alcoholic Beverage Control.

I have read the foregoing and agree to abide by all applicable laws, ordinances, rules and regulations of the Lenexa Parks and Recreation Department and the City of Lenexa.

Signature of Applicant

Date

Process for Hiring Lenexa Police Officer

Security is required for rentals that:

1. Have an anticipated attendance of 250* or more = 1 officer
 2. Serve alcohol:
 - Rental with 200 persons or less = 1 officer
 - Rental with 200 persons or more = 2 officers
 - Rental with 300 persons or more = 3 officers
- (*Maximum capacity: Thompson Barn = 200; Community Center MPR = 400; Senior Center = 100)

The renter understands and agrees to the following:

- **Payment for security is due at the beginning of the rental and is given directly to the security officer in the form of cash. Fee per officer is \$40.00 per hour. Fee is subject to change on an annual basis.**
- Police officer(s) will be scheduled 30 minutes prior to the start of alcohol service and will maintain presence until 30 minutes after last call. If the event is a non-alcohol event with 250 persons or more, security will be present 30 minutes before guests arrive and remain present until 30 minutes after event is over.
- **It is the renter's responsibility to ensure that no alcohol is consumed by any individual, prior to the officer arriving to the facility.**
- Cancellation of a security officer must be made 2 business days prior to event. Renter will be responsible for two hours of pay to each scheduled security officer if cancellation is made less than 2 business days prior to the event.
- Renter must turn in Alcohol Permit and all other rental forms 60 days prior to rental date in order to secure an officer.
- The number of officers that will be scheduled will be based on the estimated attendance given at the time of rental. If this number changes please contact the Lenexa Parks and Recreation Department to update rental information.
- Renter is responsible for all security costs.
- Security will be booked by the Lenexa Parks and Recreation Department through the Lenexa Police Department.
- A minimum of two (2) hours security is required.
- Renter (contact person) must be present throughout the entire rental.

In order to book security for your event, please contact Lenexa Parks and Recreation at (913) 477-7100 or email parksandrec@lenexa.com at least 60 days prior to your event.

Outside Vendor(s) Information Sheet

Please list all vendors/outside companies that you are using for your event who will be entering the rented facility. For example: DJ, caterer, florist, cake, photographer, transportation, rental companies.

Vendor Name & Contact Person	Service Provided	Phone #	Arrival Time*	Pick-up Time*

- Only vendors on this list will be permitted to deliver items for your event during your rented time.
- All vendors are the responsibility of the person renting the facility. Any damages or policy violations will be the renter’s responsibility.
- Renter must inform vendors of all policies and procedures.
- ****All vendors must understand that they cannot deliver or leave items for storage before or after rented time.***

I will not be using any outside vendors for this event.

I have read and understand the above policies:

Renter Signature

Date

Please return form to Lenexa Parks and Recreation 60 days prior to rental date by fax 913-477-7151, e-mail: parksandrec@lenexa.com, or by mail to 13420 Oak, Lenexa, KS 66215