

PHPR Facility Rental Policy

I. Reserving Your Facility

Payment must be made when making your reservation. Reservations may be made in person at City Hall (203 Paul Street) or by phone (816-540-3135). For your convenience, you may drop your reservation permit and payment in the City Hall drop box after hours. We encourage you to call in advance to determine availability, location of buildings, and cost, as well as to visit your facility to ensure its suitability for your needs.

<u>Facility</u>	<u>Section</u>	<u>Tables</u>	<u>Chairs</u>	<u>Other Amenities</u>
Memorial Building <i>(212 Cedar St.)</i>	Downstairs	(11) 8-Foot	50 Folding	Kitchen
	Entire Building	14 Round, (2) 6-Foot, & (19) 8-Foot	160 Folding	Kitchen (Downstairs) & Stage (Upstairs)
Community Building <i>(308 W. Commercial)</i>	Entire Building	3 Round, (6) 6-Foot, & (4) 8-Foot	50 Folding	Kitchen

II. Facility Reservation Facts

- A. Rest rooms are handicap accessible in every facility.
- B. Your fee covers your use of the building for the entire day – we do not make more than one reservation per facility per day.
- C. A copy of your reservation form is your proof of reservation. Please bring it with you. If you have issues with another group, please call the Pleasant Hill Police NON-emergency number at 816-987-9149.
- D. If you plan on decorating, you may use tape (not duct tape) on interior surfaces. After your event, please properly dispose of all decorations.
- E. The reserving group is responsible for:
 1. Sweeping the floors, as well as, mopping up any spills;
 2. Emptying of trash containers;
 3. Returning chairs neatly in racks;
 4. Returning all gray padded chairs upstairs;
 5. Returning all round tables upstairs; and
 6. Returning tables to their respective places.

III. Cancellations, Refunds, and Changes

- A. Requests of cancellation, refunds, and changes to the Parks and Recreation Director in person (203 Paul Street) or by phone (816-540-3135)
- B. No refunds will be given for cancellations received 10 days or less prior to the reservation date.
- C. 50% refunds will be given to cancellations received 11-29 days prior to the reservation date.
- D. Full refunds (minus a \$5 processing fee) are given for cancellation requests received at least 30 days prior to the reservation date.
- E. Changes to a reservation (date/time or location) will have a \$5 processing fee.

PHPR Facility Reservation Permit

This is your reservation permit. Please keep a copy with you and use it as a reference should you have any issues during your event. If you have any emergencies or problems, please contact City Hall (816-540-3135) during normal business hours or the Pleasant Hill Police Department (9-1-1 for emergencies or 816-987-9149) after 5pm on weekdays and anytime on weekends. Your fee covers the cost of your reservation; any setup or maintenance of the area is your responsibility. Please visit your site early to ensure that it is suitable for your needs.

NAME _____ ORGANIZATION _____
 ADDRESS _____ CITY _____ ZIP _____
 DAY PHONE _____ EVENING PHONE _____
 EMAIL _____

DATE OF RESERVATION _____ DAY OF WEEK _____
 PURPOSE FOR EVENT _____

CIRCLE YOUR FACILITY & SECTION:

<u>Facility</u>	<u>Section</u>
Memorial Building	Downstairs
	Entire Building
Community Building	Entire Building

WAIVER

I understand that I am responsible for ensuring that the area I am scheduling to use meets the accessibility, activity, and maintenance needs of my group. I understand that I am responsible for any damage to park property that occurs during my event. And, I have read and understand the park rules on the opposite side of this sheet.

SIGNATURE OF RENTER _____ DATE _____

FOR OFFICE USE ONLY:

APPROVAL SIGNATURE _____ DATE _____

PAID BY: CHECK # _____ CASH _____ CREDIT CARD _____ AMOUNT _____