



PLATTE CITY CIVIC CENTER FACILITY RENTAL POLICIES & FEE INFORMATION

Reservation Policy:

Reservations are taken on a first come, first served basis. The balance due, damage deposit, and completed contract will be required to secure a rental date.

Facilities Use License/Agreement:

The rental contract must be read in its entirety, and signed by the individual or groups using the Center. The individual signing the contract is the person responsible for the actions of the rental group.

Facility Uses:

The following is a list of uses that the Platte City Civic Center may be rented for without approval from the Board of Alderman.

Birthday Parties	Sports Activity (Soccer, Volleyball, Basketball)
Anniversaries	Receptions/Dinners (Wedding, Funeral)
Family Reunion's	Education or Training Events
Business Meetings	

Any other uses of the Platte City Civic Center must obtain authorization from the Platte City Board of Alderman 30 day's prior to the event.

*Parks and Recreation may use the facility without Board of Alderman approval and without scheduling conflicts.

**Any agencies wishing to use the Platte City Civic Center at no charge must obtain approval from Board of Aldermen thirty days in advance.

Deposit Information:

A REFUNDABLE DAMAGE DEPOSIT of \$250.00 is required for use of the facility. This will be returned providing the area(s) rented are left damage free, cleaned and key is returned to City Hall. If key is lost or broken replacement cost is \$25.00.

Clean-Up List

1. All trash must be removed from the building. There is a dumpster beside the building to the west for disposal.
2. All spills must be cleaned up and floor not left sticky.
3. Tables and chairs that are used must be returned to proper storage area in a neat and orderly fashion.
4. Kitchen area must be cleaned with all food being rinsed from sinks, all surfaces wiped down, and sprayer must be returned to holder.
5. Restrooms shall be orderly and left in the same conditions as when arrived.
6. ALL LIGHTS MUST BE TURNED OFF.

**REMEMBER JUST TO LEAVE THE FACILITY THE WAY YOU RENTED THE FACILITY.
SHOULD PROBLEMS ARISE OR FACILITIES BE IN AN UNORDERLY CONDITION UPON ARRIVAL
CONTACT THE PLATTE CITY POLICE DEPT. (816) 858-5150 OR HAVE A DISPATCHER CONTACT
A PLATTE CITY OFFICER (816) 858-5848.**

FACILITY RENTAL FEES:

<u>FACILITY RENTALS:</u>	<u>PLATTE CITY RESIDENT FEE:</u>	<u>NON-RESIDENT FEE:</u>
Gym Rental	\$ 15.00/hour	\$30.00/hour
Gym/Kitchen/Dining Room	\$ 40.00/hour	\$ 55.00/hour
Gym & Dining Room	\$ 25.00/hour	\$ 40.00/hour
Dining Room & Kitchen*	\$ 25.00/hour	\$ 40.00/hour
Dining Room Only	\$ 15.00/hour	\$ 30.00/hour

*Refrigerator not for use with kitchen area rental

The Board of Aldermen may at their discretion waive rental fee for use of the facility by other government agencies (request must be made in writing).

CANCELLATION POLICY:

Payment in full and damage deposit must be received at completion of the contract. Refunds will only be made when written notification is received.

<u>Cancellation Notice Date:</u>	<u>Percentage of Revenue & Refund Fee:</u>
(7-8) Weeks notification	75% refund less \$15.00 refund fee
(5-6) Weeks notification	50% refund less \$15.00 refund fee
(3-4) Weeks notification	25% refund less \$15.00 refund fee
(0-2) Weeks notification	No refunds issued

ADDITIONAL INFORMATION:

- 1) NO SMOKING AND NO ALCHOLIC BEVERAGES ARE ALLOWED IN THE PLATTE CITY CIVIC CENTER.
- 2) Set-up and clean up time is included in rental time.
- 3) Use of candles (except floating candles) is not permitted in any area of the facility.
- 4) Anyone ages 21 and over may rent the facility. A responsible adult must be present at all functions involving persons under the age of 21. Any individual's or groups renting the facility for birthday parties, concerts, or any other special event for age groups 13 to 23 must provide a Missouri Certified Law Enforcement Officer you may contact the police department for information. (MUST PROVIDE PHOTO IDENTIFICATION)
- 5) The City of Platte City reserves the right to run a background check on leasee.



Platte City Civic Center
308 Zed Martin
Platte City, Missouri 64079

Facility Incident Report

Please complete this form to report any incident that may occur during your event or if you arrive and there is a problem with the facility.

Date: _____ Time: _____

Name: _____

Address: _____ City _____ ST _____ Zip _____

Hm Phone: _____ Wk Phone: _____ Alt Phone: _____

Problem: _____

IF SERIOUS PROBLEMS ARE FOUND WHEN YOU ARRIVE AT THE FACILITY PLEASE CALL:
MONDAY-FRIDAY 8:00AM-5:00PM (816) 858-3046
AFTER HOURS CONTACT: (816) 858-5848 THE DISPATCHER WILL ANSWER AND REQUEST
THAT A PLATTE CITY POLICE OFFICER RESPOND TO THE FACILITY.
FACILITY ADDRESS IS 308 ZED MARTIN THE PLATTE CITY CIVIC CENTER

Signature: _____ Date: _____

**PLEASE RETURN THIS FORM TO CITY HALL OR IN THE NIGHT DEPOSIT BOX
OUTSIDE OF CITY HALL AT 400 MAIN ST.**

CITY OFFICIAL USE ONLY:

DATE PROBLEM REPORTED TO CITY HALL: _____

FOLLOW UP: _____

CITY OFFICIALS SIGNATURE: _____

TITLE: _____ DATE _____



Platte City Civic Center
 Platte City, Missouri 64079

Facility Use License

A. LICENSEE (Name) _____
 ADDRESS _____ PHONE () _____
 CITY _____ STATE _____ ZIP _____
 DOB _____ SS# _____

B. EXPECTED ATTENDANCE** _____

TYPE OF USE (circle one):

Birthday Parties	Sports Activity
Anniversaries	Family Reunion
Receptions/Dinners	Business Meetings
Education or Training Events	

Use of the facility with Board of Alderman approval for: _____
 Board of Alderman approval on: _____

D. AGE GROUP: 1-12 13-23* 24+

*ON SITE SECURITY REQUIRED
 **EXPECTED OR POSSIBLE ATTENDANCE 100+ ON SITE SECURITY REQUIRED
 ON SITE SECURITY SEE SECTION 5 (GENERAL RESTRICTIONS)

IT IS MUTUALLY AGREED AS FOLLOWS:

1. LICENSED SPACE AND PAYMENT

The City grants the Licensee permission to use the following space(s) on the dates and at the times specified below:

Room	Date	From	To	Fee
_____	_____	____:____ am/pm	____:____ am/pm	\$ _____
_____	_____	____:____ am/pm	____:____ am/pm	\$ _____

LIST ADDITIONAL INFORMATION ON BACK

2. PAYMENT SCHEDULE

Payment in full and damage deposit must be received at completion of the contract. Refunds will only be made when written notification is received.

<u>Cancellation Notice Date:</u>	<u>Percentage of Revenue & Refund Fee:</u>
(7-8) Weeks notification	75% refund less \$15.00 refund fee
(5-6) Weeks notification	50% refund less \$15.00 refund fee
(3-4) Weeks notification	25% refund less \$15.00 refund fee
(0-2) Weeks notification	No refunds issued

3. DAMAGE DEPOSIT

A REFUNDABLE DAMAGE DEPOSIT of \$250.00 is required for use of the facility. This will be returned providing the area(s) rented are left damage free, cleaned and key is returned to City Hall. If key is lost or broken replacement cost is \$25.00.

4. USE OF LICENSED SPACE:

Event preparation by Licensee in the facilities and delivery of Licensee’s freight or other properties shall take place only upon the dates and at the times specified in this license.

Licensee will be permitted to store items only in the licensed space and on the days and at the times covered by this license. Licensee shall quit and exit licensed space no later than the end of the term of this agreement, unless other arrangements are made prior to rental.

5. GENERAL RESTRICTIONS:

NO ALCOHOLIC BEVERAGES OR DRUGS of any nature shall be permitted in any City building or on any City grounds. Absolutely no smoking in any City facility. No candles allowed, except floating or battery operated

Anyone ages 21 and over may rent the facility. A responsible adult must be present at all functions involving persons under the age of 21. Any individual’s or groups renting the facility age groups 13 to 23 or will have more than 100 in attendance must provide a Missouri Certified Law Enforcement Officer.

**(LICENSEE MUST OBTAIN POLICE CHIEF SIGNATURE)
PHOTO IDENTIFICATION REQUIRED**

6. CLEANING:

Licensee shall be responsible for entire cleanup of all licensed facilities.

- A. All trash must be removed from the building. There is a dumpster beside the building to the west for disposal.
- B. All spills must be cleaned up and floor not left sticky.
- C. Tables and chairs that are used must be returned to proper storage area in a neat and orderly fashion.
- D. Kitchen area must be cleaned with all food being rinsed from sinks, all surfaces wiped down, and sprayer must be returned to holder.
- E. Restrooms shall be orderly and left in the same conditions as when arrived.
- F. ALL LIGHTS MUST BE TURNED OFF.

REMEMBER TO LEAVE THE FACILITY AS YOU FOUND IT.

7. DEFACEMENT OF FACILITY:

Licensee shall not injure, mark, nor (in any manner) deface, City premises or any equipment contained therein, and will not drive nails, hooks, tacks, or screws into any part of building. Licensee will not affix by adhesives any signs, posters, notices, or graphics of any description without written consent of the City. Licensee agrees that if the premises are damaged by the act, default, or negligence of the licensee, patrons, or guests or any other person admitted to the premises by the licensee or Licensee’s agent. Then Licensee shall pay to City upon demand such sum as shall be necessary to restore said premises to their original condition. Ordinary wear and tear excepted.

8. INDEMNITY:

Licensee agrees to defend and indemnify the City, its officers, agents and employees from all claims of every kind including all costs of defense arising out of, or which would not have occurred, but for Licensee’s use of the facilities licensed herein. Licensee accepts the building and equipment in “as is” condition. Licensee shall be responsible for proper conduct of any and all persons attending event.

9. DISCRIMINATION:

Licensee agrees that during the use of this facility Licensee will not exclude anyone from participation, deny anyone the benefits of, or otherwise subject anyone to discrimination because of race, religion, color, or national origin.

10. COMPLIANCE WITH LAWS AND REGULATIONS:

Licensee shall comply with all laws, ordinances, and regulations adopted or established by federal, state or local governmental agencies.

11. CITY’S PRIVILEGES:

The City reserves the right to cancel or revoke License at its discretion. The City’s liability is limited to refund of rental fee only.

The City reserves the right to run a background check on licensee.

SIGNATURE: _____ DATE _____
(Licensee or Licensee’s Representative)

CITY OFFICIAL USE ONLY:

DATE OF DEPOSIT: _____

CITY OFFICIALS SIGNATURE: _____

TITLE: _____ DATE _____

POLICE DEPARTMENT USE ONLY:

NUMBER OF OFFICERS REQUIRED: _____

NAME(S) OF OFFICERS WORKING EVENT:

1. _____

2. _____

3. _____

IF NOT A CITY OF PLATTE CITY OFFICER:

NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

NAME OF EMPLOYER: _____

PHONE NUMBER OF EMPLOYER FOR REFERENCE PURPOSES: _____

NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

NAME OF EMPLOYER: _____

PHONE NUMBER OF EMPLOYER FOR REFERENCE PURPOSES: _____

POLICE CHIEF SIGNATURE: _____