

**REFUND AND TRANSFER POLICY
for
FACILITY RENTALS**

1. You may request a refund at any time prior to the rental date. The amount of the refund will depend upon how far in advance you cancel.
If the rental is canceled:
 - More than 7 days prior to rental date: 100% refund
 - Within 4-7 days prior to the rental date: 75% refund
 - Within 2-3 days prior to the rental date: 50% refund
 - Less than a 2-day notice prior to rental date: No refund

2. You may transfer your reservation to another time and/or place within the same calendar year subject to availability. The following charges apply, depending upon how far in advance you request a transfer.
If the rental is transferred:
 - Within 4-10 days prior to the rental date: 10% additional charge
 - Within 2-3 days prior to the rental date: 20% additional charge
 - Less than 2-day notice: No transfer allowed

3. In the event a rental is canceled by the Park Department due to severe weather, unscheduled building repairs, or a Park Department program, a full refund or transfer to another date or facility will be made. The Park Department will not be liable for any additional expenses incurred by the renter due to a transfer of site and/or date.

4. Fees for special events in open shelters can be transferred, not refunded, in the event of inclement weather. Please request a transfer the next business day after the rental date. Contact Wichita Park & Recreation at 268-4361 to make a transfer request.

Special considerations will be given to emergency situations beyond a renter's control; however, we cannot make a refund in the event you fail to appear at the scheduled time and place of your rental. If you feel your situation is exceptional, please request a refund in writing.

Your event will be considered canceled with no refund pending if you do not show up for the event or are more than thirty (30) minutes late.

Send written requests to:

City of Wichita Park & Recreation
455 N. Main, 11th floor
Wichita, KS 67202
wichitaparkandrec@wichita.gov

**RULES AND REGULATIONS
FOR
FACILITY USAGE**

1. The person or entity for which a rental/reservation is made is responsible for all action, activities and/or damage occurring during the facility rental/reservation. Buildings will only be opened for the renter or their authorized representative.

2. Recreation staff will contact the renter of an enclosed building/shelter 4-5 days ahead of the scheduled rental date to confirm rental details.

3. Facilities may not be used for purposes other than those for which they were reserved.

4. The building attendant will open the building at the appointed time and will remain at the building until the renters arrive. If renters do not arrive within **30** minutes of the start of the rental time; then the renter will not be provided a refund.

5. Recreation staff will divide tables and chairs at facilities among the renters. Groups requiring more chairs or tables will be required to seek them from outside sources to fill their needs. ALL tables, chairs, chair racks, table racks, furniture, interior amenities, etc., will NOT be allowed outside any of the Park & Recreation facilities for any/all rentals.

6. All trash, debris and waste shall be gathered and placed in outside containers provided. Floors should be swept and mopped and counters wiped down. Chairs and tables shall be returned to appropriate rooms.
7. Writing upon, marking or damaging park property is strictly prohibited. If you are planning a race/walk/etc., please contact Wichita Park & Recreation prior to your event.
8. All decorating must be included in the rental time. Decorations may ONLY be attached to surfaces with masking tape. The renter, prior to the end of their scheduled rental time, must remove all decorations, masking tape and any personal supplies or equipment. Wichita Park & Recreation is not responsible for any items left by the renter.
9. City Ordinance does NOT allow smoking inside any park facility. Beer and alcoholic beverages are NOT allowed on park property. Lighted candles and/or incense are NOT allowed in park facilities. Failure to comply with these regulations will result in the renter being asked to leave the facility.
10. Collecting money, donations, an admission, selling concessions, services or products on park property is strictly prohibited under City ordinance title 9, section 9.04.060, 'Sale or Soliciting.'
11. Tables may not be removed from shelters. General public may use open shelters prior to your reservation. Unscheduled use may result in some trash or debris being left on site; you are advised to allot enough time for clean-up prior to your event.
12. Vehicles ARE NOT allowed on sidewalks or grass surfaces; they must remain on paved driving surfaces.
13. Food may not be cooked in the shelters or recreation centers; only warmed. Renters may bring a microwave to the facility.
14. Deposits will be refunded if the facility is cleaned up within rental time and there is no damage done to the building or park grounds. Credit card deposits are refunded right back to the card.
15. There will be a \$30 charge on all returned checks.
16. Inflatables, moon-bounces, etc. are NOT permitted in the buildings. If you plan to rent one, please check with Park staff first to fill out appropriate paperwork and for a list of approved vendors.
17. Failure to abide by these Rules and Regulations will result in forfeiture of the renter's deposit and may result in future rental privileges being suspended.

By payment of the rental fees, I agree that I have read, understand and accept these Rules, Regulations, and Refund and Transfer Policies for Facility Rentals and further agree to be responsible for the actions of all persons within my rental group.