



GENERAL RULES & REGULATIONS FOR FACILITY RENTALS

1. The person or entity for which a rental/reservation is made is responsible for all actions, activities and/or damage occurring during the facility rental/reservation. Facilities will only be opened for the renter or their authorized representative.
2. Facilities may not be used for purposes other than those for which they were reserved and all intended uses of the facility must be disclosed to staff prior to the reservation.
3. Inflatables/moon bounces are NOT permitted inside the facility or on park grounds.
4. If there are multiple groups using a Recreation Center, chairs and tables will be divided among the renters. Groups requiring more chairs or tables will be required to seek them from outside sources to fill their needs.
5. Tables, chairs, chair racks, table racks, furniture, interior amenities and etc. may not be taken outside during a rental at Park & Recreation Facility.
6. Tables may not be removed from Open Shelters or Gazebos. These Facilities are cleaned prior to a reservation, however, unscheduled use by the public may result in some trash or debris being left on site. You are advised to allow enough time for clean-up prior to your event.
7. Writing upon or marking sidewalks, roadways, parking lots or any park property is strictly prohibited.
8. The time reserved is the time a rental group may use the facility. All decorating, set-up, tear down and clean-up must be included in the rental time. If additional time is needed, it must be reserved and paid for seven days prior to the rental.
9. Decorations may only be attached to surfaces with masking tape. Duct tape and double-sided foam tape may not be used. The renter, prior to the end of the rental, 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.
10. Lighted candles and/or incense are not allowed in park facilities.
11. Per City Ordinance,
 - o Smoking is not allowed inside any park facility.
 - o Beer and alcoholic beverages are NOT allowed anywhere on park property without a special permit.
 - o Collecting money, donations, admission or selling concessions, services or products on park property is strictly prohibited. (See Sale or Soliciting- title 9, section 9.04.060).
12. Vehicles are not allowed on sidewalks, grass surfaces or any non-designated parking area for any reason, including loading/unloading.
13. Facility kitchens are to be used for warming purposes only. Preparing or cooking full meals is not allowed. Warmers may be used and additional microwaves may also be brought in.
14. In gymnasiums, dunking or hanging on goals/nets is prohibited. Many facilities also have special rules regarding food and drink, along with footwear requirements for the Gymnasium. Check with the location being used for a complete list of rules.
15. There will be a \$30 charge on all returned checks.

RENTER RESPONSIBILITIES

1. Renter will arrive no earlier than 10 minutes prior and will go through the rental checklist with staff prior to the start of the reservation.
2. Renter will arrive no later than 30 minutes after the scheduled start time of the rental. After 30 minutes, the rental will be cancelled with no refund pending.
3. Renter will supply their own serving utensils, table coverings, decorations and decorating supplies, and cleaning supplies to wipe down surfaces.
4. Renters at a Community Facility will be responsible for setting up their own tables/chairs.
5. Renters at a Recreation Center and Community Facility will be responsible for the tear down of tables/chairs along with the clean-up of the facility, including: wiping down tables/counters/chairs, sweeping, mopping, placing all trash/debris in outside container and proper storage of tables/chairs.
6. Renter will complete rental checklist with staff prior to leaving the facility to ensure all responsibilities have been completed.
7. Renters at a Community Facility will contact staff by phone at least 20 minutes prior to the time they wish to check out (if different than the designated end time) to allow for staff transportation time.

PARK & RECREATION RESPONSIBILITIES

1. Staff will contact the renter 4-5 days ahead of the scheduled rental date to confirm rental details.
2. Staff will open the building at the appointed time and ensure the facility is cleaned and ready for use prior to the start of the rental.
3. Staff at Recreation Centers will have the tables and chairs set up prior to the start of the rental.
4. Staff will provide supplies for floor cleanup, including; brooms, mop/bucket and trash bags.

5. Staff at Recreation Centers will remain in the facility during the rental to ensure the facility is being monitored.
6. Staff at Community Facilities will check in the Renter and ensure the facility is ready for use, but will not stay in the facility during the rental. Staff may be reached by phone if assistance is needed.

REFUND AND TRANSFER POLICIES

Refund Requests:

- More than 7 days prior to rental date: 100%
- Within 4-7 days prior to the rental date: 75%
- Within 2-3 days prior to the rental date: 50%
- Less than 2-day notice prior to rental date: No refund

Transfer Requests (subject to availability):

- 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

Miscellaneous:

- In the event a rental is cancelled by Wichita Park & Recreation due to severe weather or unscheduled building repairs, a full refund or transfer to another date or facility will be made. Wichita Park & Recreation will not be liable for any additional expenses incurred by the renter due to a transfer of site and/or date.
- Fees for Open Shelter/Gazebo Rentals can be transferred, but 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.
- The rental will be considered cancelled with no refund pending if the Renter does not show up for the event or is more than 30 minutes late.
- Rental Deposits will be automatically refunded after the completion of the rental provided the facility is clean, renter has exited on time and no damage has occurred to the building, equipment or park grounds. Allow 3-4 business days for all debit/credit card refunds and 2-3 weeks for check refunds.
- Failure to abide by these Rules and Regulations will result in forfeiture of the renter's deposit and may result in future rental privileges suspended.
- Special consideration will be given to emergency situations beyond a renter's control; however, we cannot make a refund in the event the Renter fails to appear at the scheduled time and place of the rental. If you feel your situation is exceptional, please request a refund in writing.

Send written requests to:

Wichita Park & Recreation
455 N. Main - 11th Floor
Wichita, KS 67202
wichitaparkandrec@wichita.gov

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