



1204 Washington - Ellis, KS 67637

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Ellis Recreation Commission - Facility Request

Name of Person/Organization _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Date (s) requested: _____ Time needed: _____ am/pm to _____ am/pm

What type of activities will be involved? _____ Number of people involved _____

Room Requested: _____ Activity Room (downstairs) _____ Conference Room (upstairs)

Number of Tables needed: _____ Number of Chairs needed: _____ Will food be served? Yes No

Other equipment/furniture being used _____

Fee Schedule for Approved Use of Ellis Rec Rooms

Activity Room

1-4 hours \$65

4 hours & up \$100

Deposit Check \$100

This space will hold up to 25 people depending on the arrangement and includes a full size fridge.

Conference Room

1-4 hours \$50

4 hours & up \$75

Deposit Check \$100

This space will hold up to 15 people people depending on the arrangement and includes a small kitchenet w/sink, & mini fridge & microwave.

BOTH Rooms

1-4 hours \$100

4 hours & up \$150

Deposit Check \$100

I have read, understand and agree to the dates, times and locations stated above. I understand and agree to the terms of Policies and Procedures for the use of the Ellis Recreation Activity and/or Conference Room, as stated on the back of the sheet. Completing this form does not guarantee use of the Ellis Recreation Building. Upon approval from the Superintendent of Recreation, a written confirmation letter will be sent to the contact person.

Signature _____ Date _____

STAFF USE ONLY

Total amount for Room (s) Rental: _____ Superintendent Signature: _____

Cleaning Deposit (Separate Check): _____ Confirmation Letter Sent: _____

Total: _____

Paid: Cash _____ Check _____ CC _____ Check/Receipt # _____ Received by: _____ Date: _____

ELLIS RECREATION COMMISSION POLICIES AND PROCEDURES

1. You must be 21 years of age to sign as the responsible person.
2. Building users will be responsible for: Setting up the tables and chairs (arrangement of rooms), taking down tables and chairs, thorough cleanup, taking out the trash & sweeping.
3. Clean up of facility will be required immediately following its use. Set up and clean up must be accomplished *within* the times listed on the reservation form.
4. Any decorating, coverings, or changes to the facilities should be discussed and put in writing on the room reservation request. The use of adhesive tape, nails, screws, etc. on tables, walls, floors, ceilings or equipment is not permitted. Placement, relocation, or rearrangement of equipment is not permitted without prior approval.
5. Applicants are to use only the facilities or equipment specifically designated on the room reservation request.
6. The ERC Board reserves the right to have staff enter all facilities at any time during all occupancies and to terminate a room reservation at any time due to an unruly crowd or destruction of property.
7. Reservations must be paid for at the time the request is made. No event will be placed on the calendar without payment. Long term or continuous events may be set up on weekly or monthly payment schedule with approval of Superintendent.
8. The applicant shall be responsible for any damage to equipment or property. If, after an activity additional janitorial maintenance is required (other than what would be considered normal), applicant will be charged accordingly.
9. Alcoholic Beverages / Smoking are prohibited!
10. ERC use of facility takes priority.
11. ERC is not responsible for items left, lost, or stolen.
12. You agree to assume full responsibility for:
 - All persons entering the building.
 - Putting all the equipment back in the correct place.
 - Properly closing the facility including: locking all doors, turning off all lights, and checking all bathrooms.
 - Reporting all accidents or damage to property to the Rec office.
 - Enforcing the "NO SMOKING" and "NO ALCOHOLIC BEVERAGES" regulation.
 - The proper care property and equipment.
 - Scheduling usage of building with ERC office.
 - Vacating the building at the specified hour.
13. Not complying and/or abuse of these guidelines may result in not being able to rent Ellis Recreation facilities in the future.
14. The person responsible is expected to leave the room (s) in the same condition in which it was found.