



Community Center & Facilities Rental Rates

Community Center	Rental Rate	Notes
Community Room	\$30 per hour \$130 per day	Oven, Stove, Microwave, Refrigerator
Half Gymnasium	\$30 per hour	
Full Gymnasium	\$60 per hour	
Pool Party	\$150 per hour	Rentals Applications open May 1st

Ballfields	Rental Rate	Notes
Babe Ruth	\$30 per hour	\$40 per hour w/ lights
Youth	\$30 per hour	\$40 per hour w/ lights
West North	\$30 per hour	\$40 per hour w/ lights
West South	\$30 per hour	\$40 per hour w/ lights
East 1	\$30 per hour	\$40 per hour w/ lights
East 2	\$30 per hour	\$40 per hour w/ lights
East 3	\$30 per hour	

Park Shelters	Rental Rate	Notes
Abraham Still	\$15 per hour \$75 per day	
Asher Cohn	\$15 per hour \$75 per day	
Blue Jacket Park	\$15 per hour \$75 per day	
CPA	\$15 per hour \$75 per day	
Lucy Kaegi Hexagon	\$15 per hour \$75 per day	
Lucy Kaegi Rectangle	\$15 per hour \$75 per day	
Pascal Fish	\$15 per hour \$75 per day	
Pilla Park	\$15 per hour \$75 per day	



Facility Use Agreement: Revised 8/17/2023

APPLICANT																			
Name of Individual/Organization:																			
Contact Name:	Phone:	Alternate Phone #:																	
Address:		Email:																	
City/State/Zip Code:		If applying as a nonprofit, please provide a 501(c)3 Tax ID:																	
FACILITY REQUESTED																			
<u>Community Center</u> <ul style="list-style-type: none"> <input type="radio"/> Community Room <input type="radio"/> Community Room w/ Kitchen <input type="radio"/> Gymnasium Rental <input type="radio"/> Gymnasium Rental-For Profit <input type="radio"/> Multi-Use Courts 		<u>Parks, Shelters & Ballfields</u> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Lucy Kaegi Ball Field</td> <td style="width: 50%;">East Ball Field</td> </tr> <tr> <td><input type="radio"/> Babe Ruth</td> <td><input type="radio"/> #1</td> </tr> <tr> <td><input type="radio"/> Youth</td> <td><input type="radio"/> #2</td> </tr> <tr> <td>West Ball Field</td> <td><input type="radio"/> #3</td> </tr> <tr> <td><input type="radio"/> North</td> <td></td> </tr> <tr> <td><input type="radio"/> South</td> <td></td> </tr> <tr> <td>Park Shelter</td> <td></td> </tr> <tr> <td><input type="radio"/> _____ Shelter</td> <td></td> </tr> </table>		Lucy Kaegi Ball Field	East Ball Field	<input type="radio"/> Babe Ruth	<input type="radio"/> #1	<input type="radio"/> Youth	<input type="radio"/> #2	West Ball Field	<input type="radio"/> #3	<input type="radio"/> North		<input type="radio"/> South		Park Shelter		<input type="radio"/> _____ Shelter	
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<input type="radio"/> _____ Shelter																			
EVENT INFORMATION																			
<u>Day/Time</u> Date(s) Requested: _____ Day of the Week(Circle): SU M TU W TH F SA Event Hours: _____ to _____ Estimated Attendance: _____		<u>Event Type</u> <ul style="list-style-type: none"> <input type="radio"/> City Use <input type="radio"/> Fundraising <input type="radio"/> Meeting <input type="radio"/> Private Party <input type="radio"/> Public Event <input type="radio"/> Other _____ 																	

Staff Use Only			
Item	Hours	Rate	Total
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____



Facility Rules

- Renter, whose name, and signature appear on the contract, will be the primary contact person and must be on-site or in attendance at the event and available for contact
- Renter must be eighteen (18) years of age to make a reservation
- Reservations can be made no more than one year in advance
- Reservations are not considered final until payment is received and the facility use agreement is signed, dated, and received by EPRD staff.
- The listed renter must make any amendments to the rental agreement
- Changes to the time and date of the rental will be made at the discretion of the Eudora Parks and Recreation staff and will be based on availability
- All parks and recreation department programs will be the first programs scheduled at athletic facilities. Any other requests for use of athletic facilities will be reserved according to this policy
- Eudora Parks and Recreation is not responsible for unattended or damaged items left in the facility
- Renter, whose name, and signature appear on the contract, shall be the responsible party for any loss or damage to Eudora Parks and Recreation property caused by an attendee of the activity during the time of rental. The renter will be held responsible to the extent of paying the necessary cost and expenses needed to replace or repair the damaged property.
- Any reservation that has the potential to threaten the integrity of the park or facility due to misrepresentation of information on the use agreement, conditions of the facility, or grounds that would potentially create an unsafe situation and or if the use of the facility by the renter may result in damage to the facility beyond normal wear and tear may be subject to cancelation
- Charges will be assessed for any damages, cleaning, or other services required. Additional charges will be assessed based on time and material rates. Violation of the terms of use may result in the denial of future reservation requests.
- Douglas County based nonprofit organizations may receive a 50% discount on gymnasium, ball field, and community center rentals. 501(c)3 tax ID must be provided.
- Event & Tournament organizers shall maintain comprehensive general liability insurance in the amount of Three Hundred Thousand Dollars (\$300,000) for bodily injury per person in any one occurrence and One Million Dollars (\$1,000,000) in any occurrence for all persons in that occurrence. Property damage shall be in the amount of One Hundred Thousand Dollars (\$100,00) per occurrence. The policy shall name the City of Eudora Parks and Recreation Department and the renter as insured parties. The renter shall provide the department with a certificate of insurance at least two weeks before the event.

Signature

Date

INVOICE

Eudora Parks and Recreation

4 E 7th St, Eudora, KS 66025

(785) 542-3434

spennington@cityofeudoraks.gov



Bill to:

Name: _____

Address: _____

Phone Number: _____

Email: _____

Invoice number: _____

Invoice date: ____ / ____ / ____

Payment due: ____ / ____ / ____

Facility	Hours	Price Per Hour	Amount

Subtotal: \$ _____

Fees/Discounts: \$ _____

Total: \$ _____



Key Retrieval Receipt

Date Borrowed: _____

Facility: _____

Name: _____

Staff Member: _____

This key receipt is my acknowledgment that I have returned my key for
_____ on this day, _____.

Name: _____

Signature: _____

Staff Name: _____

Signature: _____