



Community Center Rental Rates

13420 Oak Street Lenexa, KS 66215 ~ (913) 477-7100

Nonprime Time: Mon – Fri 8am to 5pm | Sun 8am to 10pm

	Multipurpose Room (MPR)	Kitchen w/ MPR only	AB Room	C Room
Lenexa Resident Discount**	\$50.00/hour	\$15.00/hour	\$25.00/hour	\$20.00/hour
*Package MPR & Kitchen	\$50.00/hour (minimum 8 hours)		NA	NA
Regular Rate	\$100.00/hour	\$30.00/hour	\$50.00/hour	\$25.00/hour
Commercial	\$200.00/hour	\$50.00/hour	\$75.00/hour	\$50.00/hour

Prime Time: Mon – Thurs 5pm to 10pm | Fri 5pm to 12am | Sat 8am to 12am

	Multipurpose Room (MPR)	Kitchen w/ MPR only	AB Room	C Room
Lenexa Resident Discount**	\$100.00/hour	\$25.00/hour	\$50.00/hour	\$40.00/hour
*Package MPR & Kitchen	\$100.00/hour (minimum 8 hours)		NA	NA
Regular Rate	\$200.00/hour	\$40.00/hour	\$75.00/hour	\$50.00/hour
Commercial	\$300.00/hour	\$60.00/hour	\$100.00/hour	\$75.00/hour

Senior Center Rental Rates (Not available Monday – Friday 8am to 5pm)

13425 Walnut Lenexa, KS 66215 ~ (913) 477-7100

Nonprime Time: Sun 8am to 10pm

	Senior Center & Kitchen
Lenexa Resident Discount**	\$40.00/hour
*Multi-hour Discount	8 hours - \$280.00
	9 hours - \$320.00
	10 hours - \$340.00
	11 hours - \$360.00
	12 hours - \$380.00
Regular Rate	\$75.00/hour
Commercial	\$100.00/hour

Prime Time: Mon – Thurs 5pm to 10pm | Fri 5pm to 12am | Sat 8am to 12am

	Senior Center & Kitchen
Lenexa Resident Discount**	\$50.00/hour
*Multi-hour Discount	8 hours - \$350.00
	9 hours - \$400.00
	10 hours - \$425.00
	11 hours - \$450.00
	12 hours - \$475.00
Regular Rate	\$100.00/hour
Commercial	\$150.00/hour

***Package Rates and Multi-hour Discounts: Lenexa Residents Only**

**Lenexa Resident Discount rate is for those living in Lenexa or a business in Lenexa, who pay Lenexa property taxes. Proof of residency or business, such as a photo ID with a Lenexa address or a photo ID with a recent utility bill is required at the time of booking.

Tables and chairs and a one-time setup are included in the rental fee. For additional fees, please see *Reservation Damage Deposit, Payment, and Cancellation* sheet, *Alcohol Permit* and *Process for Hiring Lenexa Police Officer* sheet.

Reservation Payment | Damage and Cleaning Deposit | Cancellations

DAMAGE DEPOSIT

Without Alcohol: \$150.00

With Alcohol: \$250.00 (*\$100.00 alcohol permit fee and security officer fee are separate*)

A damage and cleaning deposit (payable by cash, check or credit card) is required for all facility rentals and is due 90 days prior to the event. The damage deposit will be refunded within 21-28 business days following the completion of the facility rental if there are no damages to the facility, grounds, room(s) or its contents.

After the rental, if janitorial or facility maintenance is required above and beyond the normal cleaning process, the deposit will not be refunded and additional fees may be assessed. The renter will pay for additional fees by cash, check, or credit card within five business days.

PAYMENT

If the facility rental is \$500 or less, the full amount is due at the time of booking. Rentals that exceed \$500 require a \$500 payment that will be applied towards the total amount.

Full payment, along with the damage deposit, alcohol permit and stage fee (if applicable), are due 90 days prior to the rental date. If full payment is not received on time, then Lenexa Parks and Recreation reserves the right to cancel the event.

Reservations are done in person at the Lenexa Rec Center Parks and Recreation Desk, 17201 W 87th St Pkwy, Lenexa, KS 66219 anytime M-F between 8 a.m. and 6 p.m.

*Note: The Thompson Barn may be booked one year in advance on the first business day of the month for the same month of the following year.

CANCELATION

Cancellation of the reservation must be made in person at the LPRD Parks and Recreation Desk, or in writing sent via e-mail or fax to the LPRD. In the event of such cancellation, the Renter understands and agrees that the Deposit will be refunded in its entirety and the Rental Fee will be refunded, subject to the following schedule:

- a. More than 90 days from the reservation date: 100% refund
- b. 61-90 days from the reservation date: 75% Refund
- c. 31 to 60 days from the reservation date: 50% Refund
- d. 1 to 30 days from the reservation date: 25% Refund; and
- e. Less than 24 hours prior to the reservation date: No Refund.

The credit card used to pay for the reservation will be refunded within five (5) business days of receipt of Renter's cancellation or to the Renter by check within twenty-eight (28) business days, as applicable.



Facility Alcohol Permit
Beer, Wine & Liquor

Permit and \$100.00 fee are due at least 60 days prior to event.

Renter Name Renter Phone

Address

Renter Email

Day of Event Contact Cell Phone

Facility Reserved

Date of Reservation Start Time End Time

Alcohol Serving Start Time Last Call Time*

*Last call should be at least one hour before rental end time to allow enough time to tear down and clean up.

Security officer(s) must arrive 30 minutes before the start of service and remain onsite until 30 minutes after last call.

Two-hour minimum required for security.

Security Start Time (30 min before Serving Start Time) Security End Time (30 min after Last Call)

Officers: x Hourly fee \$40.00 x # Hours: = Amount due

Up to 200 people = 1 officer, *200 to 300 people = 2 officers, *300 or more people = 3 officers
(*Maximum capacity: Thompson Barn = 200; Community Center MPR = 400; Senior Center = 80)

The renter must notify LPRD of any changes in attendance that will affect the number of security officers required.

The applicant understands and agrees as follows:

- Alcohol cannot be consumed without a Lenexa Police Officer present. It is your responsibility to inform family members, guests and vendors of this policy.
Security Fee is due in the form of cash and paid directly to the security officer(s) as soon as they arrive.
Lenexa staff will schedule the officer(s) for your event.
Cancellation of a security officer must be made two business days prior to event.
Renter or Day of Event Contact is personally responsible for the conduct of guests, vendors, and all aspects of the event.
All persons in attendance must comply with all City, State and County laws regarding serving alcohol.
No alcohol is permitted outside the building (except on the front patio of the Thompson Barn).
This permit does not authorize the sale of alcohol. No person shall sell alcohol at the rented facility without first obtaining any and all necessary permits authorizing such sale from the Kansas Division of Alcoholic Beverage Control.

I have read the foregoing and agree to abide by all applicable laws, ordinances, rules and regulations of the Lenexa Parks and Recreation Department and the City of Lenexa.

Signature of Applicant

Date

To book security, return this Alcohol Permit to Lenexa Parks and Recreation: email parksandrec@lenexa.com, fax 913-477-7151 or mail to address below.

Outside Vendor(s) Information Sheet

Please list all vendors/outside companies that you are using for your event who will be entering the rented facility. For example: DJ, caterer, florist, cake, photographer, transportation, rental companies.

Vendor Name & Contact Person	Service Provided	Phone #	Arrival Time*	Pick-up Time*

- Only vendors on this list will be permitted to deliver items for your event during your rented time.
- All vendors are the responsibility of the person renting the facility. Any damages or policy violations will be the renter’s responsibility.
- Renter must inform vendors of all policies and procedures.
- **Vendors and renters cannot deliver items before rented time, and items must be picked up by end of rented time. No additional space is available for storing items, nor are staff available to receive items.*
- Vendors may schedule an appointment with a concierge to view the facility without the renter present.

I will not be using any outside vendors for this event.

I have read and understand the above policies:

Renter Signature

Printed Name

Date

Please return form at least 60 days prior to rental date to Lenexa Parks and Recreation by Fax 913-477-7151, E-mail: parksandrec@lenexa.com, or by mail to address below.

Process for Hiring Lenexa Police Officer

Security is required for rentals that:

1. Have an anticipated attendance of 250* or more = 1 officer
 2. Serve alcohol:
 - Rental with 200 persons or less = 1 officer
 - Rental with 200 persons or more = 2 officers
 - Rental with 300 persons or more = 3 officers
- (*Maximum capacity: Thompson Barn = 200; Community Center MPR = 400; Senior Center = 80)

The renter understands and agrees to the following:

- Renter must request a security officer at least 60 days prior to event by either returning the Alcohol Permit (Attachment A) if serving alcohol. If no alcohol will be served, call or email the request using the contact information below.
- ***Security Fee is due in the form of cash and paid directly to the security officer(s) as soon as they arrive. Fee per officer is \$40.00 per hour. Fee is subject to change on an annual basis.***
- Lenexa staff will schedule the officer(s) for your event.
- Cancellation of a security officer must be made two business days prior to event. Renter will be responsible for two hours of pay to each scheduled security officer if cancellation is made less than two business days prior to the event.
- Renter or Day of Event Contact is personally responsible for the conduct of guests, vendors, and all aspects of the event.
- Officer(s) will be scheduled 30 minutes prior to the start of alcohol service and will remain on site until 30 minutes after last call. If the event is a non-alcohol event with 250 persons or more attendees at one time, security will be present 30 minutes before guests arrive and remain present until 30 minutes after event is over.
- ***Alcohol cannot be consumed without a Lenexa Police Officer present. It is your responsibility to inform family members, guests and vendors of this policy.***
- The number of officers scheduled will be based on the estimated attendance given at the time of rental. ***The renter must notify LPRD of any changes in attendance that will affect the number of security officers required.***
- A minimum of two (2) hours security is required.
- Renter or day of event contact person must be present throughout the entire rental.