RESERVATIONS
Reservations are only accepted in person at the Administration Office, 5033 State Ave., Kansas City, KS 66102.

All building inquiries can be directed to 913-573-8327.

Reservations are accepted one year to the date in advance. If the date falls on a Saturday or Sunday of the current year, those reservations will be accepted on the Friday before the date.

A lottery is held at 8:00 am at the Administration Office on the date if more than one party is present for the same building.

The deposit and fee for the building is due at the time the reservation is made.

CANCELLATIONS
If a reservation is cancelled six months or more in advance of the building use, both the fees and deposit may be returned.

If a reservation is cancelled less than six months, but more than ninety days in advance of use, the deposit will be retained unless the facility can be re-rented.

When alcoholic beverages will be served, One Sheriff officer is required at $35/hr. with a 4 hr. minimum.
1. All guests must be out of the building and park by midnight.
2. Trash and decorations on tables must be removed and placed in barrels provided prior to leaving. All other decorations must be removed from building including all rented equipment.
3. Decorations attached to building (inside and outside) must be done with masking tape only (no staples, nails, tacks, or other types of tape). During removal of decorations, tape must also be removed.
4. Admission charge, selling tickets, vending or resale of food or beverages is prohibited. 501©3 groups must have Parks and Recreation Director’s approval.
5. No confetti, rice, bird seed, sand, potpourri or similar items may be thrown or used for decorations inside or outside of the building. Dance wax is prohibited.
6. Any special effects planned by DJ or band must be pre-approved by the Parks and Recreation Superintendent.
7. No decorations with an open flame will be allowed. Table decorations with candles, whether lit or not, are prohibited. This is a smoke free facility, no smoking is allowed.
8. Whenever alcoholic beverages will be served, one security officer is required. He/she must be present when the function begins until the building is vacated and secured. This will be arranged by the Sheriff’s Department.
9. Any signs displayed in the park must be removed on the day of rental or a portion of the deposit will be retained. **Parks Department tables & chairs are not allowed on the patio or outside of the facility.**
10. After inspection by the Maintenance Division of the Parks & Recreation Department, and finding no damage was done to the facility and the building key has been returned, the deposit will be returned by mail, this process typically takes between 4 & 6 weeks.

**Equipment included in rental:**
- Tables - 20 rectangular 2.5’ x 8’
- 3 round tables 60” across
- Chairs - 150 metal folding
- Oven - 1
- Microwave - 1
- Refrigerator - 2
- Trash cans - 6
- Double Keg Holder - 1
- Fire Extinguishers - 2