GENERAL RULES AND REGULATIONS

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. Admittance 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, two security officers are required. They must be present when the function begins until the building is vacated and secured. This will be arranged by the Sheriff's Department.
   a. Alcoholic beverages not allowed if event is for, or on behalf of a minor.
   b. Beverages in glass containers are not allowed.

9. Any signs displayed in the park must be removed on the day of rental or a portion of the deposit will be retained.

10. All Kansas State and Federal laws must be followed.

Equipment included in rental:
- Tables - 55 rectangular 2.5' x 8'
- 1 5ft round table; 1 4ft round table
- Chairs - 500 metal folding
- Oven - 2
- Microwave - 1
- Refrigerator - 2
- Trash Cans - 8
- Double Keg Holder - 1
- Fire Extinguishers - 3
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.

If a reservation is canceled ninety days or less prior to the building use, and full payment has been made, the full fee will be retained and the deposit will be refunded unless facility can be re-rented.

<table>
<thead>
<tr>
<th>Building Occupancy</th>
<th>500</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security Deposit</td>
<td>$400</td>
</tr>
<tr>
<td>WYCO Resident Mon.-Thur.</td>
<td>$600</td>
</tr>
<tr>
<td>WYCO Resident Fri.-Sun.</td>
<td>$700</td>
</tr>
<tr>
<td>Non-Resident Mon.-Thur.</td>
<td>$800</td>
</tr>
<tr>
<td>Non-Resident Fri-Sun.</td>
<td>$900</td>
</tr>
</tbody>
</table>

When alcoholic beverages are served, 2 Sheriff officers are required at $35/hr. per officer with 4 hr. minimum per officer.