

Rental Rules & Regulations

RECREATION CENTER FACILITY RESERVATION AND RENTAL POLICIES

- Facility space may be reserved up to 90 days prior to the rental date, except where a contractual agreement exists.
- All facility rentals must be processed in person at any LPRD facility, with the exception of reservations requesting court space. Court rentals can be processed over the phone only through full-time LPRD staff at the facility where the court space is being requested.
- Reservation requests 10 business days or less from the rental date must be made through the facility where the space is being requested. The ability to fulfill reservation requests 10 business days or less from the rental date will be made at the discretion of full-time LPRD staff based on facility availability and staffing levels.
- All facility rental fees must be paid at the time of reservation, except for rentals where a payment schedule has been prearranged.
- All facility rental fees are non-refundable. Refunds and credits will not be given for no-show or cancelled reservations. For questions regarding special circumstances, please contact the appropriate Recreation Facility Operations Supervisor or the Administrative Office in South Park.
- Reservations must include time for set up and take down and will be calculated in the associated rental fees.
- The ending time for all reservations is 11:30pm. Renters must be cleaned up and completely out of the building by 11:30 p.m.
- Alcohol is NOT permitted.
- A Special Use Permit is required for events that are open to the public, involve admission fees, and/or meet other criteria.

For information on rentals, please contact the department at (785) 832-3450.

EVENT CENTER FACILITY RESERVATION AND RENTAL POLICIES

- Facility space may be reserved up to one calendar year prior to the rental date, except where a contractual agreement exists.
- All facility rentals must be processed in person through full-time staff at any LPRD facility. Individuals who live out of county and are unable to reserve in person may request to process the rental over the phone through full-time LPRD staff.
- Reservation requests 10 business days or less from the rental date must be made through the Recreation Facility Operations Supervisor overseeing the event center facilities. The ability to fulfill reservation requests 10 business days or less from the rental date will be made at the discretion of the Recreation Facility Operations Supervisor based on facility availability and staffing levels.
- All facility rental fees must be paid at the time of reservation, except for rentals where a payment schedule has been prearranged.
- All facility rental fees are refundable within 10 business days of the reservation process date. After 10 business days, refunds and credits will not be given for no-show or cancelled reservations. For questions regarding special circumstances, please contact the Recreation Facility Operations Supervisor or the Administrative Office in South Park.
- Reservations must be a minimum of three hours in length.
- The ending time for all reservations is 11:30 p.m. Renters must be cleaned up and completely out of the building by 11:30 p.m.
- Reservations that involve the consumption of alcohol or rent more than one room within a facility must pay a refundable deposit of \$100.
- Reservations at the Carnegie Building on Saturdays require renting the entire facility and provide the renter with access to the building 9 a.m.-11:30 p.m. on the Saturday reserved. If a Saturday is still available less than 30 days prior to the rental date, the individual rooms will become available for reservation at the hourly rate.
- Reservations will be charged time and a half for staying past or arriving prior to their designated reservation time.

For information on rentals, please contact the department at (785) 832-3450.

EVENT CENTER FACILITY RESERVATION AND RENTAL POLICIES, cont.

- A Special Use Permit is required for events that involve the public consumption of alcohol, are open to the public, involve admission fees, and/or meet other criteria.
- Rentals at the Union Pacific Depot and Carnegie Building that involve the consumption of alcohol must apply for and purchase a temporary alcohol permit from the Administrative Office in South Park. Permits must be purchased during weekday office hours and the purchaser must show a valid ID. A copy of the issued temporary alcohol permit must be clearly displayed at the rented facility during the reservation.
- Alcohol is NOT permitted at the Santa Fe Train Station.
- Diagrams for set up must be turned into the Recreation Facility Operations Supervisor at least 10 business days prior to the rental date. Reservations that have not provided a diagram will be given a generic set up. Information regarding the generic set up layout can be obtained from the Recreation Facility Operations Supervisor.