

# Tonganoxie Recreation Commission

*"Creating Community through Parks, People & Programs"*

## RESERVATION/RENTAL FORM

913-845-3502

This permit authorizes the use of the Tonganoxie Recreation Commission facilities as listed, subject to the conditions stated. The person to whom this permit is issued must agree to accept responsibility for all provisions listed.

A signed copy of this agreement must be in the possession of the responsible party to pick up the facilities days and at the time of use to verify authorization. Please read all of the provisions and guidelines related to this agreement.

I have read all of the provisions and guidelines (initial) \_\_\_\_\_

As a condition to rent the facility listed below, I knowingly and voluntarily assume any and all risks inherent in renting. I assume responsibility for any damages that might occur during my use of the facility. I, further, waive any right or claim against the Tonganoxie Recreation Commission, its officials, officers, and employees to include, but not limited to bodily injury, property damage, and/or loss, or personal loss. I have read the procedures for use of any Tonganoxie Recreation Commission facility and understand that a signature is required in order for me to rent any Tonganoxie Recreation Commission facility.

(Circle One)

Shelter House at Chieftain Park

Sand Volleyball Courts

Tennis/Pickleball Courts

Basketball Courts

North Field (w/lights)

South Field

\_\_\_\_\_   
Renting Organization or Group Name (if any)

\_\_\_\_\_   
Name of Responsible Party

\_\_\_\_\_   
Address of Responsible Party

\_\_\_\_\_   
Purpose of Rental

\_\_\_\_\_   
Email Address

\_\_\_\_\_   
Phone Number

\_\_\_\_\_   
Date of Rental

\_\_\_\_\_   
Start Time

\_\_\_\_\_   
End Time

Email form to [tongierec@sunflower.com](mailto:tongierec@sunflower.com)  
or return to 521 E. 4<sup>th</sup> Street

### FOR OFFICIAL USE ONLY

Deposit Fee: \_\_\_\_\_ Total User Fee: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Approved By: \_\_\_\_\_   
Director of Recreation, Assistant Director

## POLICY GUIDELINES

1. Individuals or groups can make reservations at the Tonganoxie Recreation Commission office and must assume responsibility for payment. Checks should be made to the Tonganoxie Recreation Commission. Reservations are not confirmed until the form and appropriate fees are provided to the Tonganoxie Recreation Commission.
2. Cancellations: The rental fee will be refunded in full if reservations are cancelled at least five (5) business days before the event. Half rental fee will be refunded if cancellation is not received within five (5) business days of the event.
3. Any violation of the policy will result in the immediate termination of the event.
4. The Tonganoxie Recreation Commission may, at any time, refuse to open or grant access to any and all facilities for any and all purposes.
5. The use of facilities will be limited to that stated in the written request.
6. The person or persons signing the agreement for use of the facility will be responsible for all persons entering the facility they are using regardless of whether or not all those entering are members of the group, which has permission to use the facility. Only specific section of the facility mentioned in the agreement is to be used by the group.
7. Alcoholic beverages are prohibited at all facilities.
8. Smoking is prohibited at all facilities.
9. Use of illegal drugs and disorderly conduct are prohibited at all facilities.
10. Organizations using the facility must be supervised by an adult at least 21 years of age for every 20 occupants to assure proper care and use of the facility.
11. The person(s) or group(s) making application for facility use shall agree to reimburse the Tonganoxie Recreation Commission for any property damage or clean up required to the facility.
12. The use of the grills at the Chieftain Park Shelter House is permitted. Please leave hot coals in the grill. Tonganoxie Recreation Commission will remove coals after your event.