



**City of Independence Parks, Recreation & Tourism Department  
Facility Request - Truman Memorial Building**

*P.O. Box 1019, Independence, MO 64051  
416 W. Maple, Independence, MO 64050  
(816) 325-7843 parks@indepmo.org*

|                          |       |          |
|--------------------------|-------|----------|
| <b>Date Received</b>     | _____ | _____    |
|                          | Date  | Initials |
| <b>Date Approved</b>     | _____ | _____    |
|                          | Date  | Initials |
| <b>Final Payment Due</b> | _____ |          |

**Completed form must be submitted at least 30 days prior to the reservation date.**

Facility is **NOT** reserved until your request has been approved by Independence Parks/Recreation/Tourism Department. Once approved, the guarantee fee to hold/security deposit is due; all other fees are due a minimum 30 days prior to the event.

- Organization/Group Name \_\_\_\_\_  
**Person Responsible for Event (Lessee)** \_\_\_\_\_ **DOB** \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 Phone \_\_\_\_\_ E-mail \_\_\_\_\_  
 Secondary Contact \_\_\_\_\_ Phone \_\_\_\_\_
- Event Description** \_\_\_\_\_ **Number of Participants** \_\_\_\_\_

| Area/Room Requested | Day(s) of Week | Date(s) | Time Room Reserved |           | Event Time |           |
|---------------------|----------------|---------|--------------------|-----------|------------|-----------|
|                     |                |         | Begin:             | End:      | Begin:     | End:      |
|                     |                |         | a.m./p.m.          | a.m./p.m. | a.m./p.m.  | a.m./p.m. |
|                     |                |         | a.m./p.m.          | a.m./p.m. | a.m./p.m.  | a.m./p.m. |
|                     |                |         | a.m./p.m.          | a.m./p.m. | a.m./p.m.  | a.m./p.m. |

(Include setup and take down)

|  |  |
|--|--|
| <b>Equipment Requests:</b><br>Room as is _____ Other: _____<br># Chairs _____ # of trash barrels: _____<br># of tables, round _____ Projector Screen: _____<br># of tables, 8-foot _____ | <b>Indicate Special Requests:</b><br>Alcohol requested? Yes ___ No ___<br>Food Served? Yes ___ No ___ Caterer: _____<br>DJ/Band? Yes ___ No ___ Name: _____<br>Admission Fee _____ Press/Media? Yes ___ No ___ |
|--|--|

- The City of Independence reserves the right to manage facilities in a manner that safeguards the health and well-being of the public and City staff and safeguards municipal properties.
- Lessee must comply with all City ordinances, rules or regulations that pertain to the use of municipal facilities and/or equipment.
- Requests are processed on a first come, first serve basis.
- Weapons are not allowed within municipal facilities which includes the Truman Memorial Building.
- Smoking is not allowed within municipal facilities which includes the Truman Memorial Building.
- The City reserves the right to cancel or revoke this contract at its discretion & the City's liability is limited to refund of security deposit (if no damage has occurred) and only those fee(s) paid.
- Anyone age 21 and over may request facility space. The individual signing the contract (lessee) is the person held responsible for all actions of the rental group and must be personally present and available in the facility throughout the entire rental period. If an alternate person will be in charge during your event, that information must be made available to office staff prior to your scheduled rental time. A supervision ratio of 1 adult to 10 minors is required at functions involving persons under the age of 21. For large functions, the City may require IPD officers to be present at lessee's expense.
- City assumes no responsibility for any items brought in, delivered to, or left in the facility that are to be used by the lessee and/or their representatives.
- Lessee accepts the facility and equipment in "as-is" condition** and agrees to hold the City harmless from any/all claims by attendees of rental function.
- During the use of this facility, lessee agrees not to exclude anyone from participation in or benefits of entry to this municipal facility because of race, color, gender, age, religious affiliation, or national origin.
- Alcoholic beverages are not permitted on the premises without a permit. Application for an alcohol permit must be made with the facility supervisor. Alcohol is not permitted during events for persons under the age of 21. Independence Police Department officers are required for all events with alcohol at the expense of the lessee. Please request appointment with the facility supervisor for all alcohol information and forms.

**By signing this contract, the undersigned agrees to all conditions of said contract. Failure to follow City and facility regulations can result in the termination of this contract.**

\_\_\_\_\_  
Signature of Lessee

\_\_\_\_\_  
Signature of City Representative

**A) GUARANTEE FEE / SECURITY DEPOSIT**

Gym \$ \_\_\_\_\_ Stage \$ \_\_\_\_\_ Small or Medium Mtg. Rm \$ \_\_\_\_\_ Presidential Hall (entire) \$ \_\_\_\_\_ Kitchen \$ \_\_\_\_\_  
 Cash \_\_\_ Check # \_\_\_\_\_ CC# \_\_\_\_\_ Name on Card \_\_\_\_\_ Exp Date \_\_\_\_\_  
**TOTAL OF A \$ \_\_\_\_\_ DATE OF PAYMENT \_\_\_\_\_ STAFF \_\_\_\_\_ TIME \_\_\_\_\_ AM / PM**

**B) ROOM RENTAL FEES \$ \_\_\_\_\_ C) EXTENDED HOUR STAFFING FEES # Hours \_\_\_\_\_ at \$30/hr = \$ \_\_\_\_\_**

**D) SET UP FEE (optional) \$ \_\_\_\_\_ Other Fees \$ \_\_\_\_\_**

**TOTAL OF A, B, C, D FEES \$ \_\_\_\_\_**

**DATE OF FINAL PAYMENT \_\_\_\_\_ STAFF INITIALS \_\_\_\_\_ TIME \_\_\_\_\_ AM / PM**

(SEE BACK FOR FACILITY RENTAL POLICIES AND FEES)

**CITY OF INDEPENDENCE PARKS/RECREATION/TOURISM DEPARTMENT**

**FACILITY USE & RENTAL POLICIES:**

- The Rental Contract must be read in its entirety, completed properly, signed, and received by City staff at the Truman Memorial Building.
- Times indicated in your rental contract are the maximum time allowed for your use of the facility. Set up and take down/cleaning time, is to be included in the rental time.
- No group will be allowed into rented area until designated times.
- Lessee’s group must leave at designated time; if staff cannot close facility on schedule due to unauthorized extension of function, the staffing fees that the City incurs will be deducted from lessee’s security deposit.
- The volume of music used by rental groups will determined by City staff.
- All decorations must be approved by the City staff. There will be no taping allowed to painted surfaces.

**TABLES/CHAIRS: SPECIAL EQUIPMENT & SERVICES:**

- Tables and chairs are provided in each area of the facility. Please verify inventory 7 days before function. If inventory is less than needed, lessee is responsible for obtaining additional items at their expense.
- Equipment (other than tables & chairs) and any special services must be requested at same time as facility request; lessee must receive approval from the City before any facility equipment is used.

**CLEAN-UP:**

- a) Spills on tables & chairs must be wiped off before storing equipment. **Lessee is responsible for providing all cleaning supplies such as dish soap, dishcloths, towels.**
- b) Floors must be swept and mopped as needed; brooms and mops are supplied.
- c) Trash: City will provide trash receptacles and bags. Lessee must carry all trash bags to dumpster.

**GUARANTEE FEE TO HOLD → SECURITY DEPOSIT:**

- Payment of a non-refundable GUARANTEE FEE TO HOLD is required with all requests. On the day of the confirmed rental function, this is converted to and used as the Security Deposit.

**Gym/Stage/Large Meeting room: \$150, Kitchenette: \$25, Small/Medium Meeting room: \$125**

**RETURN OF SECURITY DEPOSIT:**

- **Cash and Check payments:** A Security Deposit refund check will be mailed to the lessee’s address within 30 business days. **Credit card payment:** The fees will be processed within 5 business days. All refunds are providing the area rented, and its furnishings are left damage-free and clean, the lessee group has complied with all facility policies, which includes causing no operational disruptions by being non-compliant with staff and/or disturbing other customers.
- Lessee is responsible for payment of expenses to repair damage (or loss) to this facility, its furnishings and/or equipment which resulted from this function, whether directly or indirectly.

**ROOM RENTAL FEES:** Fees due a minimum of four (4) weeks prior to date of function.

|  | <b><u>Non-Profit Groups</u></b>                       | <b><u>For Profit Groups</u></b>                       |
|--|---|---|
| Kitchen  | \$10/ hour  | \$10/hour   |
| Sound System   | \$25 flat fee   | \$25 flat fee   |
| Aud. + Stage   | \$500: 1 <sup>st</sup> – 4 hrs., \$125/each add. hour | \$800 1 <sup>st</sup> – 4 hrs., \$200/each add. hour  |
| Auditorium   | \$400: 1 <sup>st</sup> - 4 hrs., \$100/each add. hour | \$600: 1 <sup>st</sup> - 4 hrs., \$150/each add. hour |
| Gymnasium – Athletic practice                              | \$25/hour   | \$25/hour   |
| Gymnasium – Athletic games                                 | \$200: 1 <sup>st</sup> – 2 hrs., \$50/each add. hour  | \$400: 1 <sup>st</sup> – 2 hrs., \$100/each add. hour |
| Stage  | \$100: 1 <sup>st</sup> - 4 hrs., \$25/each add. hour  | \$200: 1 <sup>st</sup> - 4 hrs., \$50/each add. hour  |
| Meeting Room – up to 40<br>(Hall A or B; King Hershey Rm.) | \$45: 1 <sup>st</sup> - 3 hrs., \$15/each add. hour   | \$60: 1 <sup>st</sup> - 3 hrs., \$20/each add. hour   |
| Meeting Room – 41 – 100<br>(Hall A&B, C, or Vets)          | \$90: 1 <sup>st</sup> – 3 hrs., \$20each add. hour    | \$120: 1 <sup>st</sup> – 3 hrs., \$30/each add. hour  |
| Presidential Hall, Entire                                  | \$180: 1 <sup>st</sup> - 3 hrs., \$60/each add. hour  | \$240: 1 <sup>st</sup> - 3 hrs., \$80/each add. hour  |

**EXTENDED USE OF FACILITY & EXTENSION FEES:**

Groups may request use of this facility outside of regular operational hours, at an additional fee of \$24/hr. for each extended hour. Options for extensions include:

- ❖ **Monday and Wednesday: 8 a.m. - 9 a.m. & 7 - 10 p.m.**
- ❖ **Tuesday and Thursday: 8 a.m. - 9 a.m. and 7 - 10 p.m.**
- ❖ **Fridays: 5 p.m. - 11 p.m.**
- ❖ **Saturdays: 8 a.m. - 11 p.m.**

**LAST MINUTE REQUESTS:** If a facility request is received less than two weeks before a date of interest, and space is available and approved, lessee must pay all fees and deposit with cash or credit card.

**CANCELLATIONS AND/OR DATE CHANGES:**

**Cancellation notifications received more than 30 business prior to the day of the function will result in the forfeiture of the Guarantee fee to Hold and a loss of 10% of total rental fees. Cancellations less than 30 business days of the function will result in complete forfeiture of all Rental and Deposit Fees. No date changes are allowed less than 30 business days of the function date.**