

# RECREATION CENTERS USAGE GUIDELINES: ①



Great Bend Recreation Commission  
P.O. Box 353, Great Bend, KS 67530  
(620) 793-3755  
Link: <https://greatbendrec.com/contact/>

*COVID-19 Warning: We have taken enhanced health and safety measures for you, our guests, and Staff members. Please follow posted instructions while visiting. An inherent risk of exposure to COVID-19 exists in any public place where people are present. COVID-19 is an extremely contagious virus that can lead to severe illness and death. According to the CDC, senior citizens and guests with underlying medical conditions are especially vulnerable. By visiting the Recreation Centers, City Auditorium, and adjacent premises, you voluntarily assume all risks related to exposure to COVID-19. Attendance and staffing capacities may be reduced during a health emergency.*

## FACILITY USAGE & RENTAL GUIDELINES FOR GB RECREATION CENTER & GB ACTIVITY CENTER FOR NON-GBRC ACTIVITIES

**PHILOSOPHY** To facilitate public rental usage within the Great Bend Recreation Center, 1214 Stone Street, and the Great Bend Activity Center, 2715 18<sup>th</sup> Street. The primary responsibility of usage for these facilities is to provide GBRec recreation activities for residents of USD#428 sponsored by GBRec or co-sponsored activities will have priority for usage of these facilities. A program or activity sponsored or co-sponsored by the Great Bend Recreation Commission shall be defined as follows, “ Any program or activity which is open to the public and is operating within established approved guidelines, and which the Recreation Commission provides and/or continues to provide program planning, leadership, instruction, supervision and administration.” Any user shall respect these policies for the site, the restrictions of these policies and the property’s physical limitations. The Great Bend Recreation Commission does not discriminate based on race, color, national origin, sex, religion, age, or disability in the provision of services. Administration of Recreation Center usage guideline shall be administered by the Director/Superintendent or designated appointee.

### PRIORITIES

- 1) Great Bend Recreation Commission and co-sponsored activities
- 2) Activities sponsored by USD #428, the City of Great Bend, and approved Governmental agencies
- 3) Non-Commercial private individual interest groups and non-profit organizations
- 4) Commercial activities, fund raisers and profit-making events.

### CLASSIFICATION OF GROUPS

- 1) RECREATION COMMISSION- sponsored or co-sponsored events
- 2) GOVERNMENTAL – events or activities where Federal, State, County, City, School District is the sponsor and no admission, contribution or collection of fees take place.
- 3) NON-COMMERCIAL – events or activities where an admission, contribution or collection of fees, dues, etc. may or may not be taken, but where the sponsorship is a private interest group, civic and service club, voluntary public service agencies, charitable event or other non-profit organization. Non-profit organization must provide proof of their status.
- 4) COMMERCIAL – event or activity where an admission is charged, collection taken or when no admission is taken but sponsorship is commercial or a business, LLC, and/or profit-making organization.

### FEES 2- hour minimum rental on rooms Deposit: \$100 refundable security (damage) deposit NO REOCCURRING RENTALS

Classification Group	Availability: Monday-Friday 8:00 am-8:00 pm Weekends not available.
I	Will receive the facility free of charge. This group can displace any scheduled Classified Group II, III, IV
II	Will receive the facility free of charge during normal GBRC Office hours of 8:00AM-5:00PM, Monday-Friday. Custodial or maintenance costs may apply at the rate of \$15.00 p/hr. Key and damage deposits may apply.
III	Burnside Room or Kitchen. Rental rates are \$25.00 1 <sup>st</sup> Hour and \$10.00 thereafter for a maximum of 6 hours. Rates applicable for each room. (Example- use of both rooms—double rates will apply) Times include set-up and tear down times.
IV	Burnside Room or Kitchen. Rental rates are \$35.00 1 <sup>st</sup> Hour and \$15.00 thereafter for a maximum of 6 hours. Rates applicable for each room. (Example- use of both rooms—double rates will apply) Times include setup and tear down times.

**Usage Requests Availability: Monday-Friday, 8:00 am-8:00 pm. No weekend availability.** Areas: Recreation Center: Burnside, Kitchen Activity Center: Exercise Studio, Classroom, Gym

**CANCELLATIONS** There is a 20% penalty on the refunded deposit for all cancellations that occur up to and before thirty (30) days prior to the scheduled event. Any cancellation within thirty (30) days of the event will result in the forfeiture of ALL funds previously paid towards the scheduled event. Cancellation due to bad weather will be accepted if cancellation in accordance with the Recreation Commission weather practices. If the event cannot be rescheduled, a refund will be considered. Cancellations will be made by GBRec due to the event of major maintenance and/or renovation, inclement weather, staff shortages, or other events beyond GBRec reasonable control, some or all the building or facility may not be available. In such cases, attempts will be made to reschedule. If the event cannot be rescheduled, a full refund will be considered.

**DEFAULT** Upon default of any provision of the Recreation Center usage policies and rental contract, applicable fees will be reinstated, and continued use will be prohibited immediately. Tenant shall be liable for the full rent provided for herein, in addition to any consequential damages sustained by the Recreation Commission.

**MISCONDUCT/MISUSE** The Recreation Commission reserves the right to cancel, stop, disband or dismiss any individual, group or function due to misconduct, misuse, or the possibility of harm to the patrons or properties within the City Auditorium, Recreation Center, GB Activity Center or on adjacent premises.

**CODE OF CONDUCT RESPONSIBILITY OF THE LESSEE** The Lessee is responsible for the conduct of their members, participants, and guests using the facility and are financially responsible to reimburse the Great Bend Recreation Commission any and all damages to the building, furniture, fixtures, or equipment, which may occur during any scheduled activity of the renting organization. Lessee agrees the Great Bend Recreation Commission shall not be responsible for personal injury, property damage, or any other loss, claim or damage pertaining to, arising out of or related to, or incurred in connection with the rental or any other activities take place on or around the GB Recreation Centers or adjacent public premises, including without limitations, the actions of the Lessee, their/its employees, agents and/or invitees.

Lessee agrees to defend and hold harmless the Great Bend Recreation Commission and all of the Great Bend Recreation Commission officers, board members, managers, employees and agents, and all of their respective insurers (collectively referred to as the ("released parties")) from any and all claims, demands, losses, damages, compensations, costs, rights, obligations, injuries, liabilities, actions and causes of action that the Lessee may have, whether known or unknown, contingent or liquidated, that relate to or arise from, or are incurred in connection with the Lessee's rental or use of the City Auditorium and further agrees to indemnify each of the Released Parties from any loss, liability, damage, or costs, including legal fees, and costs, that may incur directly or indirectly thereby or therefrom.

**TERMINATION OF RENTAL AGREEMENT** The Recreation Commission shall reserve the right in the event of a casualty or other unforeseen occurrence which renders impractical use of the requested rental area, said rental agreement will be immediately terminated and rental shall be paid for only the time the premises are actually used. The lessee shall waive any claim for damages in the event of such termination.

**WAIVER OF FEES** The Recreation Commission reserves the right to waive fees for special uses directly benefiting the citizens of Great Bend upon approval of the Director/Superintendent. A specific time must be set for fees waived and must coincide with the completion date of the rental agreement. Reapplication for use is necessary for any group to continue usage of the facility. Users must reapply prior to the completion date of the contract. All other terms and conditions of the rental contract and policy statement, including the security deposit, must remain in effect.

**RESERVATION INFORMATION & REQUESTS** A prospective renter must be 21 years of age. Reservations on a first come, first serve basis, and may be reserved up to 6 months in advance. Deposit, completed and signed rental agreement, including any set-up and tear down times.

- 1) Space Request: Rental request should be requested at least fourteen (14) days prior to the event date. Subject to space and staff availability.
- 2) Available times: Monday-Friday 8:00 am-8:00 pm. No weekend availability. Facilities not available May-August due to summer recreation programs.
- 3) Security Deposits: Required for users in addition to rental fee(s). Upon careful inspection of facility by Recreation staff, the space is clean, all trash is taken out, tables and chairs are put away and cleaned and the terms of the agreement followed, the security deposit will be returned by U.S. Mail, barring any deductions. Refunds will be mailed directly to the signed contract lessee within 30 days from rental date.
- 4) Additional charges for damage will not exceed the cost of the repair or replacement of the damaged items. The lessee will be notified of any violations or damages by mail or telephone.
- 5) Cleaning check list can be provided upon request. Renter is responsible for sweeping the floors, taking the trash out, cleaning tables and chairs, kitchen equipment utilized in rental. Table/Chair setup will be made by renter. Turn off the lights. Damage to Tables \$150; damage to folding chairs \$50 for replacement. Chair racks shall be utilized.
- 6) Failure to vacate: if the building is not vacated by the time specified in the rental contract, the security deposit will be retained by the Great Bend Recreation Commission.

- 7) A Group I Classification may displace a lower priority group, subject to approval by the Director/Superintendent and 30 days' notice is provided.
- 8) Plumbing damage or waste backup to kitchen/restrooms/garbage disposal or plugging up restroom drain line due to misuse will result in cost of repair will be the responsibility of the renter or a minimum of \$125 per service call charge.
- 9) No public dances allowed on the gym floor.
- 10) There will be no bicycles or pets allowed in Recreation Centers. Only service animals shall be allowed inside of the premises.
- 11) No smoking or smokeless tobacco products allowed in the facility.
- 12) No glitter, sparkles, sequins, confetti, or loose decorations shall be allowed in the building.
- 13) No open flames or candles allowed in the building.
- 14) No GBRec tables or chairs are to be removed from the building.
- 15) No foreign substance is to be put on the room, gym, hallways, or carpeted areas.
- 16) Nothing is to be hung from the ceiling. Any damaged, displace ceiling tiles, damaged ceiling supports results in a deduction from deposit or fee due to the Recreation Commission.
- 17) No duct tape or taping of any kind is permitted on floors, walking track, walls, or tables.
- 18) Command Strips or hooks are permitted on walls.
- 19) No smoke or fog machines, or pyrotechnics of any kind are authorized.
- 20) No bubbles are allowed in building.
- 21) No unattended children are permitted.
- 22) No profanity or running are permitted in walkways, restrooms, walking track.
- 23) A final inspection of the facility will be conducted by GBRec Staff at the conclusion of the event. The facility must be cleaned and cleared of all lessee equipment, decorations, personal items, or a deduction shall be made from the Lessee deposit.
- 24) If there is any damage to the facility, the cost of the repairs and/or extra clean-up will be charged to the Lessee.
- 25) Usage by Youth Groups: Subject to supervision by lessee or lessees associated organizations officials, parents who must be present throughout the entire event.
- 26) No open flames. The use of matches, candles, torches, and firepits are allowed on premises. Flameless LED candles, indoor string lights are permitted.
- 27) Any decorating, covering or changes to the facility spaces should be discussed at the time the contract is completed and put in writing as part of the contract. The use of adhesive tape, nails, staples, screws, etc. on tables, walls, ceiling, or other equipment in the facilities are not permitted. Painters tape or masking tape are permitted. All decoration must be removed following the event within contract time.
- 28) Loose decorating materials: usage of birdseed, rice, confetti, loose glitter, sparkles, sequins, or other similar items are prohibited from use.
- 29) No items can be stored overnight at premises.

30) MAXIMUM CAPACITY:

	With Tables & Chairs	Standing
Burnside Room & Lounge	150	260
Kitchen	40	81
Activity Center: Exercise Studio		80
Activity Center: Classroom	35	60
Activity Center: Gym		350

**CANCELLATION DUE TO WEATHER** Should you need to cancel your event during bad weather, cancellations will be accepted if cancelled in accordance to weather cancellations by the Great Bend Recreation Commission or USD#428. All events cancelled due to bad weather; a refund will be considered if rescheduling cannot be attained.

**INSURANCE** Dependent upon event type, the Recreation Commission requires proof of insurance coverage, at the Recreation Commission approved amount, when the activity is deemed potentially hazardous to life, personal injury, or facility damages. The specific type and minimum amount of insurance required will be dependent upon the event. All outside vendors must provide a certificate of insurance listing the Great Bend Recreation Commission as an additional insured.

**CONSUMPTION** of Alcohol and cereal malt beverage (CMB) in the designate event spaces are NOT ALLOWED.

**SECURITY OFFICER** shall be required for dances, teen events and mass entertainment activities. The number of security officers required will be dependent upon type of activity and attendance. At least 1 officer for every 100 individuals attending. Proof of arrangement is required as deposit is paid.

**FOOD/ALCOHOL/BEVERAGES.** Plastic water containers are allowed in the facility for water consumption only. No glass containers in the facility. No food or beverage allowed on the gym floor or exercise studio. No alcohol on premises. No person shall drink or consume alcoholic liquor or possess an open container of alcoholic liquor on the public streets, alleys, sidewalks, or public parking lots, or in recreation programs and public recreation facilities, recreation centers, and City Auditorium premises.

**INTERPRETATION** All disputes over interpretation of these policies shall be resolved by the Recreation Director, whose decision will be final.

**REMOVAL OF PERSONAL PROPERTY** All personal property, stage props, equipment, or other personal property of lessee shall be removed immediately. In order to avoid scheduling conflicts, the GBRC has the right to remove any all equipment, effects or other personal property of any lessee immediately after the expiration of the lease at the expense of the lessee or in the alternative to charge additional rental thereon after the expiration of said lease.

**TECHNICAL SYSTEMS** Wi-Fi is available upon request. Use of amplified live music requires approval during business hours.

**FOOD/BEVERAGES-** No food/beverages on gym floors and exercise studio. Bottled water only.