



Harrisonville Community Center  
 2400 Jefferson Parkway, P.O. Box 367  
 Harrisonville, MO 64701  
 Ph: 816.380.8980 Fax: 816.380.8987

Date Submitted: _____
Approx. Time: _____

## 2020 FACILITY REQUEST FORM

**PLEASE NOTE:** This is a “REQUEST” form only and does NOT guarantee a reservation. If you do not receive a phone call within 48 hours, please contact Amy Fuller at (P) 816.380.8980 ext. 5999 or (E) [afuller@ci.harrisonville.mo.us](mailto:afuller@ci.harrisonville.mo.us)

**ORGANIZATION/CONTACT NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**DAY PHONE:** \_\_\_\_\_ **EVE PHONE:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_ **FAX #:** \_\_\_\_\_

**Credit Card:** \_\_\_\_\_ **Exp:** \_\_\_\_\_

**Room(s) Requested:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Start Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_

(Include Rental Time Needed For Your Set Up & Clean-Up)

**Number of people expected to attend the event:** \_\_\_\_\_

**Purpose of Rental:** \_\_\_\_\_

**Please answer the following questions: (below pertains to the Cass, Harrison, Van Buren & Jefferson Courtyard rooms only)**

- |  |     |    |                        |
|--|-----|----|------------------------|
| 1. Do you plan to serve alcohol at your event (\$25 fee)?<br>(License, Permits & Insurance Coverage Requirements must be obtained) | YES | NO |                        |
| 2. Do you plan to have a caterer?  | YES | NO |                        |
| 3. Will you require any Audio or Video equipment (\$20 fee)?   | YES | NO | (HDMI/VGA/AUX Capable) |

**Check all that apply (There is a \$20 fee for the use of one or all)**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Cordless Mic. | <input type="checkbox"/> DVD/CD/Blue Ray | <input type="checkbox"/> Overhead Projector /Drop Screen |
| <input type="checkbox"/> American Flag | <input type="checkbox"/> Podium          | <input type="checkbox"/> Portable Bar                    |
|  |  | <input type="checkbox"/> 32” Flat Screen T.V.<br>on cart |

4. Please list any preliminary or final set-up requests.  
 (Round Tables 60” diameter & seat 8 max; Rectangle Tables are 96”long)

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# HARRISONVILLE COMMUNITY CENTER

## 2020 RENTAL RATES

ROOM	HOURLY FEE	BLOCK RATE (4 HOURS)	
**Cass Room	\$40.00	\$120.00	<p><i>*All rentals that occur after normal operating hours will be subject to an additional \$15 per hour staffing charge.*</i></p> <p><i>**Caterer's Kitchen located in the Cass Room is available with a Cass room rental or a Jefferson Courtyard rental at no additional charge.</i></p>
Harrison Room	\$33.00	\$ 99.00	
Van Buren Room	\$35.00	\$105.00	
**Cass + Harrison	\$65.00	\$195.00	
Harrison + Van Buren	\$60.00	\$180.00	
**Jefferson Courtyard*	\$95.00	\$285.00	
<p><i>*(all 3 rooms combined)</i></p> <p><i>**Cost for swimming or other recreational use of the facility is not included in the rental rate, for more info. please inquire within</i></p>			

ROOM	HOURLY FEE	BLOCK RATE (4 HOURS)	
Social Hall	\$55.00	\$165.00	<p><i>*All rentals will require a credit card to be kept on file for any damages incurred during the rental.*</i></p> <p><i>(Card will not be charged until renter is made aware of the damages.)</i></p>
Multi-Use Room	\$35.00	\$105.00	
Gym (1/2 court)	\$45.00	\$135.00	
Gym (Full court)	\$60.00	\$180.00	
Party Pit	\$35.00	\$105.00	
<p><i>**Cost for swimming or other recreational use of the facility is not included in the rental rate, for more info. please inquire within</i></p>			

POOL RENTALS (AFTER HOURS ONLY)	HOURLY FEE	
1 - 25 Patrons	\$70.00	<p><i>*Pool rentals require a minimum of 2 hours &amp; are only available outside of our normal operating hours.*</i></p>
26 - 50 Patrons	\$80.00	
51 - 75 Patrons	\$90.00	
76 or more Patrons	\$105.00	
Party Pit w/Pool (up to 50 Guests)	\$80.00	

AFTER HOURS PACKAGE	RATES
<p>Includes the use of the following:</p> <ul style="list-style-type: none"> <li>Basketball/Volleyball Courts</li> <li>Swimming Pool (3 consecutive hours only)</li> <li>Jefferson Courtyard (Cass, Harrison &amp; Van Buren Rooms)</li> <li>Audio Visual Equipment</li> <li>Pool Table, Ping Pong Table &amp; Foosball Table</li> </ul>	<p><b>\$600.00 for 4 hours <u>or</u></b></p> <p><b>\$1200.00 for 8 hours</b></p>

### ROOM SPECIFICATIONS

ROOM	SIZE	SQ. FEET	SEATING CAPACITY	MAXIMUM OCCUPANCY (STANDING ROOM ONLY)
Cass	60 x 26	1560	104	223
Harrison	53 x 25	1325	72	154
Van Buren	54 x 30	1620	111	238
Cass + Harrison	113 x 51	2885	176	377
Harrison + Van Buren	107 x 55	2945	183	392
Jefferson Courtyard	167 x 81	4505	287	615
Social Hall	Irregular	4100	273	840

**10% DISCOUNT FOR COMMUNITY CENTER MEMBERS**