

CENTRAL PARK FACILITIES RESERVATION FORM

This form must be filled out and returned to
City Hall, 1609 E Central Ave, POB 295, Andover, KS 67002

Applicant
Name _____
Address _____
City-Zip _____
Phone #1 _____
Phone #2 _____
Email Address _____
Type of Function _____
Is food being served? No Yes
Special equipment being brought in? No Yes
Type _____
Attendees _____

Application Date _____
Reservation Date _____
Day of Week _____
Multiple Dates: No Yes
List dates _____
8am – 3pm 5pm – 12am
All Day
Lodge Room 1/Patio
Lodge Room 2
Full Lodge/Patio
Conference Cabin

The damage/cleaning deposit must be submitted with this form to reserve the facility. This deposit is separate from the usage fee and will be held until after the event. Usage fees are to be paid 2 weeks prior to date of reservation. Building access will be provided once full payment is received.

Applicant Signature _____

Date _____

OFFICE USE

Damage Deposit _____ Date Paid: _____ Check # _____ Initials _____
Usage Fee _____ Date Paid: _____ Check # _____ Initials _____

Signed Use Policy Agreement Received : _____ Initials: _____
Park Dept. Tour Date: _____ Initials: _____

Key/Code# _____ Date _____ Initials _____
Park Dept. Release Date _____ Initials _____
Deposit Return Date _____ Initials _____



To ensure the safety and enjoyment of all users, please follow these Park Rules:

- Unauthorized motor vehicles are prohibited on the grass
- No littering
- Dogs must be leashed at all times, except in designated dog park areas
- Pet owners must pick up and properly dispose of their pet's solid waste
- Unauthorized overnight camping is prohibited
- Open burning is prohibited except in authorized areas
- Alcoholic beverages are allowed in authorized areas only
- Fireworks are prohibited except for authorized areas and times
- Hunting and the discharge of firearms are prohibited
- Skateboarding is prohibited within 10 feet of buildings
- Golf is not allowed
- No smoking within 20 feet of buildings



1008 E 13th Street

1607 E Central



Violations of the above rules are subject to prosecution pursuant to
Code of the City of Andover Chapter XI

Please notify the City of Andover of any dangerous or hazardous conditions.

Dial 911 for emergencies or (316) 733-1303 for maintenance issues.

CENTRAL PARK FACILITIES
 1607 E. Central - Andover - Kansas - 67002
 (1/2-mile East of Andover Road on Central)

USE POLICY AGREEMENT - Effective 10.14.2020

This Use Policy Agreement (the “Agreement”) is by and between the City of Andover, Kansas (the “City”) by and through the Andover Parks Department and the undersigned (“Licensee”) and sets forth guidelines, regulations, and agreements for use of the Andover Central Park Lodge & Patio (“Lodge/Patio”), and/or the Andover Central Park Conference Cabin (“Cabin”), hereafter collectively referred to as the “Central Park Facilities” use fees for use of Central Park facilities by Licensee are hereby established as follows:

A. Fees

Non-Residents

	Mon – Thurs 8 – 3 or 5 -12	M– Th All Day (8 -12)	Fri – Sun 8 – 3 or 5 -12	Fri – Sun All Day (8 -12)
Lodge Room 1 & Patio	\$425	\$650	\$650	\$975
Lodge Room 2	\$350	\$525	\$525	\$800
Full Lodge & Patio	\$700	\$1,100	\$1,100	\$1,650
Conference Cabin	\$150	\$200	\$200	\$400

Non-Profits & Andover residents

	Mon – Thurs 8 – 3 or 5 -12	M– Th All Day (8 -12)	Fri – Sun 8 – 3 or 5 -12	Fri – Sun All Day (8 -12)
Lodge Room 1 & Patio	\$300	\$450	\$450	\$700
Lodge Room 2	\$250	\$375	\$375	\$575
Full Lodge & Patio	\$500	\$775	\$775	\$1,150
Conference Cabin	\$100	\$150	\$150	\$300

Andover Non-Profits/City Employee or Official

	Mon – Thurs 8 – 3 or 5 -12	M– Th All Day (8 -12)	Fri – Sun 8 – 3 or 5 -12	Fri – Sun All Day (8 -12)
Lodge Room 1 & Patio	\$225	\$325	\$325	\$500
Lodge Room 2	\$175	\$275	\$275	\$400
Full Lodge & Patio	\$350	\$550	\$550	\$825
Conference Cabin	\$75	\$100	\$100	\$200

Regardless of length of use; non-profit status and residency:

Deposit \$200.00

B. Additional Fees: Any additional use of the Central Park Facilities shall be billed to the Licensee at the appropriate rates to be determined and fixed by the City. If City staff is required to be in attendance an additional amount will be charged. Initial rates for additional charges include, but are not limited to the following:

	Mon – Thurs	Fri – Sun
Remove Patio Furniture	\$150	\$200

The City reserves the right to changes such charges and add additional charges at any time in its sole discretion.

- C. Other Central Park Facilities: Licensee acknowledges that Central Park is public land and other facilities including, but not limited to the gazebo, shelters, playground, dog parks and Capitol Federal Amphitheater are not subject to this agreement. Licensee acknowledges that unless specifically reserved, these facilities are open to the public. Licensee also acknowledges that other reservations of facilities, such as the Capitol Federal Amphitheater, may occur simultaneously with the Licensee’s use of these facilities.
 - D. Use of Capitol Federal Amphitheater: Capitol Federal Amphitheater use is not included in this agreement. Reservations at Capitol Federal Amphitheater are subject to a separate use policy agreement with separate fee structures and rules and regulations.
 - E. Payments and Refunds: All fees charged shall be payable no later than two (2) weeks in advance. Separate checks for the damage/cleaning deposit and the use fee are required. Fees for scheduled activities will be refunded if the activity is cancelled and two (2) weeks’ prior notice is given. Application for use of the Central Park Facilities shall be submitted at least two (2) weeks prior to date(s) requested.
 - F. Capacity: Attendees shall not to exceed the following capacities of the facilities: Lodge Room 1 & 2: 100 persons, Conference Cabin: 20 persons.
 - G. Damage/Cleaning Deposit: Licensee shall provide a \$200.00 damage/cleaning deposit with the submittal of the Central Park Facilities reservation form. This deposit will be held until after Licensee’s event. If Licensee finds any damage upon his or her arrival, Licensee shall advise the 911 Dispatcher on duty immediately. The Dispatcher can be contacted at 733-5177. Licensee shall be responsible for all costs of replacement or repair caused by any and all damage to the Central Park Facilities or contents thereof.
- If Licensee or any representatives, guests, or invitees of Licensee is found to be occupying the Central Park Facilities outside of the space and/or time paid for on the reservation form, the deposit money will be forfeited by the Licensee.
- H. Central Park Facilities Tour; Acceptance: A tour must be scheduled prior to the use date. Call Andover Park Department 316-977-9448 to arrange for an appointment. (Please note, the tour requirement can be waived if you have been on a tour of the Central Park Facilities in the last 365 days). Licensee shall receive and accept the Central Park Facilities in its condition at the time Licensee commences use of the Central Park Facilities which condition Licensee has examined and hereby approves. Licensee assumes all risks of, and City shall not be liable for, injury to persons and damage to property resulting from the condition of the Central Park Facilities.
 - I. Lodge/Patio & Cabin Access: The Lodge/Patio and Cabin are equipped with an electronic keypad. Once final payment is received, Licensee shall receive an entry code that will be active only during the time paid for on the reservation form. The City will not issue physical keys to Licensee.

- J. Furniture: Licensee may bring furniture from outside vendors for use at the Patio, subject to the approval of the City. Licensee acknowledges that Lodge furniture must be shared with all Licensees in the event that both rooms are being used simultaneously. Lodge tables or chairs are not permitted on the Patio at any time during use. Licensee may request to remove or add additional tables and chairs provided by the City at an additional cost.
- K. Inclement Weather: Use of Central Park Facilities by Licensor and/or its guests, invitees, and representatives during inclement weather shall be at Licensor's sole and exclusive risk. The City will not shovel or salt the Patio.
- L. Fireworks: Fireworks and other pyrotechnics are not permitted at Central Park Facilities without prior written approval from the City Council.
- M. Supervision: When an event will have attendees under the age of 21, one adult supervisor per every 15 youth is required to be at the Central Park Facilities at all times during said event. Licensee shall employ, at its expense, such additional police officers for any event or attraction as, in the opinion of the City, are required to protect life and property.

A certificate of Liability Insurance for \$1,000,000, naming the City as an additional insured, is required for events that anticipate more than 250 attendees. ***Inflatables/bouncy houses are prohibited.***

- N. Decoration: No decorative or other materials shall be attached to any part of the Central Park Facilities as to damage the building. No buntings, tissue paper or other flammable materials shall be used for decorative purposes. Helium balloons will be allowed.
- O. Smoking and Alcohol: Smoking is allowed but must occur at least (20) twenty feet from windows, doors and air intake systems of any buildings. Alcohol must be sold or provided by a licensed caterer, subject to approval by the City. Alcohol may only be consumed at the Lodge/Patio, Cabin, Alcohol may not enter other parts of the park, unless specifically permitted by the City. All state and city ordinances for alcohol consumption and sale must be followed
- P. Clean-Up: Upon the termination of use of the Central Park Facilities, Licensee shall surrender the Central Park Facilities in as good, if not better, condition than they were upon commencement of Licensee's use. Clean-up is to be done within the approved reservation time. The City will not be responsible for items left at the Central Park Facilities. Cleaning requirements are outlined in the Deposit Return Checklist will be reviewed with the Licensee during the Central Park Facilities Tour by City Staff.
- Q. License: The City hereby grants a revocable non-exclusive license to Licensee to use, only for the purposes and in the manner set forth in the reservation form, herein, and as approved by the City, the Central Park Facilities for the period set forth in the reservation form. This may be revoked by the City at any time, for any reason in the City's sole discretion, including, but not limited to Licensee's failure to pay fees due hereunder, Licensee's breach of any term of this Agreement or the reservation form, scheduling conflicts, illegal or alleged illegal activity at the Central Park Facilities, or violation of any City rules with respect to use of any part of the Central Park Facilities. In the event the City revokes this license prior to Licensee's use of the Central Park Facilities and not as a result of Licensee's breach of its obligations under this Agreement or the reservation form, City shall refund the usage fees paid by Licensee. Such refund shall be Licensee's sole remedy for such revocation.

- R. Rules and Regulations: The City may from time to time establish rules and regulations for the use of the Central Park Facilities. Licensee agrees that it, and its agents, employees, representatives, assigns, guests, and invitees shall comply with all such rules and regulations at all times. The Licensee must be at least 21 years of age.

- S. Liability and Indemnity: The Licensee for itself, its agents, employees, representatives, assigns, guests, invitees and others using the Central Park Facilities under this Agreement, shall waive any claim(s) whatsoever against the City, any department thereof, its Governing Body and its Representatives (collectively, "Indemnitees"), for any loss, injury or damage during the time the Central Park Facilities or adjacent premises are used and occupied by said Licensee. Licensee shall indemnify, defend, and hold the Indemnitees harmless from any and all damages, losses, costs, claims, liabilities or expenses (including attorney's fees and expenses) (collectively, "Losses") arising out of or relating to Licensee's or Licensee's agents, employees, representatives, assigns, guests, invitees and others using the Central Park Facilities, use of the Central Park Facilities and/or any occurrence at or on the Central Park Facilities during Licensee's use thereof to the extent such Losses were not caused by the acts or omissions of Indemnitees. The Indemnitees shall not be liable to Licensee, its agents, employees, representatives, assigns, guests, invitees or others using the Central Park Facilities for any consequential or incidental damages arising or resulting from the performance or breach of this Agreement or licensing of the Central Park Facilities to Licensee.

- T. Right of Refusal: City of Andover is hereby authorized and granted the authority to refuse the use of the Central Park Facilities or any part thereof, to Licensee or any agent, employee, representative, assign, guest, or invitee of Licensee when such use would be contrary to sound public policy, or where, in the City's sole opinion, such use would be objectionable to the public.

I, _____, have read and agree to the terms and conditions described in this Use Policy Agreement. I understand my deposit will not be refunded if the terms and conditions of this Agreement are not followed.

Licensee

Date

City of Andover, Kansas Representative

Date