



SHELTER HOUSE RENTAL CONFIRMATION

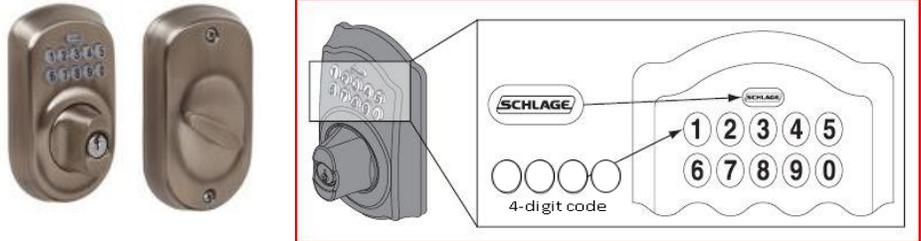
NAME: _____
ADDRESS: _____
DATE: _____ **FEE:** _____
SHELTER: _____ **PHONE:** _____
PURPOSE FOR RENTING: _____

Payment of rental fees must be made at the time the rental is confirmed. Rental fees will be refunded if cancellation is made to the City Clerk's office at least three (3) business days prior to the rental date.

King Park: 500 N Ridge Rd	Fee		Amenities	(Each table seats 6)	
	Hesston Resident	Non-Resident		# of 6' Tables	# of Chairs
Whole Bldg	\$ 85.00	\$ 100.00	Central Heating & Air Conditioning	18	108
East Side	\$ 60.00	\$ 75.00	Full Kitchen - range, fridge, microwave	9	54
West Side	\$ 55.00	\$ 70.00	Microwave & sink only	9	54

Heritage Park: 309 E Knott St	\$ 60.00	\$ 75.00	Central Heating & Air Conditioning Full Kitchen - range, fridge, microwave	10	60
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KEYLESS ENTRY



Call City Hall up to 3 business days prior to rental date for LOCK CODE #: _____

Number to call for Lock Code: (620) 327-4412 (open M – F, 8am – 5pm)

Number for After-Hours Park Personnel: 911

Please state that it is a non-emergency call and that you need assistance with a park shelter house rental in Hesston. 911 Dispatch will have the police officer on duty contact you.

To unlock:

- Enter code – green light will flash
- Turn deadbolt knob to open

To lock:

- Press **SCHLAGE** button or enter code – green light will flash
- Turn deadbolt knob to lock

These unlock and lock procedures can be done multiple times throughout the day, if needed. Make sure all doors are locked when you leave (including the east side door at King Park).

FYI – Spray Park Hours (seasonal)

9:00 am to 9:00 pm (touch the middle of the sunflower to activate the water)



CITY OF HESSTON SHELTER HOUSE RENTAL GUIDELINES

The City of Hesston maintains multi-use shelter houses at King Park and Heritage Park that may be rented by an organization or individual. The following serves as guidelines for reserving these facilities:

1. Reservations are to be made at the City Offices located at 115 E Smith St during regular working hours.
2. Reservations shall be granted on a “first come-first served” basis.
3. The person reserving the facility must attend the rental function and will be held responsible for the condition of the facility at the conclusion of the rental.
4. Reservations will be taken for no more than one (1) year in advance.
5. Recurring rentals are allowed for up to eight (8) weeks.
6. **Shelters may only be rented during the hours of 7:00 a.m. to 11:00 p.m.** New Year’s Eve hours are 7:00 a.m. to 1:00 a.m.
7. Reservations may be refunded if canceled with at least three (3) business days’ notice.
8. Rental fees must be paid at the time the rental is confirmed (Refer to rental fee schedule on Confirmation Form).
9. **No commercial activities, including garage sales, are to be conducted on the premises.**
10. Non-profit groups must have permission from the City Administrator to conduct fundraisers that resemble commercial activity.
11. **The possession or consumption of alcoholic beverages including cereal malt beverages, i.e. 3.2 beer, is unlawful on park property.**
12. The thermostat should be set appropriately for season and group.
13. **Required Clean-up:** All tables and chairs are to be returned to the respective carts; trash must be put into containers outside; floors swept clean, and all spills are to be mopped up.
14. Damages to park facilities resulting from misuse, negligence, or abuse by the renter of the facility will be assessed to the party or parties who rented the facility.
15. Reservations for activities such as concerts, demonstrations or other such activities must be approved by the City Administrator.
16. Any deviations from these guidelines must be approved by the City Administrator.

SHELTER HOUSE OCCUPANCY LIMITS

By order of the fire marshal, the occupancy of these facilities shall be limited to the following. Occupancy limits will be strictly enforced.

	Size	Capacity Limits		
		With Tables & Chairs	With Chairs Only	With Standing Only
King Park:				
Whole Building	1566 sq. ft.	108	224	314
East Side	783 sq. ft.	54	112	157
West Side	783 sq. ft.	54	112	157
Heritage Park:	960 sq. ft.	60	137	192



CITY CODE
CHAPTER XII PUBLIC PROPERTY

12-101. City laws extended to park. The laws of the City shall extend to and cover all City parks.

12-102. Police jurisdiction over parks. The City shall have police regulations governing any public parks belonging to the City and the Chief of Police and law enforcement officers of the City shall have full power to enforce City laws governing City parks and shall maintain order therein.

12-301. Damaging park property. It shall be unlawful for any person except duly authorized City employees, to willfully or wantonly remove, injure, tarnish, deface or destroy any building, walk, bench, tree or improvement of any kind belonging to any park owned by the City.

12-104. Dangerous weapons not allowed. (a) except as provided in subsection (b), it shall be unlawful for any person to carry or have in his or her possession any firearm or dangerous weapon or to shoot or discharge the same within the limits of any City parks.

(b) The provisions of subsection (a) above shall not apply to duly authorized law enforcement officers in the performance of official duty.

12-105. Vehicle regulations. (a) Motor vehicles, including a vehicle licensed to operate on public streets, roads and highways and motorbikes, go-carts, snowmobiles, and other motorized off-the-road vehicles shall be operated in a safe and prudent manner at all times in the park areas.

(b) Except as provided in subsection (d), it shall be unlawful for any person to park any motor vehicle in any area not designated for such purpose.

(c) Except as provided in subsection (d), it shall be unlawful for any person to operate any motor vehicle within any city park except upon roads, drives and parking areas established by the City.

(d) Subsections (b & c) above shall not apply to authorized City employees while engaged in maintenance and care of the park.

(e) It shall be unlawful to operate any vehicle in any park area at the speed in excess of 20 m.p.h.

12-106. Hunting. It shall be unlawful for any person to pursue, catch, trap, maim, kill, shoot, or take any wildlife, either bird or animal, in any manner at any time while in any City Park.

12-107. Fires. It shall be unlawful for any person to build or kindle any fire in any City except in the ovens, stoves, or grills provided for that purpose by the City, and such fire must be extinguished by the person, persons, or parties starting such fire, immediately after use thereof.

12-108. Camping prohibited. Overnight camping is hereby prohibited in City parks except where posted.

12-109. Sanitation. All waste material, paper, trash, rubbish, tin cans, bottles, containers, garbage and refuse of any kind whatsoever shall be deposited in disposal containers provided for such purposes. No such waste or contaminating material shall be discarded otherwise. No sticks, stones, trash, or other objects shall be thrown or discarded in or on any park lands, fountains, pools, drinking fountains, sanitary facilities, or other improvements.

12-111. Preservation of the natural state. It shall be unlawful for any person, except duly authorized City employees, to take, injure, or disturb any live or dead tree, plant, shrub, or flower, or otherwise interfere with the natural state of City parks.

12-112. General regulations. The City may post such rules and regulations, as are approved by the Governing Body, pertaining to the use of City parks in a conspicuous place in each City park. Violations of these posted rules shall constitute a violation of this Code.