



1105 Canterbury Drive - Hays, KS 67601
(785) 623-2650 Fax: (785) 623-2657
www.haysrec.org hrc@haysrec.org

HAYS RECREATION CENTER FACILITY REQUEST

Organization or Individual facility will be used for: _____

Activity facility will be used for: _____

Name of Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone #: _____

Room(s) Desired: ___ Marcy Allenbaugh Conf. Room ___ Dale Allenbaugh Conf. Room ___ Other ___
___ Gym #1 ___ Gym #2 ___ Gym #3 ___ 12th Street Gym

Date(s) Desired: _____ Circle day(s) of the week: M T W Th F Sat. Sun.

Start Time: _____ End Time: _____ Attendance Expected: _____
(You must include set-up and clean-up time as you will not be able to access the room early and will be asked to leave when you time is up)

of Tables needed: _____ # of Chairs needed: _____ Will food be served? Yes No

Special Requests: _____

I have read, understand and agree to the dates, times and locations stated above. This facility request form is not considered as confirmation. Upon approval from the Superintendent of Recreation a written confirmation letter will be sent to the contact person.

I understand and agree to the terms of the Policies and Procedures for use of the Hays Recreation Center, as stated on the back of this sheet, as well as the complete "Policies and Procedures" booklet available upon request.

Signature _____

Date _____

FOR STAFF USE ONLY

Total amount for Room Rental: _____

Superintendent Signature: _____

Cleaning Deposit: _____

Place in Schedule Book: _____

Total: _____

Confirmation Letter Sent: _____

Paid: Cash ___ Check ___

Staff Signature: _____ Date: _____

White-File Yellow-Book
Pink-Applicant with confirmation letter



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Policies and Procedures for the Hays Recreation Center & 12th Street Gym

- ✓ Building users will be responsible for: Setting up the tables and chairs (arrangement of rooms), taking down tables and chairs, thorough clean up & sweeping trash.
- ✓ Clean up of facility will be required immediately following its use. Set up and clean up must be accomplished within the times listed on the reservation form.
- ✓ Any decorating, coverings, or changes to the facilities should be discussed and put in writing on the room reservation request. The use of adhesive tape, nails, screws, etc. on tables, walls, floors, ceilings or equipment is not permitted. Placement, relocation, or rearrangement of equipment is not permitted without prior approval.
- ✓ The applicant shall be responsible for any damage to equipment or property. If, after an activity additional janitorial maintenance is required (other than what would be considered normal), applicant will be charged accordingly. The HRC reserves the right to charge a cleaning deposit in addition to the facility fees.
- ✓ Applicants are to use only the facilities or equipment specifically designated on the room reservation request.
- ✓ The HRC Board reserves the right to have staff enter all facilities at any time during any and all occupancies and to terminate a room reservation at any time due to an unruly crowd or destruction of property.
- ✓ The office telephone is a business phone for the Recreation Commission use only.
- ✓ Room reservation requests are accepted for the months of April - August beginning April 1st of that year. Reservations for the months of September - March will be accepted starting on September 1st. Any request for rental outside our normal operating hours must be made at least 15 business days prior to the event. Your reservation is subject to the HRC finding a supervisor and is not guaranteed.
- ✓ **Reservations must be paid at the time the request is made. No event will be placed on the calendar without payment.** Long term or continuous events may be set up on weekly or monthly payments with approval of Superintendent.
- ✓ No alcoholic beverages are allowed in the Hays Recreation Center.

Facilities Rental Prices

Marcy Allenbaugh Conference Room - Monday - Friday 8 am - 5 pm \$10.00 per hour, otherwise \$20.00 per hour

This room will hold approximately 60 people depending on the room arrangement. This room has a refrigerator/freezer, stove, microwave, sink and TV with VCR/DVD player.

Dale Allenbaugh Conference Room - Monday - Friday 8 am - 5 pm \$5.00 per hour, otherwise \$10.00 per hour

This room will hold approximately 20 people depending on the room arrangement. This room does not have any kitchen facilities. It does have a TV with VCR player.

Gyms - \$30.00 per hour - Gyms will only be rented outside of normal operating hours

We have three gyms, Gym 1 and Gym 2 are separated by a drape that can be raised or lowered depending on the need. Gym 3 has doors on it which can be closed making it a separate room. No food or drink are allowed into any of our gyms.

Building Hours (Sept. - May)

Monday/Wednesday/Friday - 8 am - 9 pm

Tuesday/Thursday - 8 am - 10 pm

Saturday - 9 am - 5 pm

Sunday - 1 pm - 5 pm

Building Hours (June - August)

Monday - Thursday 8:00 am - 9 pm

Fridays 8:00 am - 7:00 pm

Saturday & Sunday 1 pm - 5 pm

What needs to be done to rent our facilities?

Fill out a Facility Request form and return the form along with your payment to the Hays Recreation Commission Office. (Office hours are Monday - Friday 8 am - 5 pm, Wednesday's open until 6pm)

Once both the form and payment have been received and the request is approved by the Superintendent your reservation will be placed in our book. Once the form is approved we will send you a confirmation letter.

Please remember when selecting the time for your event you must include your setup and cleanup time. You will not be allowed into the room prior to the time stated on your request form, and will be asked to leave at the ending time stated. We do this to allow as much use of the rooms as possible. Thank you for your interest in using our facilities for your event!