



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: _____

2022 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 Samantha Hicks at (P) 816.380.8980 ext. 6 or shicks@harrisonville.com

ORGANIZATION/CONTACT NAME: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

DAY PHONE: _____ **EVE PHONE:** _____

E-MAIL: _____ **FAX #:** _____

Credit Card: _____ **Exp:** ____ **CVV:** _____

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)? YES NO
(License, Permits & Insurance Coverage Requirements must be obtained)
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. on cart |

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

HARRISONVILLE COMMUNITY CENTER

2022 RENTAL RATES

ROOM	HOURLY FEE	BLOCK RATE (4 HOURS)
**Cass Room	\$40.00	\$120.00
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
<i>*(all 3 rooms combined)</i>		
<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>		

****All rentals that occur after normal operating hours will be subject to an additional \$15 per hour staffing charge.****
*****Caterer's Kitchen located in the Cass Room is available with a Cass room rental or a Jefferson Courtyard rental at no additional charge.***

ROOM	HOURLY FEE	BLOCK RATE (4 HOURS)
Social Hall	\$55.00	\$165.00
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
<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>		

****All rentals will require a credit card to be kept on file for any damages incurred during the rental.****
(Card will not be charged until renter is made aware of the damages.)

POOL RENTALS (AFTER HOURS ONLY)	HOURLY FEE
1 - 25 Patrons	\$70.00
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

****Pool rentals require a minimum of 2 hours & are only available outside of our normal operating hours.****

AFTER HOURS PACKAGE	RATES
Includes the use of the following: Basketball/Volleyball Courts Swimming Pool (3 consecutive hours only) Jefferson Courtyard (Cass, Harrison & Van Buren Rooms) Audio Visual Equipment Pool Table, Ping Pong Table & Foosball Table	<p>\$600.00 for 4 hours <u>or</u></p> <p>\$1200.00 for 8 hours</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