

Home Builders Shelter House

Carey Park Hutchinson Ks 67501

The following fee is required for each event on a first come, first serve basis except for City sponsored events. Use of this building is limited to social, recreational, or fraternal activities. Under no circumstances shall the building be used for profit-motivated commercial enterprises.

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Hours building is available to rent: 5:00 am to Midnight. No rental agreement shall exceed 72 hours. No rental agreement shall be made more than a year in advance. **Contact the Park Department at 620-694-1900 to reserve the building. Their office is located at the Public Works Facility - 1500 South Plum - this changed as of June 3, 2013.**

Cost: \$7 per hour - 5 hour minimum (\$35) Deposit: \$50

2nd Booking Fee: If two bookings occur on the same day, the second party will be charged an additional \$20 with 2 hours between bookings.

Payment Due Date: (hourly cost, 2nd booking fee - if applicable - and the deposit) Payment must be paid within 7 days of booking the event. **Payment is received at the Park Department located at 1500 South Plum.**

Cancellation: Any prospective user may cancel a previously agreed rental contact at any time. In the event a rental is canceled more than 24 hours before it is scheduled, an amount equal to one-half (1/2) of the agreed rental charge shall be refunded. For any rental canceled within 24 hours of its scheduled time, the City will retain the entire rental amount. In both cases the deposit will be refunded.

To have your deposit returned, you must complete the following items:

- User must properly clean the building prior to leaving.
- Replaces or pays for any damage to the building or its contents.
- Returns the key to the Park Department located at 1500 South Plum at the Public Works building in person or in the drop box outside the front door within 72 hours after use.
- Places the temperature settings for heat, set at 60 degrees and for air conditioning at 72 degrees upon leaving the building.
- Wet mop the floors and make sure that trash is deposited in the appropriate containers located in the parking lot outside the building.
- Provide an individual, at least 18 years of age, who shall check out and maintain custody of the building key.

Contact Numbers for Building Rental and Key Pick Up and Drop Off Locations

City of Hutchinson Park Department Public Works Facility 1500 South Plum Hours: 8:00am to 5:00pm Monday - Friday except on certain holidays	620-694-1900	They handled the booking of the Homebuilders Shelter House located in Carey Park. You will sign your rental agreement at the Finance Department within 7 days of booking the event.
Public Works Front Desk 1500 South Plum Hours: 8:00am to 5:00pm Monday - Friday except on certain holidays.	620-694-1900	You will pick up the key from the front desk and drop the key back off in the drop box located by the front door.
City Managers Office City Hall - 125 East Avenue B Hours: 8:00am to 5:00pm Monday - Friday except on certain holidays	620-694-2610	Contact the City Manager's Office to obtain a sound permit for any amplified sound at the facility.