Joplin Parks and Recreation Department
3301 West 1st Street, Joplin, Missouri 64801
Phone (417) 625-4750 Fax (417) 625-4756 www.joplinparks.org

Senior Center Facility Rental Application Form

Organization _____ **Non-Profit*** Yes _____ No _____

Applicant Name _____

Address _____ Phone _____

City, State, Zip _____

Email Address _____

Alternate Contact _____ Alt Phone _____

EVENT INFORMATION

Date to be Reserved: Friday _____ (Available from 6:30pm-10pm) Saturday _____ (Available 8am-10pm)

Event Time: _____ Estimated Attendance: _____(Capacity is 254)

Type of Event: _____

Is this a private event or open to the public: _____

PAYMENT INFORMATION

Rental Charge: _____ Deposit Charge: _____ Total Charges: _____

Method of Payment: Cash _____ Check # _____

Visa or MasterCard: Card # _____ Exp. Date _____ CVV/CVC _____

_____ _____
Director Group User, signature

Print Name:_____

Paul Bloomberg
Joplin Parks & Recreation
3301 West 1st Street
Joplin MO 64801
417-625-4750
Fax 417-625-4756

Senior Center Use Policy

Section 1: Overview

As a requirement of the Community Development Block Grant Disaster Recovery (CDBG-DR) funding utilized to construct the senior center facility under the low -moderate clientele (LMC) National Objective, the Senior Center facility must primarily benefit low -moderate income (LMI) individuals. Given the nature and location of the facility as a senior center that provides assistance to elderly individuals daily, Monday through Friday, the City of Joplin will also allow limited public use of the facility to the extent that such use does not alter the primary use and nature of the facility as a senior center.

Section 2: Limited Weekend Use

In order to ensure the primary use is for seniors, City of Joplin limits its rental use to 35 hours a month, between Friday after 6:30 PM through Saturday 10 PM. Availability for those weekends will be on a first-come, first-serve basis. Priority will be given to events that are marketed towards and intended for seniors.

Section 3: Procedures and Guidelines for Facility Use

- All renters must submit an application with the name of the group/organization, proposed rental use/event type, expected number of attendees, and desired dates/times. This application can be obtained by visiting the Joplin Athletic Complex during their operational hours or visiting the website www.joplinpark.org. Applications will be submitted to the City of Joplin's Parks and Rec department at 3301 West 1st Street or emailed to Paul Bloomberg at pbloombe@joplinmo.org.
- Application, along with the appropriate rental fee and a refundable damage deposit, are due at the time of reservation.
- Reservation must be made at least 30 days prior to desired use date.
- Once approval is given, a use agreement will be signed by both the City of Joplin and renter prior to the event.
- Cancellation within two weeks prior to reservation renter will lose 50% of total rental fee. Damage deposit will be refunded.
- In case of inclement weather all rent, and deposits will be refunded 100%.
- Decorations are not allowed to adhere to any of the walls and/or tables.
- Alcohol is prohibited within the building.

Section 4: Use of equipment/furniture

Renters of the Senior Center will have access to the following equipment and furniture:

- Chairs
- Tables

Section 5: Prohibited uses:

- Religious activities
- Political activities
- Groups operating for commercial gain - Commercial gain is defined as a for-profit organization that is selling items, charging admission, or is sponsored or paid for by an advertiser in which profit is their main aim.

  **Non-profits fundraising for their organization do not fall under prohibited uses.*

Section 6: Limited Use of Space

The City of Joplin will only permit the use of the dining area for rentals. The Kitchen is not available for rental use to any outside group. The specific areas that are available for use for each event will be determined on a case by case basis and defined within the use agreement between the City of Joplin and the renter.

Section 7: Rental Fee, Property Damage Deposit, & Insurance

The rental fee will be $100/hour with a 2-hour minimum requirement. A refundable deposit of $200 will be required. In the event of any property damage, renters are responsible for the amount of repair/replacement as determined by the City of Joplin and will be taken out of the deposit. If the cost of repair/replacement exceeds the amount of the deposit, the renter agrees to pay for the amount that exceeds the deposit. The renter will also provide liability insurance in the amount of $1 million naming the City of Joplin and the Area Agency on Aging as additionally insured.

All fees shall be paid in advance to the City of Joplin. Some fees may be waived or reduced at the discretion of the City of Joplin.