

High Park

Rental Information

Park Entrances: 2801 E James or 2700 E Madison
Derby, KS, 67037

Zimmerman Pavilion	Open Shelter
<i>South side of Park, near Madison St. entrance</i>	<i>Far north side of Park, near James St. entrance</i>
Capacity: 91	
25' x 55' gathering area	40' x 55' concrete pad with 30' x 45' under canopy
Electricity available	Public restrooms nearby
Restrooms (Men's/Women's)	Public playground nearby
Trash cans and dumpster nearby	Trash cans and dumpster nearby
Kitchen / prep area with sinks	9 picnic tables (4' x 8' with bench seating)
Double oven and Microwave	1 outside grill
Refrigerator / Freezer	Paved parking area nearby
2 outside BBQ grills	Electricity available
8 picnic tables (4' x 8' with bench seating)	
Radiant heat indoors/ NO AIR CONDITIONING	
Fireplace (stocked with firewood for use) ***User must supply ignition source	
4 Garage doors that can be opened	
Canopy on north side of shelter	
Public Playground and Sand volleyball pit nearby	
Additional 6' & 8' long folding tables (4 total)	
Amphitheater	Gazebo
<i>Center of the park</i>	<i>Overlooking the bridge, on the West side of the lake</i>
20' x 27' concrete stage area	19' x 19' gathering area with canopy
Open grassy meadow area for seating	4 bench seats
Restrooms	***Patron is responsible for cleaning if needed
Dressing /Prep Room	
Electricity available	

RENTAL AND REFUND INFORMATION

- Zimmerman Pavilion requires a key. Shelter keys need to be picked up at the Derby Recreation Center during regular business hours.
- The lessor is responsible for securing the facility after rental.
- Fees and \$50 deposit are required at time of request.
- No facility will be held or reserved without proper payment.
- For all cancellations and terminations by Renter, a refund request form must be submitted. If the DRC cancels the event, the DRC shall provide a full refund of fees paid by Renter, along with the return of the Damage Deposit, if applicable.
- A minimum of 25% of the rental fee is non-refundable and shall be retained by the DRC.
- If Renter cancels the Agreement on or before the 30th day prior to the rental date, Renter shall receive a refund of any rental fees paid in excess of 25% of the Rental fee, along with the return of the Damage Deposit.
- If the Renter cancels Agreement less than 30 days prior to the rental date, no refund will be issued. The Damage Deposit will be returned.

GENERAL RULES & REGULATIONS

- Applications for the use of City of Derby park facilities must be made with designated personnel at the Derby Recreation Center, during regular business hours. Request must be signed by an adult (21 years of age) of the eligible group who assumes responsibility for the group.
- Request for shelters will not be accepted more than 1 year in advance. Agreements will be accepted on a first-come basis.
- One adult must take responsibility for the lease. This adult must be the first to enter the facility and the last to leave. The facility must be returned to the same condition it was before the rental.
- The responsible party assumes financial responsibility individually, and on behalf of his/her organization, for any part of the facility or contents that are damaged or stolen during the hours the facility was used by the individual or organization. If damages should occur during rental or the facility is not clean, their deposit will be forfeited toward clean up and/or repair.
- The facility will be checked by staff no less than 12 hours, and no more than 24 hours after usage to determine that the facility is in proper condition
- Use or possession of alcoholic beverages or illegal drugs is strictly prohibited in City of Derby parks. The lessor shall be responsible for unacceptable behavior as mentioned above. Failure to abide by this regulation may result in the lessor being barred from all future facility usage

- The Derby Recreation Commission or City of Derby is not responsible for damage or loss of personal property by anyone participating in or attending activities scheduled by any group.
- The Derby Recreation Commission maintains the right to add additional personnel, and make appropriate charges for such personnel (i.e. field maintenance, custodial).
- Adequate supervision must be planned prior to any youth event. An adult supervisor, 21 years of age or older is required for every 25 youth in attendance. The Derby Recreation Commission or the City of Derby is not responsible for supervision of any group.
- Groups are not allowed to sell or take donations for concessions, programs, novelties, etc. during events without authorization from the Derby Recreation Commission. For profit events are prohibited, unless the activity is a fund raising effort for a non-profit organization.
- Groups must vacate the facility at the time designated on the agreement. The individual or group using the facility will be charged for time spent in the facility beyond agreement time.
- Groups are responsible for set up, clean up and trash. All trash should be picked up and put in proper receptacles after the completion of events. Failure to clean up after an event will result in forfeiture of deposit.
- City of Derby parks open at 7:00am and close at 11:00pm.