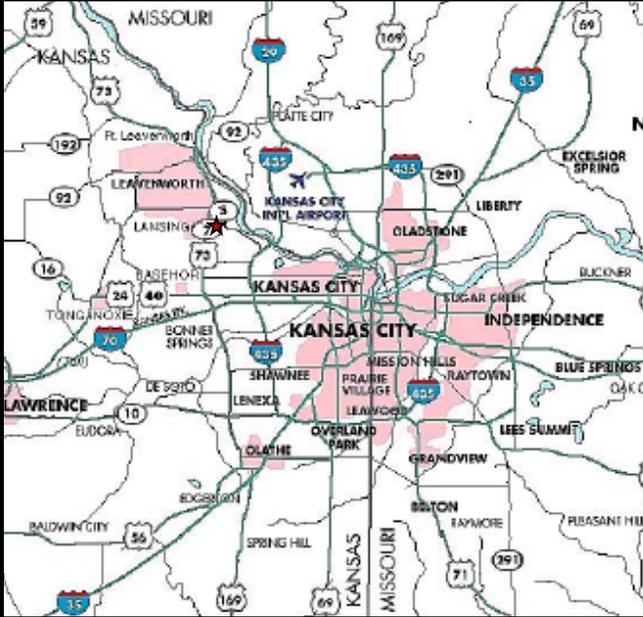


City of Lansing Community Center
800 First Terrace
Lansing, KS 66043
913-727-3036
www.lansing.ks.us



From the Kansas City International Airport
Take I-29 North to Exit 18
Take Missouri Highway 92 west approx. 10 miles and cross blue bridge into Kansas
Turn left (south) at 4th Street which is the first traffic light
Continue south approx. 8 miles to 4-H Road/Lansing Lane and turn left
The Community Center and City Hall building is on the right

From I-29 North of Kansas City
Take I-29 South to Exit 20 (west to Leavenworth)
Continue approx. 1.5 miles and right turn on Missouri Highway 92 west
Continue for approx. 8 miles and cross blue bridge into Kansas
Turn left at 4th Street which is the first traffic light
Continue south approx. 8 miles to 4-H Road/Lansing Lane and turn left
The Community Center and City Hall building is on the right

From Kansas City and Points South and West
Take I-70 west from Kansas City or I-70 east from Lawrence/Topeka
Exit 224 (Bonner Springs exit), and turn right
Continue on K-7 north approx. 7 miles to 4-H Road/Lansing Lane and turn right
The Community Center and City Hall building is on the right



RENTAL GUIDE

City of Lansing
COMMUNITY CENTER
800 First Terrace, Lansing, KS 66043



COMMUNITY CENTER RENTAL INFORMATION

The Community Center offers rooms for receptions, meetings, parties, reunions, and other events.

Community Center rooms are rented hourly with a minimum reservation of one hour, and a maximum reservation of seventeen hours. Applicants receive two complimentary hours before and one complimentary hour after the event for preparation and clean up. Minimum and maximum times do not include complimentary hours.

We do not provide a catering staff, so please feel free to bring in catering or food of your choice.

COMMUNITY CENTER HOURS

Reservations are taken Monday through Friday between the hours of 8:00 a.m. and 4:30 p.m.

The facility is available for events all days of the week between the hours of 7:00 a.m. and midnight.

If you would like to see the facility prior to making a reservation, please call 913-727-3036 to set up an appointment.



COMMUNITY CENTER RATES AND FEES

	Seating Capacity		Hourly Rates			Deposit**		Set Up Fee	Alcohol Fee
	Round Tables	Rectangle Tables	Non-Profit 501c Status	Resident*	Resident Non-Resident	Resident*	Resident Non-Resident		
Room 1	72	120	\$5	\$15	\$30				\$35.00 per hour
Room 2 with Kitchen	72	120	\$10	\$20	\$40	\$75	\$150	\$25	
Both Rooms with Kitchen	144	240	\$15	\$25	\$50				

All fees are due at the time the reservation is made.

*To qualify for Resident rates, applicant must reside within the city limits of Lansing.

**Deposit is refundable if the following conditions are met:

1. The facility meets the requirements of the cleaning checklist.
2. There is no damage to the facility or grounds.
3. The facility is locked and the key is returned after the event.

Set up fee includes set up of tables and chairs prior to the event, and break down of all tables and chairs after the event.

Alcohol is allowed to be served at an additional charge of \$35.00 per hour from the time alcohol is served until the end of the event. This fee is payable to the off-duty officer prior to the event.

ADDITIONAL AMMENITIES AVAILABLE

- Linen Tablecloths (white), \$10 each
- Linen Table Skirts (white), \$10 each
 - Linen Napkins (Red, Green, Yellow, White), \$2 each
- Podium
- American Flag
- PA System
- Microphone
- Projector
- Projector Screen



KITCHEN AMENITIES

- Refrigerator
- Freezer
- 4-Burner Stove Top with Hood
- Double Oven
- Ice Machine
- Microwave
- Double Sink
- 3-Burner Coffee Machine
- Heated Beverage Container