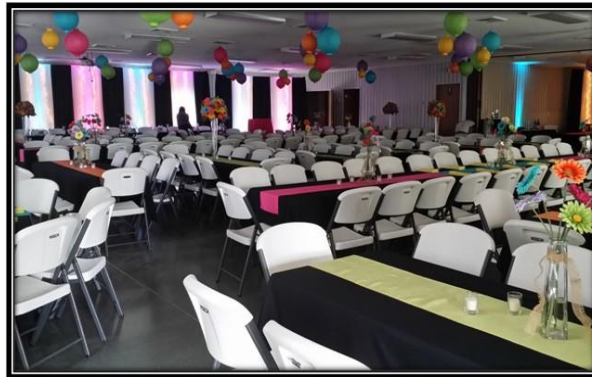


Touring & Contact Information

A great time to meet with your caterer, DJ or wedding planner is during a scheduled tour. A facility representative will be on hand to answer questions you may have regarding facility rental. This is a good opportunity to receive and complete a Use Application and Agreement.

Contact Us:

Highland City Hall
(785) 442-3765



"A Great Place to Gather"

City of Highland

220 West Main Street
Highland, KS 66035
Phone: 785.442.3765
Fax: 785.444.2489
www.highlandks.com



City of Highland

The Highland
Community
Center



501 West Avenue
Highland, Kansas 66035

To Schedule A Date

Contact:

Highland City Hall
(785) 442-3765

The Highland Community Center



The Community Center located at 501 West Ave. opened in June of 2009. With 4,500 square feet and a capacity of 300, the Center features two rooms great for business meetings, wedding receptions, civic groups, community functions, fundraising, birthdays, family gatherings and much more. Available for use are 17 - 8' oblong tables, 17 - 60" round tables, 1 - 9' oblong table with 265 chairs; wifi projector with screen, salad bar, 2 water/ tea coolers, 2 roasters and more.

Also, included in the rental of the Community Center is the use of a fully equipped kitchen which includes a commercial stove and refrigerator, three bay stainless steel sink, serving window with multiple single circuit plug-ins to run your roasters and an ice maker for all the ice you'll need at any function.



Rental Rates and Information

Complete details at City Hall

Reservation/Damage/Cleaning Deposit:

Double the amount of applicable use & permit fee

Daily Facility Use Fee:

4 - 18 hours: \$150.00

Up to 4 hours: \$60.00

Up to 2 hours: \$40.00

Non-Profit: ½ above rates

Alcohol Permit: \$100.00

Usage fee doubles for non-Doniphan County Fire District #2 residents.

Cleaning fee: \$25/person/hr

For any required cleaning

Damages: Actual

Penalty Rate: \$25.00

General Rules & Regulations

- A refundable damage deposit and rental fees are due at the time of reservation
- Access to the facility and lock-up shall be conducted by the facility manager – no key will be provided. City retains the right to enter the premises at any time
- Decorations require prior approval by the facility manager
- Any portion of the facility used by the client shall thoroughly be cleaned and left in the same condition prior to use
- No smoking is allowed in the center
- All groups must vacate the center by the end of their contract time or additional fees will apply
- Any facility use shall be in accordance with local, state and federal law