



1105 Canterbury Drive - Hays, KS 67601
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www.haysrec.org hrc@haysrec.org

HRC Birthday Party Package Request Form

Birthday Child's Name: _____ Boy Girl

Parent Name: _____

Address: _____

City: _____ State: _____ Zip: _____ E-mail: _____

Home #: _____ Cell #: _____ Work #: _____

Date Desired: _____

Time Desired: 5-7pm Friday 10am-12pm Saturday 1-3pm Saturday 1-3pm Sunday

Attendance Expected: Number of kids: _____ Age range of kids: _____ Number of Adults: _____
(The maximum amount of kids is 15, if you will have more please let us know 2 weeks ahead to see if arrangements can be made)

Theme Desired: Please note availability subject to room, gym and staff schedules.

- Sports & Games Glow Art Party Birthday Bonanza Craft Fun
- Climbers (ages 12-24 months only)

You will get a 2 hour room rental for \$60.00, which will include 45 minutes of instructed kids activities based on the theme you picked and the 1 hour for you to open gifts, eat cake, etc.

I have read, understand and agree to the dates, times and locations stated above. This Birthday Party request form is not considered as confirmation. Upon approval from the Program Director a written confirmation letter will be sent to the contact person.

I understand and agree to the terms of the Policies and Procedures for use of the Hays Recreation Center, as stated on the back of this sheet, as well as the complete "Policies and Procedures" booklet available upon request.

Signature

Date

FOR STAFF USE ONLY

Party Package Fee: \$60.00 Program Director Signature: _____

Addition child or extra room rental: _____ Staff Assigned to Party: _____

Total: _____ Place in Master Calendar: _____

Paid: Cash Check CC Placed in Party Book: _____

Staff Signature: _____ Date: _____ Confirmation Letter Sent: _____

Birthday Party Themes

PICK YOUR THEME

Craft Time - Kids have such a great time working on crafts together. Let them create come crafts together when they are finished they get to take them home as a party favor as well.

Sports & Games - Celebrate your birthday by playing all kinds of sports! Party guest will enjoy a variety of sports and activities, including basketball, relay races, parachute games, kickball and any other games. (Not available on Sat. in Jan. & Feb.)

Glow Art - Experience like never before! Create a variety of projects with glow in the dark materials (paint, markers, crayons, and clay) and with the magic of a black light watch them glow!

Birthday Bonanza - Have a traditional birthday party that is full of classic games and activities, such as musical chairs, hot potato, pin the tail on the donkey and many more.

Climbers - Let Tot's climb, crawl and play on soft equipment for your child's birthday! This package is for ages 12-24 months only, older kids welcome but can not play on the soft equipment.

Policies and Procedures for the Hays Recreation Center, 12th Street Gym & Glassman Batting Cage

- ✓ Building users will be responsible for: Setting up the tables and chairs (arrangement of rooms), taking down tables and chairs, thorough clean up & sweeping trash.
- ✓ Clean up of facility will be required immediately following its use. Set up and clean up must be accomplished within the times listed on the reservation form.
- ✓ Any decorating, coverings, or changes to the facilities should be discussed and put in writing on the room reservation request. The use of adhesive tape, nails, screws, etc. on tables, walls, floors, ceilings or equipment is not permitted. Placement, relocation, or rearrangement of equipment is not permitted without prior approval.
- ✓ The applicant shall be responsible for any damage to equipment or property. If, after an activity additional janitorial maintenance is required (other than what would be considered normal), applicant will be charged accordingly. The HRC reserves the right to charge a cleaning deposit in addition to the facility fees.
- ✓ Applicants are to use only the facilities or equipment specifically designated on the room reservation request.
- ✓ The HRC Board reserves the right to have staff enter all facilities at any time during any and all occupancies and to terminate a room reservation at any time due to an unruly crowd or destruction of property.
- ✓ The office telephone and phone in the conference room is a business phone for the Recreation Commission use only.
- ✓ Room reservation requests are accepted for the months of April - August beginning April 1st of that year. Reservations for the months of September - March will be accepted starting on September 1st. Any request for rental outside our normal operating hours must be made at least 15 business days prior to the event. Your reservation is subject to the HRC finding a supervisor and is not guaranteed.
- ✓ **Reservations must be paid at the time the request is made. No event will be placed on the calendar without payment.** Long term or continuous events may be set up on weekly or monthly payments with approval of Superintendent.
- ✓ No alcoholic beverages are allowed in the Hays Recreation Center, 12th Street Gym or Dusty Glassman Ball Fields.