

*Truman Memorial Building*

416 W. Maple  
 Independence, MO 64050  
 Phone: (816) 325-7843

Facility Rental Policies & Fee Information

*Reservation Policy:*

Reservations are taken on a first come, first serve basis. A Security Deposit and completed contract is required to secure a rental date. Facilities are not reserved until the Security Deposit and the completed contract is received and accepted by the Facility Staff. All fees must be paid 4 weeks before the reservation date.

Facilities Use and License/Agreement:

The rental contract must be read in its entirety and signed by the individual or groups using the facility (see facility staff for rental contract). The individual signing the contract is the person responsible for the actions of the rental group.

Fees for Rentals:

1. A **SECURITY/ ALCOHOL DEPOSITS** is required to guarantee a reservation. This fee will be returned if the contract is adhered to and the area rented is left as it was found, damage-free, trash emptied, and floors clean and clear of debris. Facility usage that goes over or beyond the approved rental time (ANY portion of time over, will be charged for an entire hours for each hour over the approved time) will be charged against the Deposit(s) at a rate of time and a half of the hourly rental rate. **In the event of a cancellation prior to the rental date, the Security Deposit will not be refunded.**
2. Rental times are firm. Please include set-up and cleaning time for actual rental time. No group will be allowed into rented area until designated time and must exit facility at time listed on contract. Time rented is the maximum allowed for your use of the facility.
3. Smoking is not allowed in the facility. Alcoholic beverages are permitted per guidelines and limitations. (See facility staff for alcohol policy guidelines)
4. Special equipment needs must be requested at time of reservation to allow facility staff to make necessary arrangements. Last minute requests are difficult to guarantee.
5. The volume of music used by rental groups will be at staff discretion.
6. Anyone age 18 and over may rent the facility. A responsible adult must be present at all functions involving persons under the age of 21. For large parties involving persons under the age of 18, police security may be required at the discretion of the staff.
7. The facility staff must approve all decorations. There will be no taping allowed to painted surfaces. All tables must be covered with cloth, paper or plastic.

	Seating Capacity	Non-Profit Organizations	For-Profit Organizations	Room Prep & Tear-Down Fee (per event)	Security Deposit
<b>Presidential Hall</b>	205	\$150.00 3/hrs	\$225.00 3/hrs	\$200.00*	\$150.00
<b>Presidential Hall #A</b>	50	\$45.00 3/hrs	\$60.00 3/hrs	\$200.00*	\$100.00
<b>Presidential Hall #B</b>	50	\$45.00 3/hrs	\$60.00 3/hrs	\$200.00*	\$100.00
<b>Presidential Hall #C</b>	105	\$60.00 3/hrs	\$90.00 3/hrs	\$200.00*	\$125.00
<b>Catering Kitchen</b>	n/a	\$20.00 hr	\$20.00 hr	Standard set up	\$25.00
<b>Roger T. Sermon Parlor</b>	8	\$45.00 3/hrs	\$60.00 3/hrs	Standard set up	\$100.00
<b>Rotary Room</b>	20	\$45.00 3/hrs	\$60.00 3/hrs	Standard set up	\$100.00
<b>King-Hershey Room</b>	40	\$60.00 3/hrs	\$90.00 3/hrs	Standard set up	\$125.00
<b>Truman Auditorium/ Gymnasium (Full Facility)</b>	1,200	\$150.00/4 hrs \$40.00 each additional hr	\$300.00/4 hrs \$75.00 each additional hr	\$200.00*	\$150.00
<b>Stage</b>	48	\$100.00 4/hrs \$25 for each additional hr	\$200.00 4/hrs \$50 for each additional hr	\$200.00*	\$150.00
<b>Gymnasium (Athletic Games)</b>	700	\$75.00 2/hrs \$37 for each additional hr	\$150.00 2/hrs \$75 for each additional hr	n/a	\$150.00
<b>Gym Floor Only During normal facility hours (Practices/Other)</b>	n/a	\$20.00/hr	\$20.00/hr	n/a	n/a

With chairs on gym floor there is room for 400 people. With tables and chairs on gym floor there is room for 325 people.  
 \*No charge if the rental party provides their own set up & take down during rental times. \$200 set up fee if facility staff provides the set up/take down.

