



City of Coffeyville  
P.O. Box 1629  
Coffeyville, Kansas 67337  
www.coffeyville.com

City Clerk's Office  
620-252- 6108 phone  
620-252-6175 fax  
information@coffeyville.com

## APPLICATION FOR RENTAL OF CITY PROPERTY

NAME: \_\_\_\_\_ ORGANIZATION: \_\_\_\_\_

USE DATE(S): \_\_\_\_\_ PURPOSE: \_\_\_\_\_

PFISTER PARK:

\_\_\_\_\_ OAKCREST - \$35 rental per day; \$35 cleaning deposit

WALTER JOHNSON PARK:

\_\_\_\_\_ LIVESTOCK BARNS/SHOW ARENA - \$50 rental per day; \$200 cleaning deposit

\_\_\_\_\_ STADIUM/RODEO ARENA - \$250 rental per day; \$50 utilities; \$200 cleaning deposit

\_\_\_\_\_ RON STEVENSON BUILDING - \$75 rental per day; \$75 cleaning deposit

I acknowledge responsibility to protect the city property while in my care and to leave said property in a clean and undamaged condition. I also acknowledge that any part of the deposit required may not be refunded. Renter's responsibility: sweep, clean up spills, clean table tops, remove decorations, remove trash, put tables and chairs up. The renting party shall be responsible for leaving the facility, grounds, equipment and contents in the manner in which they were found. Should damage or loss occur, the renting party will be responsible for replacement/repair costs.

Any event held which is open to the public and publicly advertised requires a special event application and insurance.

NO ALCOHOL OR SMOKING PERMITTED ON CITY PROPERTY. NO PROPANE/GAS COOKERS OR SMOKERS IN CITY BUILDINGS. ALL EVENTS MUST BE CONCLUDED BY MIDNIGHT

SIGNED: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE & ZIP: \_\_\_\_\_

**TO BE COMPLETED BY CITY CLERK'S OFFICE:**

Fee Amount: \_\_\_\_\_

Deposit Refund: \_\_\_\_Approved \_\_\_\_Disapproved

Deposit Amount: \_\_\_\_\_

Date Key Returned: \_\_\_\_\_

Date Key Given: \_\_\_\_\_

Key # Given: \_\_\_\_\_

My signature acknowledges receipt of cash for deposit refund: \_\_\_\_\_  
(Signature of renter upon receiving deposit)