



Recreation Center Facilities Rental Rates

COMMUNITY BUILDING	RENTAL RATES	NOTES
Full Gymnasium	\$45 per hour	
Community Room 1	\$50 per hour	Oven, Stove, Microwave, Refrigerator
Community Room 2	\$40 per hour	

EAST LAWRENCE RECREATION CENTER	RENTAL RATES	NOTES
Half Gymnasium	\$26 per hour	
Full Gymnasium	\$45 per hour	
Meeting Room	\$50 per hour	Oven, Stove, Microwave, Refrigerator

HOLCOLM PARK RECREATION CENTER	RENTAL RATES	NOTES
Half Gymnasium	\$26 per hour	
Full Gymnasium	\$45 per hour	
North Bly Room	\$40 per hour	Stove, Microwave, Refrigerator
South Bly Room	\$40 per hour	
Entire Bly Room	\$50 per hour	Stove, Microwave, Refrigerator
Racquetball Court	N/A	

LAWRENCE INDOOR AQUATIC CENTER	RENTAL RATES	NOTES
TW Room	\$45 for 45 minutes	

LAWRENCE OUTDOOR AQUATIC CENTER	RENTAL RATES	NOTES
Bob Lockwood Room	\$45 for 45 minutes	

SPORTS PAVILION LAWRENCE®	RENTAL RATES	NOTES
Half Gymnasium	\$40 per hour	
Half Gymnasium (tournament/event rate)	\$32 per hour	
Full Gymnasium	\$65 per hour	
Full Gymnasium (tournament/event rate)	\$52 per hour	
Turf Small Field	\$60 per hour	
Turf Full Field	\$150 per hour	
Victory Room	\$45 per hour	
Champions Room	\$45 per hour	
Legacy Room	\$60 per hour	
Tennis Court	\$10 per hour	



City of Lawrence

PARKS AND RECREATION

Additional Fees/Requirements:

- LPRD Facility Staff can set up & take down tables, chairs, & facility equipment for an additional \$150 fee.
- 2-hour minimum required on all non-gymnasium rentals.

Recreation Center Facilities Reservation & Rental Policies:

1. Facility space may be reserved up to 90 days prior to the rental date, unless a contractual agreement exists.
2. All facility rentals should be processed in person at any LPRD facility, with the exception of reservations requesting court space. Court rentals can be processed over the phone only through full-time LPRD staff at the facility where the court space is being requested.
3. Reservation requests 10 business days or less from the rental date must be made through the facility where the space is being requested. The ability to fulfill reservation requests 10 business days or less from the rental date will be made at the discretion of full-time LPRD staff based on facility availability and staffing levels.
4. All facility rental fees must be paid at the time of reservation, unless a payment schedule has been prearranged.
5. All facility rental fees are non-refundable. Refunds and credits will not be given for no-show or cancelled reservations. For questions regarding special circumstances, please contact the appropriate Recreation Facility Operations Supervisor.
6. Reservations must include time for set up and take down and will be calculated in the associated rental fees.
7. The ending time for all reservations is 11:30pm. Renters must be cleaned up and completely out of the facility by 11:30pm.
8. Alcohol is not permitted.
9. A Special Use Permit is required for reservations that are open to the public, involve admission fees, or necessitate special accommodations.
10. A Certificate of Insurance may be required for reservations that involve sporting events, are open to the public, or as deemed necessary by the City of Lawrence.



Event Center Facility Rental Rates

CARNEGIE BUILDING	PRIOR RATES	NOTES	CAPACITY
Heritage Room (M-Th)	\$70 per hour	Refrigerator, Sink	150 seated w/ tables; 200 standing
East Gallery Room (M-Th)	\$50 per hour		32 seated w/ tables; 49 standing
Entire Facility (M-Th)	\$100 per hour		See above capacities
Entire Facility Friday	\$700 per day	Refrigerator, Sink Set Up/Take Down Included; Friday hours are 4:00pm-11:30pm	See above capacities
Entire Facility Saturday	\$1,400 per day	Refrigerator, Sink Set Up/Take Down Included; Saturday hours are 9:00am-11:30pm	See above capacities
Entire Facility Sunday	\$700 per day	Refrigerator, Sink Set Up/Take Down Included; Sunday hours are 9:00am-4:30pm	See above capacities

UNION PACIFIC DEPOT	RENTAL RATES	NOTES	CAPACITY
Community Room	\$55 per hour	Stove, Microwave, Refrigerator, & Garden Area	60 seated w/ tables; 110 standing
Theater Room	\$40 per hour		32 seated w/ tables; 49 standing
Entire Facility	\$90 per hour	Stove, Microwave, Refrigerator, & Garden Area	See above capacities

Additional Fees/Requirements:

- \$250 refundable deposit required on all rentals.
- LPRD staff set-up/tear-down included in rental fee.
- Carnegie - 3-hour minimum required on all rentals Monday thru Thursday.
- Union Pacific Depot - 3-hour minimum required on all rentals.
- A/V equipment fee (Carnegie) \$25.
- Temporary alcohol fee \$25.



Other Facilities Reservation & Rental Policies:

1. Facility space may be reserved up to one calendar year prior to the rental date, unless a contractual agreement exists.
2. All facility rentals should be processed in person through full-time staff at any LPRD facility. Individuals who live out of county and are unable to reserve in person may request to process the rental over the phone through full-time LPRD staff.
3. Reservation requests 10 business days or less from the rental date must be made through the Recreation Facility Operations Supervisor overseeing these facilities. The ability to fulfill reservation requests 10 business days or less from the rental date will be made at the discretion of the Recreation Facility Operations Supervisor based on facility availability and staffing levels.
4. All facility rental fees must be paid at the time of reservation, unless a payment schedule has been prearranged.
5. All facility rental fees are refundable within 10 business days of the reservation process date. After 10 business days of the reservation process date, refunds and credits will not be given for no-show or cancelled reservations. For questions regarding special circumstances, please contact the Recreation Facility Operations Supervisor.
6. The ending time for all reservations is 11:30pm. Renters must be cleaned up and completely out of the facility by 11:30pm.
7. Reservations at the Carnegie Building on Fridays require renting the entire facility and provide the renter with access to the building 4:00-11:30pm on the Friday reserved. If a Friday is still available less than 30 days prior to the rental date, the individual rooms will become available for reservation at the hourly rate.
8. Reservations at the Carnegie Building on Saturdays require renting the entire facility and provide the renter with access to the building 9:00am-11:30pm on the Saturday reserved. If a Saturday is still available less than 30 days prior to the rental date, the individual rooms will become available for reservation at the hourly rate.
9. Reservations at the Carnegie Building on Sundays require renting the entire facility and provide the renter with access to the building 9:00am-4:30pm on the Sunday reserved. If a Sunday is still available less than 30 days prior to the rental date, the individual rooms will become available for reservation at the hourly rate.
10. Reservations will be charged time and a half (based on the rental rate) for staying past or arriving prior to the designated reservation time.
11. A Special Use Permit is required for reservations that are open to the public, involve admission fees, include the public consumption of alcohol, or necessitate special accommodations. Permits must be purchased during business hours and the purchaser must show a valid ID. A copy of the issued temporary alcohol permit must be clearly displayed at the rented facility during the reservation.
12. A Certificate of Insurance may be required for reservations that are open to the public, include the public consumption of alcohol, or as deemed necessary by the City of Lawrence.
13. Rentals at the Union Pacific Depot and Carnegie Building that involve the consumption of alcohol must apply for and purchase a temporary alcohol fee.
14. Diagrams for set up must be turned into the Recreation Facility Operations Supervisor at least 10 business days prior to the rental date. Reservations that have not provided a diagram will be given a generic set up. Information regarding the generic set up layout can be obtained from the Recreation Facility Operations Supervisor.