

LAKESIDE CABIN  
Rental Form  
300 N. Lakeside Drive – McPherson, KS 67460

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**Rental Rates: Includes set up time.**

<u>Residents or Visitors</u>	<u>Nonprofit</u>
2 Hour Rental- \$50.00	2 Hour Rental- \$50.00
4 Hour Rental- \$150.00	4 Hour Rental- \$100.00
Full-Day Rental- \$200.00	Full-Day Rental- \$150.00

**Cleaning/Damage Deposit:** A credit card will need to be on file until the following working day of your rental, or until Park Staff has advised that no undue damage was done, or excessive cleaning was needed. Please note that ALL trash is required to be bagged. No loose trash is allowed in any of the trash bins located inside or outside of the cabin.

**Decorating Rules:** Do not use duct tape, masking tape, or any permanent adhesive that will damage the walls, no nails or screws are allowed.

**Holiday Rates:** The Cabin is available on holidays, but to accommodate for adequate cleaning time the rental rate will be doubled. Holidays are defined as the actual holiday date as well as the date the City observes for that particular holiday.

The City observes the following holidays: New Years Day, Martin Luther King Day, All Schools Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, and Christmas Day.

**Refunds:**

Refunds are available for cancellations made seven days prior to the day of the rental.

Refunds are NOT available for holidays, McPherson High School, McPherson College, and Central Christian College graduation weekends.

Undersigned agrees to be liable for any physical damage to the facility in excess of normal wear and tear. The amount of damages shall equal the sum necessary to return the

property to its condition prior to the rental term without allowance for depreciation. Any City labor utilized shall be billed at reasonable rates. Undersigned shall be responsible for all guests, invitees, and other permitted parties. (See decorating rules)

Renter is responsible for their possessions. The City will not be responsible for any losses of articles. No animals are permitted, except those used for service.

Activities of unusual nature will be checked out with the City Commission before reservations can be confirmed.

The cabin is for family use only. Other use may be authorized on an individual basis. NO garage sales, public auctions, etc.

No one is allowed to drive into city parks without approval.

Inflatables (bounce houses, jumpers, etc.) are prohibited in city parks and public facilities.

Metal detectors are not allowed in any city park.

**Hold Dates or Rain Dates** - Not allowed due to numerous requests for building use. The fireplace is not to be used at any time or for any reason.

All rental rules are subject to immediate change upon motion from the City Commission.

City of McPherson Park Department Contact Information:

607 West 1st Street McPherson, KS 67460

Direct: 620.245.2565 - Cell: 620.245.2400 (after hours)

The City's liability for injury or damage sustained by anyone using or occupying the building while rented is limited as provided in the Kansas Tort Claims Act as amended to date, and other applicable Kansas Statutes.

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300 N. Lakeside Drive  
McPherson, KS 67460

(Effective 2026)

NOTE: THOSE RENTING THE BUILDING ARE RESPONSIBLE FOR THE ENFORCEMENT OF THE RULES  
AND REGULATIONS GOVERNING THE USE OF THE BUILDING AND IT IS THE OBLIGATION OF THE  
PERSON, FIRM OR CORPORATION GRANTED PERMISSION FOR THE USE OF THE BUILDING TO  
ENFORCE THESE RULES AND REGULATIONS.

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To be signed and returned to:

Parks Department Office  
607 W 1<sup>st</sup> Street, McPherson, KS 67460  
Direct: 620-245-2565 Cell: 620-245-2400 (after hours)

Requested Date:

Time In: Time Out:

Type of Event:

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Name of Organization or Renter:

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Address:

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Phone:

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Email:

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Wi-Fi is available while using the cabin during your rental time – name of the Wi-Fi and the password is posted behind the modem next to the East window in the main room on the wall in the cabin.

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Our Mission: Serving McPherson for a better tomorrow.

Our Vision: A Community Everyone Can Call Home.