



Cass County Sheriff's Office

Training Room - Event Reservation Form

The Cass County Sheriff's Office will take training room reservations for not-for-profit and civic groups. Reservations are available from 8:00 a.m. to 10:00 p.m. on Mondays through Fridays, with special considerations after 10:00 p.m. Only one reservation may be made per day and reservations may not be made more than one month in advance of reservation date.

Facility Reservation Procedure

Reservations will be made on a first come, first served basis. The training room must be reserved at least one week in advance, but no longer than one month before the reservation date. Reservations may be made by mail, or in person at the Cass County Sheriff's Office, 2501 W. Wall, Suite Harrisonville MO, during regular business hours. We encourage you to call in advance to determine availability, as well as to visit the site to ensure its suitability for your needs.

Training Room Rules

- ◆ No reservation may remain in the community room past 10:00 p.m., with special consideration after 10:00 p.m.
- ◆ The Cass County Sheriff's Office is a tobacco-free facility.
- ◆ No alcoholic beverages are permitted.
- ◆ Refreshments may be served, no meals are allowed.
- ◆ All items brought in for the event must be removed by the end of the rental period.
- ◆ Table decorations are allowed. No decorations are permitted on the walls.
- ◆ The room must be cleaned after use. A clean up fee of \$50.00 will be charged if the facility is not left in the condition in which it was found.
- ◆ The Cass County Sheriff's Office is not responsible for personal items left in the training room.
- ◆ Responsible agent will be responsible for actions and damages of attendees. The responsible agent will be billed for repair/replacement costs.
- ◆ The Cass County Sheriff's Office reserves the right to cancel any reservation for any reason with as much notice given as possible.
- ◆ Responsible agent's activity is restricted to the training room and its adjoining rest rooms.
- ◆ The responsible agent must not interfere with the normal operation of the Cass County Sheriff's Office business.
- ◆ A supervisor of the Cass County Sheriff's Office may terminate any reservation if the noise level becomes excessive. No DJ's or bands are permitted to perform in the training room.
- ◆ Vending machines are available in the Jail Lobby.
- ◆ Maximum occupancy is 200 people.
- ◆ Telephone usage limited to local calls and emergency calls only. To make an outside call, push the outgoing button and dial the number, including "911" if needed. For assistance in house dial "0".



Audio/Visual

The Cass County Sheriff's Office does offer video equipment for use. The use of PowerPoint, along with VCR/DVD equipment is located in the room.

Malicious Destruction

Malicious destruction of Cass County Sheriff's Office property will result in criminal charges.

ADA Statement

The Cass County Sheriff's Office, in compliance with the Americans with Disabilities Act, will meet any reasonable request to make accommodations for patrons with disabilities. If we are unable to meet your request, there is a grievance procedure in place to address your concerns. For more information, call the Cass County Human Resources Director at 816-380-8103.

Responsible Agent's Signature: _____ Date: _____

Approved by: _____ Date: _____



Cass County Sheriff's Office
2501 W. Wall, Suite 100
Harrisonville, MO 64701
816-380-8320

2501 West Wall, Suite 100 Office: (816) 380-5200
Harrisonville, MO 64701 Fax: (816) 380-8334
www.cassmosheriff.org

Training Room Reservation Permit

This is your training room reservation permit. Please show this copy to the on duty supervisor at the window when you arrive. Any set up or maintenance of the area is your responsibility. Your listed reservation times should include set up and cleaning time.

NAME _____ ORGANIZATION _____
ADDRESS _____ CITY _____ ZIP _____
DAY PHONE _____ EVENING PHONE _____

DATE OF RESERVATION _____ DAY OF WEEK _____
PURPOSE FOR EVENT _____
SET UP TIME _____ CLEAN UP TIME _____
EVENT START TIME _____ EVENT END TIME _____

Please answer the following questions about your event.
Are you planning to?

Entertain more than 100 people? YES NO
Open your event to the general public? YES NO
Use paints, glues, or other arts and crafts supplies? YES NO

My organization and I understand that I am responsible for ensuring that the area I am scheduling to use meets the accessibility, activity, and maintenance needs of my group. My organization and I understand that I am responsible for any damage to county property and attorney fees to enforce this agreement that occurs during my event. I certify that I am not required to complete a special permit application for my event. My organization and I agree to indemnify and hold harmless the County of Cass against any and all claims that may arise from any injury or damage sustained in or on the Cass County Sheriff's Office premises. And, I have read and understand the rules on the opposite side of this sheet.

SIGNATURE OF RESPONSIBLE AGENT _____
Date _____

APPROVAL: _____ DATE _____