

# Young School Event Space Rental Information

Host your next celebration, meeting, or community event at the **historic Young School Event Space**. This flexible venue offers an affordable and welcoming space perfect for gatherings of all kinds. Tables, chairs, and kitchen access are included with your rental.

Perfect for:

- Baby showers
  - Graduation parties
  - Birthday celebrations
  - Community meetings
  - Workshops and trainings
  - Small receptions
  - Nonprofit events
  - Corporate meetings
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## Event Space Capacity

Main Event Space – **Up to 180 guests**

Board Room – **Up to 30 guests**

Entire Facility (Main Space + Hallways + Kitchen) – **Up to 250 guests**

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## Rental Packages

### Community Gathering

4 hours — \$350

### Celebration Package (Most Popular)

6 hours — \$475

### Full Day Event

Up to 12 hours — \$750

### Extended Event Rental

Up to 24 hours — \$1,000 max

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# Nonprofit/Community Partner Packages

## Nonprofit Community Rate

4 hours — \$250

## Nonprofit Event Package

6 hours — \$300

## Full Day Nonprofit Event

Up to 12 hours — \$500

## Extended Nonprofit Rental

Up to 24 hours — \$800 max

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# Rental Time Requirements

- **4-hour minimum rental required**
- Rentals may extend up to 24 hours depending on availability.

**Set-up and clean-up time must be included in the reserved rental period.**

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# Rental Policies & Facility Use

- The Lessee must review and sign this agreement to confirm reservation.
- Rental time includes **set-up and clean-up**.
- All guests must vacate at the scheduled end time. Overtime may result in additional charges.
- Music must comply with **City Noise Ordinance Section 7.10.002**.
- All decorations must be pre-approved.

**No tape, nails, or adhesives are allowed.**

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## Kitchen Use

Use of the kitchen is included with your rental and provides access to:

- Ovens
- Refrigerators
- Prep areas

The Lessee is responsible for:

- Cleaning all countertops and appliances used.
- Removing all food and personal items from refrigerators.
- Properly disposing of all trash in trash cans in gym and outside of door between the kitchen and gym.

**Failure to clean may result in additional fees.**

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## Alcohol Policy

Alcoholic beverages **are not permitted on the premises without**

**approval.** If alcohol will be served:

- **An Alcohol Permit Application must be submitted at the time of reservation.**
- Independence Police Department officers are required for all events serving alcohol.
- Alcohol is not permitted at events where attendees are under the age of 21.

**Failure to comply may result in immediate termination of the event.**

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## Clean-Up Responsibilities

At the end of your event:

- Remove all tablecloths, centerpieces, plates, cups, and service items. Clean all tables.
- Place Truman Habitat's tablecloths (if rented) in the hallway between the gym and kitchen.
- Tie all trash bags and place them in the larger trash can located outside the doors between the gym and kitchen. Please note the door is locked so be sure to block it open and close it securely when you are done.

**Failure to comply with cleanup may result in additional fees.**

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## Deposit & Payment Information

A **\$100 NON-refundable deposit** is required to reserve your event date. The total rental balance is due 15 days prior to the scheduled event date. Payments may be made by:

- Cash
- Check
- Online through our website



Online payments can be made by scanning the QR code:

Please include “**Young School Event Rental**” and the **event date** in the payment notes when submitting an online payment.

Failure to submit payment balance by the due date may result in cancellation of the reservation.

Events booked within 15 days of the event date require full payment at the time of booking.

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## Optional Add-On Rentals

Cream 60" Round Cloth Tablecloths – **\$15 per table**

AV Equipment Package (TVs, screen, microphone, sound system) – **\$75 per event**

*Laptops and HDMI cables are not provided.*

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## Weather & Cancellation Policy

If severe weather or unsafe conditions occur, Truman Habitat staff will notify the renter **at least two (2) hours prior to the scheduled event start time** if the event must be cancelled.

If an event is cancelled due to weather:

- The renter will have **90 days to reschedule the event**, based on availability.
- **No refunds will be issued due to weather-related cancellations.**

If the renter must cancel their event:

- The renter may **reschedule within 90 days of the original event date**, subject to availability.
  - **No refunds will be issued for cancellations.**
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## WHY RENT THE YOUNG SCHOOL EVENT SPACE?

- ✓ Affordable community venue
  - ✓ Tables and chairs included
  - ✓ Kitchen access
  - ✓ AV equipment available
  - ✓ Convenient location in Independence
  - ✓ Supports the mission of **Truman Heritage Habitat for Humanity**
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### Host your event with purpose.

Every rental at the Young School Event Space helps Truman Heritage Habitat for Humanity build homes and strengthen families in our community.

Thank you for considering the use of the Young School for your event.

