Independence Meeting Places

This is a collection of various meeting places in Independence, Kansas. Be sure to contact the meeting place directly for the most current rates and information.

Civic Center/Memorial Hall

Rental Rates

Memorial Hall

Director of Public Works: Mike Passauer
Memorial Hall Reservations: Mike Cunningham

Contact Information
Memorial Hall Office #: (620) 332-2508
City Hall Office #: (620) 332-2500
Fax #: (620) 332-1790

Mailing Address
City Hall
ATTN: Memorial Hall
120 North 6th Street
Independence, Kansas 67301

The Memorial Hall building, which is located at 410 North Penn Avenue, consists of a nearly 2,000 seat auditorium with the latest computerized sound, lighting and stage rigging equipment, a large Civic Center suitable for large banquets, a large meeting room equipped with a ceiling mounted projector, built in audio and an automatic screen, plus several other smaller meeting rooms which are all available for rent. This building is equipped with wireless internet.

Memorial Hall staff are responsible for building and grounds maintenance, facility rentals, event setup and cleanup.

Rental facilities available for events include:

FIRST FLOOR FACILITIES

Civic Center – This area was recently renovated and will accommodate 456 with banquet seating. A PowerPoint projector, large screen, wireless microphones and integrated sound system are also available for your use.

Kitchen – The kitchen is located off the Civic Center. It has the following commercial grade appliances; range, microwave, refrigerator/freezer and ice maker. A commercial grade sink and stainless steel work tables are also available for your use. The kitchen features a serving window opening into the Civic Center which may be closed off if not needed.

Veteran’s Room – This large meeting room can be divided into two smaller meeting rooms if needed. This room is an ideal training facility and features an integrated PowerPoint and sound system. 45 individuals can be accommodated in classroom style seating. Seating for 80 individuals can be accommodated without tables.

Gallery – This large space is located between the Civic Center and the Veteran’s Room. It can accommodate 64 guests at table seating and 100 guests without table seating. The gallery features a moveable wall adjacent to the Civic Center which can be opened to increase the size of the Civic Center for extra large activities.

Legion Room – This room will accommodate 30 individuals at tables and 40 without tables. This meeting room features a wall conference center which includes a dry erase board, large tablet and built in screen.
VFW and Spanish Rooms – These two meeting rooms are similar in size and can accommodate 12-16 individuals each with table seating. These meeting rooms feature wall conference centers.

Patriot Room – This meeting room can accommodate 6-10 individuals with table seating. A wall conference center is also available in this room.

SECOND FLOOR FACILITIES

Auditorium – 1,950 theater seats are available in this newly renovated auditorium which features computerized sound, lighting and stage rigging equipment. Wheelchair accessible seating and wireless hearing assistance equipment are also available.

Main Lobby – This lobby is located outside the auditorium and was also recently renovated. This space features mosaic tile floors, detailed interior architecture, a lounge area, ticket booth and concessions room. This area includes a tribute to our veterans with the Walls of Honor. In addition a statue recognizing Jim Halsey’s contributions is also featured in the lobby area. Seating for 100 without tables and 72 with tables can be accommodated in the Main Lobby.

Green Room – This meeting room is located outside the Main Lobby and can accommodate a small group of 8 with table seating.

For additional information about rental policies for these facilities, click on the following link:

Memorial Hall/Civic Center Rental Policies
Ralph Mitchell Park and Zoo

Park & Zoo Director: Barb Beurskens
Zoo Supervisor: Katie Southworth
Activities, Building, Gardening & Maintenance: Rachel Lyon
Cemetery Sexton/Park & Zoo Grounds Keeping: Jim Bennett

Contact Information

Office # & General Information: 620-332-2512
Building Rental #: (620) 332-2500
Fax #: (620)-332-2511
Emergency #: (620) 332-1700

Website: [http://www.independenceks.gov/Park-and-Zoo-49832.asp](http://www.independenceks.gov/Park-and-Zoo-49832.asp)

Rental buildings available for reunions and meetings include:

**Enclosed 4H Building** -- Standard setup is for 96 in the Large Room and 52 in the Small Dining Room. Additional tables and folding chairs are available to be set up by the renter. Two refrigerators, deep sink and commercial cook stove are available in the kitchen. Restrooms are in a separate building just across the sidewalk. The small dining room and kitchen rents for $40 and the large room rents for $40. The entire building rents for $70.

**Open 4H Buildings** -- These buildings are located east of the Enclosed 4-H Building. Each building contains four picnic tables that can seat 40 people. Additional tables are allowed if furnished by renter. The Middle Open Building has livestock racks down the center and rents for $10. The East Open Building has a concrete floor and rents for $25.

**Stich Shelter House** – This is a sandstone building with a tile roof that was built in 1917. The building is enclosed with glass windows and open wings. Four picnic tables are located inside which provides seating for 40 people. It also has four eight foot benches inside. There are two picnic tables in each wing which seats an additional 40 people, for a total of 80 people inside and outside. A fire place is the only source of heat. No kitchen is available. A water hydrant is located in front of the building. The Shelter House rents for $40.

**Lone Chief Cabin** -- This is a brick and stone building located on Wells Drive (also called the one-way) in a wooded setting near the zoo. The building is enclosed with fluorescent lighting, fire place, furnace and kitchen. The kitchen has hot water, sink, a household electric range and a refrigerator. Seating includes four large picnic tables and benches. Portable tables are available for serving food. The Lone Chief Cabin rents for $40.

**Concession House** -- This is a brick building with screened windows. No heat is available. Electricity is present. No restroom is present. The playground restroom is about 200 feet away. Seating is at three six foot picnic tables. Benches and serving tables are located around the perimeter. The Concession House rents for $25.

**Rock Kitchen** – This is a stone building with screened windows and a flagstone floor. No heat is available, however, electricity is present. This building is near the band shell and away from traffic. The Rock Kitchen rents for $25.
ICC West and ICC

1057 W College Ave
Independence, KS  67301
Phone: (620) 331-4100
(800) 842-6063

Dan Barwick,
President
Email: dbarwick@indycc.edu
Phone: 620.332.5450
Fax: 620.331.5344
Location: Admin. Building

Beverly Harris,
Admin. Asst. to the President
Email: bharris@indycc.edu
Phone: 620.332.5451
Fax: 620.331.5344
Location: Admin. Building

Misty Githens
VP Marketing & Recruiting
Email: mgithens@indycc.edu
Phone: (620) 332-5487

ICC Website: http://www.indycc.edu
Name: ____________________________  Today's Date: ____________________________
Billing Address: ____________________________  Sponsor: ____________________________
Date Room Needed: ____________________________  Phone: ____________________________
Type of Activity: ____________________________  Number of Persons: ____________________________
Set-up Time: ____________________________  ____________________________
Clean-up Time: ____________________________  ____________________________

**Room Requested:**
- Academic Building: Classroom #
- Academic Building: Inge Collection Room
- Academic Building: Foyer (Lower Level)
- Academic Building: Foyer (Upper Level)
- Administration Building: Board Room
- Fieldhouse: Gymnasium
- Fieldhouse: Heritage Room
- Student Union: Cafeteria
- Student Union: Fireside Room
- Student Union: Student Services Conf. Room
- Student Union: Anchor
- Student Union: Treasure Chest
- Fine Arts Building: Classroom #
- Fine Arts Building: Music Hall
- Fine Arts Building: Margaret Goheen Foyer
- Fine Arts Building: Inge Theatre
- ICC West Classroom #
- ICC West Woods Family Community Center
- Cessna Learning Center 104 - West
- Cessna Learning Center 105 - East

**Schedule of Rental Charges**

<table>
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<tr>
<th>Facilities</th>
<th>Daily Rate</th>
<th>Subtotal Charges</th>
<th>Notes:</th>
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<tbody>
<tr>
<td>Fireside Room</td>
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<tr>
<td>Treasure Chest</td>
<td>$100.00</td>
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<tr>
<td>Inge Theatre (per night)</td>
<td>$150.00</td>
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<tr>
<td>Technician Fee (per night)</td>
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<tr>
<td>Fieldhouse Gym</td>
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<tr>
<td>Lecture Hall/Smart Classrooms/West Classrooms</td>
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<td></td>
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<tr>
<td>Conference Rooms/Adm. Board Room</td>
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<table>
<thead>
<tr>
<th>Woods Family Community Room &amp; Kitchen</th>
<th>Security Deposit *</th>
<th>4 Hours or Less</th>
<th>Daily Rate</th>
<th>Subtotal Charges</th>
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<tbody>
<tr>
<td>During Regular Business Hours</td>
<td>$200.00</td>
<td>$125.00</td>
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<tr>
<td>Non-Profit Organizations (proof of tax exempt status required)</td>
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<td>$175.00</td>
<td>$275.00</td>
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<tr>
<td>Evening Afterhours/Weekend</td>
<td>$300.00</td>
<td>$175.00</td>
<td>$275.00</td>
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<tr>
<td>Extended Use - 3 Day minimum</td>
<td>$500.00</td>
<td>$-</td>
<td>$150.00</td>
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<tr>
<td>Alcohol Use</td>
<td>$500.00</td>
<td>$175.00</td>
<td>$275.00</td>
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<tr>
<td>Event Security Charge **</td>
<td>$25.00 Per Hour - Total Hrs =</td>
<td></td>
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</tbody>
</table>

Event Message Posted on Marquis Sign: **$20.00 fee**

**Equipment Needs:**
- Projector
- Podium/Microphone
- Laptop Computer
- Television/DVD
- Elmo Projector
- Other Equipment Needs:

**Notes:**

Total Event Charges

*Charges for damages will be deducted from the leasee's security deposit.*

**Security charges will be required for all events that serve alcohol.*

A $200 key replacement fee will be assessed for lost room keys.
Independence Science & Technology Center

125 S Penn Ave
Independence, KS 67301
Phone: (620) 331-1999
Email: Indy Sci Tech
Website: Indy Science and Technology Center Website

Hours of Operation:
1:00 pm - 5:00 pm daily
Director: Amy Finney

Meeting Room Rentals:
Fee: Large Room (48 x 28) $50.00; Small Room (13 x 19) $25.00 for first three (3) hours, plus $5.00 per each half hour thereafter. Payment must be paid prior to the meeting.

Party Room Rentals:
Fee: Room Rental $30.00 for two (2) hrs. (Includes Science Center Tour and 1 AGS Ride per person)
Plus:
Tier 1 - $30.00, Cupcakes, Decorations in Primary Colors, Small Balloon Bouquet and Punch;
Tier 2 – $40.00 Sheet Cake decorated, Decorations in Primary Colors, Medium Balloon Bouquet and Punch;
Tier 3 – $55.00 Sheet Cake with Kit, Ice Cream, Themed Decorations, Large Balloon Bouquet and Punch.

Packages (Tiers) applicable for up to 10 guests. ($3.00 for each additional guest)
Prices subject to change.
Independence Historical Museum & Art Center

8th and Myrtle
PO Box 294
Independence, KS 67301

Phone: 620-331-3515
Email: Independence Historical Museum and Art Center

Hours of Operation:
10:00 a.m. - 4:00 p.m.
Tuesday - Saturday
Closed Sunday and Monday

Website: http://www.independencehistoricalmuseum.org

Gallery Rental Policies

A good source of revenue for our museum is the Gallery. It is available for public events, wedding receptions, class reunions, etc.

The gallery rents for $150 per day (this is 8 AM-5PM), $20 per hour during regular business hours or $35.00 per hour during non-business hours. There is a $50.00 non-refundable deposit required before the renter can set up. This $50.00 is waived for paid museum members. There is an additional charge of $6 per hour for museum personnel required during any events.

A gallery rental application must be filled out, be sure to check dates in our rental book to make sure the date is not taken. The deposit will be retained by the museum until facility is determined to be in acceptable condition, as outlined by renter's responsibility in below paragraph.

Included in the rental is the use of the kitchen, P.A. system, tables and chairs. Unless previously arranged, the entire museum is NOT available during the period of rental. Special tours can be arranged for an additional cost.

All events should conclude at or before midnight.

Due to the composition of our floor we cannot allow confetti, bubbles or small material such as rice or wheat to be used as part of the celebration or decorations inside the building.

The renter is responsible for setting up the tables and chairs and decorating. The renter is responsible for clearing the tables of decorations and general cleaning up, including the kitchen, gallery floor and emptying trash. The kitchen is for limited use only (warming pre-prepared food and party food preparation, use of refrigerator and dishwasher).

Alcoholic beverages are allowed, it is preferred that beer kegs be placed either on the kitchen floor or on the loading dock due to the fact that the finish on the gallery floor can be ruined by beer spilling onto it.

If the museum has to be open to accommodate outside caterers and it is not our regular hours or the hours reserved by the renter, the renter will be charged for this extra time.
Landon House

300 South 8th St
Independence, KS 67301
Phone: (620) 331-3515

Website: Overview
          History

The Independence Historical Museum & Art Center oversees the Landon House. The Landon House will begin accepting bookings in October, 2013 for future events.
Kansas Celebrity Hall of Fame

212 N Penn Ave
Independence, KS 67301
Mike Flood (director) Kansas Celebrity Hall of Fame (620-577-2846)

Hours of Operation:

Tuesday - Saturday, 10:00 AM - 4:00 PM (Closed Major Holidays)

Website: [Kansas Celebrity Hall of Fame](#)

We offer the Kansas Celebrity Hall of Fame facilities for local events for a fee. In fact we have hosted many local events here in the last year including three Muffins with Main Street, two Chamber Business After Hours, Leadership Independence and other events. We quote $35 to $40 per hour depending on the needs and support required. We have tables & chairs for about 50 people, stage with sound, lighting and audio visual.

We also offer high definition video recording.

We have a Sony professional camera and all of the accessories needed for a single camera shoot. We also have the editing equipment to make a program. We make DVDs and duplicate them with professional labeling and cases. We can make a HD DVD, but not Bluray discs without sending them out for duplication.
Independence Unified School District 446

Board of Education Administrative Offices
517 N 10th St, PO Drawer 487
Independence, KS 67301
(620) 332-1800
(620) 332-1811 FAX

Independence High School
1301 N 10th St
Independence, KS 67301
(620) 332-1815
(620) 332-1831 FAX

Independence Middle School
300 W Locust St
Independence, KS 67301
(620) 332-1836
(620) 332-1841
Email: ims@indyschools.com

Eisenhower Elementary School
501 Spruce St
Independence, KS 67301
(620) 332-1854
(620) 332-1859 FAX

Jefferson School
2101 North 13th Street
Independence, Kansas 67301
Phone: (620) 332-1875
Fax: (620) 332-1878
Email: jefferson@indyschools.com
APPLICATION FOR USE OF A SCHOOL FACILITY

Submit all copies of application to building principal. A copy will be returned to petitioner after processing. Separate requests must be submitted for each facility. Multiple use of a given facility may be requested at one time. Applications must be submitted at least five days prior to use of facility. Once charges have been determined, deposits are to be paid at the Board Office.

Organization making request: ____________________________________________ Phone: ____________

Address: ____________________________________________________________

Facility requested: ____________________________________________________

Date to be used: ____________________________________ From: ___________ To: ___________

Will admission be charged or a donation requested? Yes____ No____

Areas to be used

Gym..............................................
Performing Arts Center......
Cafeteria.................................
Kitchen.................................
Library ........................................
Classroom .................................
Stadium...................................
Concession Stand .................
Community Rooms..............

Equipment requested

Tables.................................
Chairs ....................................
TV's........................................
P.A. ...........................................
Auditorium Sound/
Light System ............................
AV Equipment ............................
Other (please specify)..............

The organization or individual renting the facilities will be responsible for all damage to the facilities and/or injuries to persons using the facilities while being rented. USD 446 reserves the right to disallow the use of this facility if the event planned is considered to be inappropriate for the facility.

(Signature of Person Making Request)____________________  (Telephone Number)____________________

(Print Name)____________________  (Email address)____________________

DO NOT WRITE IN THIS SPACE

FEES:

Gyms .......................................... $ __________
Auditoriums.............................. $ __________
Cafeteria/Kitchen ....................... $ __________
Libraries/Classrooms .................. $ __________
Stadium ..................................... $ __________
Riley Resource Center ............... $ __________
Special Equipment..................... $ __________
Deposit...................................... $ __________

TOTAL $ __________

Approved: Yes____ No____
Designated Employee on Site: ______________________
Principal: ______________________
Date Signed: ______________________

Fee Waived: Yes____ No____
Deposit received: Yes____ No____

(Superintendent / District Administrator)____________________

Date signed: ______________________

USAGE FEES LISTED ON BACK OF PAGE
All facilities usage is subject to availability and staffing by District employees. Staffing costs are subject to the District pay rate. An administrator approved district employee must be on-site when facilities are in use.

<table>
<thead>
<tr>
<th>FACILITY</th>
<th>Class I</th>
<th>Class I-A</th>
<th>Class II</th>
<th>Class III</th>
<th>Class IV</th>
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<tbody>
<tr>
<td>Rental rate is per hour</td>
<td>School and Non-Profit Civic Activities co-sponsored by District; and recognized by the Board of Education</td>
<td>Profit making Civic Activities</td>
<td>Non-profit organizations, colleges, non-school clubs/sport clubs and activity groups (Fundraising activities by these groups move to Class IV)</td>
<td>Commercial For-profit organization; any organization not falling into Class I, II or IV</td>
<td>Local, State or Federal Entities (e.g. Recreation Commission events not associated with District activities)</td>
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<tr>
<td>District Pay Rate for facilities coverage is $15.00 per hour</td>
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<td>20% of total charges</td>
<td>$25 refundable</td>
<td>20% of total charges</td>
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<tr>
<td>Deposit Required</td>
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<td>20% of total charges</td>
<td>$25 refundable</td>
<td>20% of total charges</td>
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<td>Gymnasiums</td>
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<td>HS New Gym</td>
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<td>$12</td>
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<td>High School</td>
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<td>Other</td>
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<td>HS Performing Arts Center****</td>
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<td>Riley-Board Room</td>
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<td>Audio Visual Rental</td>
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<td>$0</td>
<td>$25 per item</td>
<td>$25 per item</td>
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</table>

Contractual Agreements with the USD 446 Board of Education and an organization or group are bound by the terms of the agreement and may or may not reflect the above pricing.

Revised: March 25, 2013
The Independence Country Club Policy on Banquets and Events

The following guidelines have been established in order to provide an enjoyable and successful event for you and your guest. Please read this information carefully. Our most important job is to make your event memorable and worry free. We will customize everything to satisfy your needs. Our staff will be available to assist you with all of your event planning.

Room Rental Pricing

The Club can provide a room or rooms for your special occasion. This would consist of the Formal Dining Room, the Rajah Room or the Bunker Room. The Dining Room can seat 180 people and include the dance floor. The adjoining Rajah Room can be used alone or with the Dining Room seating 60. Buffet tables are set throughout the rooms to allow easy access. A screen is available in the Rajah Room. The Bunker Room can seat 20 people and also has a screen. There is a $10.00 charge to use the screen and a $50.00 charge for the LCD player. The dance floor is $150.00. DJ's will be arranged and paid for by the person(s) holding the event. If you are not a member, each room has additional room charge. The Formal Dining Room is $400.00. The Rajah Room is $50.00 and both rooms combined are $425.00. The Bunker Room is $35.00. Portable Bars have a $50.00 per bar set up charge.

Food and Beverage Minimums

Independence Country Club requires a $12.00 per person minimum purchase for all guests attending your event. All food and beverages must be purchased from Independence Country Club with the exception of specialty cakes.

Guarantees

In arranging for private functions, the attendance must be definitely specified and communicated to the Independence Country Club Management Staff by 12:00 noon, 72 hours in advance. This number will be a guarantee, and charges will be made accordingly. If the Independence Country Club Management Staff is not advised by this time, the estimated figure or actual number attending, whichever is greater, will automatically become the guarantee, and charges will be made accordingly. Guarantees for Sunday, Monday and Tuesday Events are due by 12:00 noon on the proceeding Thursday.

Service Charge

All food and beverage prices quoted are subject to a 15% service charge and are in addition to the prices agreed upon.
Booth Hotel - Banquet & Meeting Facilities

201 W Main St  Independence, KS 67301
(620) 331-1704

Banquet & Meeting Facilities
The banquet and meeting facilities at the Hotel Booth are a return to the elegance of yesterday. The old-world atmosphere of the expansive, two-tier Crystal Ballroom will turn even an ordinary occasion into a grand event. Embellished with 12 chandeliers made in Italy, ornate plaster cornices in 16 delicate patterns and rich solid wood flooring, the spectacular room can seat 200 people.

On the lower level of the hotel, another large meeting area was created. Named the President's Room, the spacious area can seat 400 or hold 1,000 guests for a stand-up cocktail party. The room can also be divided into three smaller meeting rooms, named after former Presidents Roosevelt and Taft and former Kansas Governor Alf Landon, all of whom stayed at the Booth Hotel.
Booth Theatre

The Booth Theatre is not currently available as a meeting place.
Independence Recreation Commission

Ash Youth Center
1501 N 10th St
Independence, KS 67301
Phone: (620) 331-0260
Fax: (620) 331-3495

Office Hours: 9:00 am - 5:00 pm, Mon-Fri

Riverside Beach Aquatic Center
N 5th & Oak St
Independence, KS 67301

Hotline: (620) 331-4620
Phone: (620) 331-4624

Director of Recreation/Aquatics:
Brent Julian
brentjulian5@yahoo.com

Website: http://www.indyrec.com/index.html

Rental Rates:

<table>
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<tr>
<th>Facility</th>
<th>Rate</th>
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<td>Ball Diamonds</td>
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Organizations
Masonic Temple

2000 W Laurel St
Independence, KS  67301
Phone: (620) 331-2349

American Legion

108 S 25th St
Independence, KS 67301
(620) 331-5180

VFW Post 1186
(Veterans of Foreign Wars)

113 E Myrtle St
Independence, KS  67301
(620) 331-6010
Chu

- **First Baptist Church**
  220 S Penn Ave
  Independence, KS  67301
  (620) 331-6290

- **First Christian Church**
  319 West Laurel St
  Independence, KS  67301
  (620) 331-3880

- **St. Andrews Church**
  210 N 4th St
  Independence, KS  67301
  (620) 331-2870

- **United Methodist Church**
  200 South Penn Ave
  Independence, KS  67301
  (620) 331-3840

- **Zion Lutheran Church**
  219 S 10th St
  Independence, KS  67301
  (620) 332-3300

<table>
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<td>220 South Pennsylvania Ave</td>
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<td>Church of God In Christ</td>
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<td>918 West Chestnut St</td>
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<td>Community Christian Church</td>
<td>3035 South 10th St</td>
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<td>Seventh Day Adventist Church</td>
<td>1219 West Laurel St</td>
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<td>400 North 9th St</td>
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<td>Eisenhower Elementary School</td>
<td>501 Spruce</td>
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<td>Lincoln Central Elementary</td>
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<td>102 S. Cline</td>
<td>Coffeyville</td>
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<td>St. Andrew's School</td>
<td>215 N. Park Blvd.</td>
<td>Independence</td>
<td>KS</td>
<td>67301</td>
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</tbody>
</table>
Restaurants:

Ane Mae's Coffee & Sandwich House and Meeting Place
325 N Penn Ave
Independence, KS  67301
(620) 331-4487

- Big Cheese Pizza
103 E Main St
Independence, KS  67301
Phone: (620) 331-2330

- Eggbert's
1724 W Main St
Independence, KS  67301
Phone: (620) 331-0520

- Pizza Hut
1801 N Pennsylvania Ave
Independence, KS  67301
Phone: (620) 331-3681

- Uncle Jack's
104 N Pennsylvania Ave
Independence, KS  67301
(620) 330-7090