Abilene Civic Center

Rental Rates:

6 Hours	**$ 100**
12 Hours	**$ 175**

Room preparations and decorating must be included in your time frame.

Additional Charges:

$ 3 Table Skirts
$ 5 Table Cloths (Round & Rectangle)

Security Deposit:

A **$100 security** deposit is required with each rental, written on a separate check & will be refunded upon return of the key and an inspection to be sure that there are no damages to the building or special equipment.

Keys:

Keys may be picked up on the business day before the event, at the **Abilene CVB Office** (West end of Depot). If you are unable to stop during open hours, please call 263-2231, to make alternate arrangements. Deposit & rent must be paid before keys will be released. Keys must be returned the next business day, unless prior arrangements have been made with the staff. A **$25 fee** will be deducted from the security deposit for each lost key.

Smoking Policy:

The Civic Center is a ***smoke free*** facility. Please pick up any cigarette butts outside the building doors when you leave.

In Case of Building Emergency
Call the Abilene Police Dept.
263-1212

History Of The
Abilene Civic Center

California architect, *Gilbert Stanley Underwood* designed **Abilene's Union Pacific Railroad Depot** and the matching freight depot to the West, in the Spanish Colonial Revival style. The building was constructed in 1928 and passenger service began in 1929.

Dwight D. Eisenhower departed Abilene from this site in 1911, for West Point and his future military career. At that time there was an older 3-story depot/hotel building located on the site. The official end of the **Chisholm Trail**, the original site of **Texas Street** and the **Historic Post Office Block** can be seen from the East portico entrance.

When the UP Railroad announced intentions to close the depot building in 1986, a community-wide campaign was launched to preserve the depot. Renovation costs were shared equally between city funds & community fund-raising efforts.

The Abilene Civic Center was officially dedicated in 1988 as a public use facility. It has since housed hundreds of meetings, seminars, family gatherings, theater and arts events. Both the passenger depot and the freight depot were placed on the **National Register of Historic Places** in 1991.

ABILENE KANSAS

Civic Center

Plan Your Next Event In A Restored U.P. Railroad Depot

*** Meeting Room for up to 160 people**
*** Wedding Receptions**
*** School/Family Reunions**
*** Educational Seminars**
*** Music & Theater Events**

ABILENE KANSAS

Convention & Visitors Bureau
201 NW Second
Abilene, Kansas 67410
(785) 263-2231
1-800-569-5915

Guidelines for Civic Center Use

1. **Tables & Chairs**: Individuals may choose to set up and tear down the tables and chairs or for an extra fee, we will do it.

2. **Trash disposal:** All trash must be picked up, bagged and placed in the dumpster (South side of bldg.).

3. **Carpet:** Drink spills or food dropped on the floor must be cleaned. Excessive stains may require a portion of your deposit for cleaning. Vacuum is in Storage/Work area. Spot remover is under kitchen sink for any spots/stains that may occur.

4. **Kitchen:** The kitchen is for everyone's use. *Please leave it as you found it.* Be sure the coffeepots are cleaned and cords are placed inside. Spilled food on the stove, in the oven, or in the refrigerator must be cleaned.

5. **Visitor Information Center:** **When** the Visitor Center is open, please use the North door as your group's main Entrance/Exit. Restrooms are available at the east end of the meeting area. Please do not let children play in Visitor Center!

6. **Loading Doors**: Equipment, food, etc., may be unloaded from the back sidewalk. Freight door access is available via a ramp at the Southwest corner of the building. Please be sure that the freight doors are secured after unloading.

7. **Alcohol:** Alcoholic beverages may be served inside of the building. Anyone carrying drinks outside may be subject to open-container violation enforcement.

8. **Lights:** Be sure all lights are turned off and doors locked before leaving. Light switches are in Southwest corner of main room. East entry light switch is located above all controls in SW corner of main room. It will automatically shut-off.

9. **Heating & Cooling:** Thermostats are preset & locked. If the building is too hot or too cold, you may over-ride the thermostat settings manually. In the Southwest corner of the room, next to the light controls, there is a silver & black box. Turn the timer knob past the number 2. This will adjust the heat or A.C. quickly.

10. **Decorations:** May ONLY be hung on the picture rail. Ask the staff for Picture Rail Hangers. ***NO*** nails, tape, etc. are to be put on or in walls or woodwork.

11. **Clean up:** All facilities must be cleaned by the end of your rental time.

Civic Center Amenities

Available at no charge:

* 20 – 6'folding rectangle tables
* 20 – 60" folding round tables
* 160 stacking chairs
* Upright piano & bench

Kitchen Facilities at no charge:

* Full-sized refrigerator
* Electric Range
* Kitchen w/counters & sink
* Microwave
* 60 & 30 cup coffee pots
* Pitchers, carafes, coffee pitchers

Equipment - $10 per item:

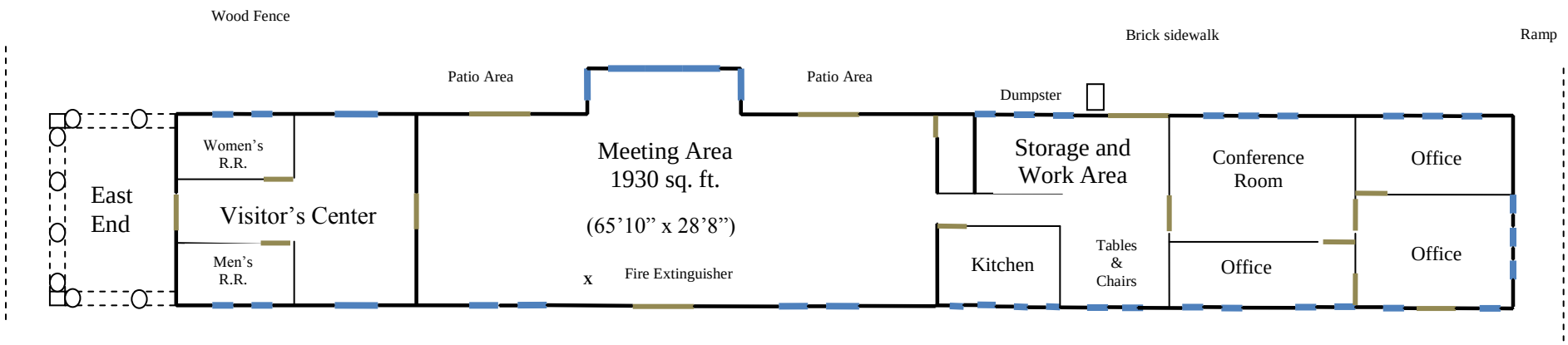
* 60" projector screen
* Portable P.A. system
* TV/VCR/Cart
* Dinnerware for 65 people

Equipment - $25 per item:

* Large P.A. system
* Projector

Advance notice required for above items.

Person checking out equipment is responsible for damages.

Conference Room Rental $ 25

Seats 32 with 4 tables or can be used for serving food for the Civic Center.