

THE GATHERING PLACE RENTAL POLICY

The City of Elk City provides the use of *The Gathering Place* at 916 S. Main St. for community use without prejudice to gender, ethnic or religious origins. Priority use of the facility goes to the City of Elk City and city functions. Rules are set up to insure maintenance of an attractive facility.

RESERVATIONS: All reservations, rentals and custodial fees are to be made and paid through City Hall at time of confirmation.

FURNITURE AND EQUIPMENT: Users of *The Gathering Place* will be responsible for replacement of any item(s) broken, damaged or missing with one of identical or of equal value or by reimbursing the City of Elk City for estimated value of the item(s). A charge will be made for any damage above the \$125.00 clean/damage deposit to furniture, equipment, or structure which might occur as a result of use.

FEES: Payment of One Hundred Twenty Five Dollars (\$125) for security deposit must be paid in advance for confirmation of calendar booking. Additional payment of One Hundred Twenty Five Dollars (\$125) for rental fee is to be paid at time of key pick up. Security deposit will be refunded if facilities are cleaned and undamaged according to agreement of responsibility. The One Hundred Twenty Five Dollar (\$125) refund will be retained if event is cancelled within 7 days of event.

TIMES: *The Gathering Place* users, guests and their belongings must be cleared of the property no later than 12:00 midnight.

Fryer/Grease/Oil: No use of fryers, grease, & oil are allowed in the building or around entrances to the building.

ALCOHOL/TOBACCO: No alcoholic beverages are allowed at *The Gathering Place* or any City of Elk City property. *The Gathering Place* is to remain **TOBACCO FREE**. Absolutely no tobacco use of any kind on premises.

ELIGIBILITY: Use of *The Gathering Place* by groups of young people under the age of 21 must be under adult supervision.

RESPONSIBILITIES: Upon leaving, floors should be clean; tables & countertops wiped off; trash placed in outside garbage containers. No food or drink should be left in the facility. Outside doors are to be locked and thermostat set at 60°F during the winter and 80°F during the summer for energy conservation. Trash must be carried out & placed in dumpster. Failure to adhere to these rules & responsibilities will result in the loss of deposit & may result in the loss of the ability to rent the facilities in the future.

HOLD HARMLESS: *The Gathering Place* users and guests shall hold the City of Elk City free and harmless from any claim, demand or right of action arising by reason of occupancy of the premises including, but not limited to, any claim or demand arising from an incident, accident or occurrence within the premises which is under the control and possession of the lease agreement.

USE: Users agree to comply with all federal, state, local county and/or municipal laws, rules or regulations which affect, control or regulate the leased premises and the activities carried out therein.

KEYS: Keys issued to user for *The Gathering Place* must be returned to City Hall the **next business day by 5:00 p.m.** Any deposit refund will be held due to the key not being returned.

Contact Information: If you have a need to contact us during off hours, please call the fire department at 580-225-0500 and they will forward to the appropriate personnel.

THE GATHERING PLACE RENTAL AGREEMENT

NAME OF ORGANIZATION _____
(IF APPLICABLE)

CONTACT NAME _____

ADDRESS _____ PHONE _____

CITY _____, STATE _____ ZIP _____

DATE(S) RESERVED _____

ARRIVAL TIME _____ DEPARTURE TIME _____
(ALLOW FOR SET UP AND CLEAN UP TIMES)

PURPOSE _____

I have been provided with a copy of the *The Gathering Place Rental Policies*. I understand that should I or any person in my group not comply with the policies, or if the facility is not left in condition according to agreement of responsibility, my deposit will not be refunded.

SIGNATURE _____ DATE _____

FOR OFFICE USE ONLY		
DEPOSIT REQUIRED: \$	125.00	DATE PAID: _____ CHECK #: _____
RENTAL FEE: \$	_____	DATE PAID: _____ CHECK #: _____
KEY # ISSUED: _____	RETURNED: _____	