

CARNEGIE HALL RENTAL POLICY

The City of Elk City provides the use of **Carnegie Hall** at 215 W. Broadway Ave. for community use without prejudice to gender, ethnic or religious origins. Facilities include the main hall and/or kitchen. 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 **Carnegie Hall** 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 or equipment, or structure which might occur because of use.

FEES: Payment of Five Hundred Dollars (\$500) 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 security deposit will be retained if event is cancelled within 7 days of event.

TIMES: **Carnegie Hall** 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 allowed in the building or around entrances to the building.

PARKING: During regular downtown shop hours, users and their guests shall use available parking in front of and west of **Carnegie Library**. Do not block parking access to surrounding businesses.

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

ELIGIBILITY: Use of **Carnegie Hall** 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 ability to rent these facilities in the future.

HOLD HARMLESS: **Carnegie Hall** 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 **Carnegie Hall** 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.

**CARNEGIE HALL 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 ***Carnegie Hall 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.

KEYS: Keys issued to user for ***Carnegie Hall*** must be returned to City Hall the next business day. Any deposit refund due will be held until keys are returned.

SIGNATURE _____ DATE _____

FOR OFFICE USE ONLY

DEPOSIT REQUIRED: **\$500.00** _____ DATE PAID: _____ CHECK #: _____

RENTAL FEE: \$ _____ DATE PAID: _____ CHECK #: _____