



**Anadarko Community Library – City of Anadarko**  
**Hollytex Community Room Reservation Agreement**

The Anadarko Community Library and the City of Anadarko are pleased to reserve our facility for your meeting. By signing this agreement; you agree to be responsible for leaving the meeting room in the same condition it was when you arrived. If the room is not left in clean and/or undamaged condition you will not receive a refund of your cleaning deposit.

**RESERVATION INFORMATION**

Date of Use: \_\_\_\_\_ Number of Hours in Use: \_\_\_\_\_

Reserved By: \_\_\_\_\_

Billing Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Primary Telephone Number: \_\_\_\_\_ Secondary Telephone Number: \_\_\_\_\_

\_\_\_\$25.00 (Non-Refundable Reservation Fee)                      \_\_\_\$50.00 (4 Hours or Less Reservation Collected)

\_\_\_\$25.00 (Refundable Cleaning Deposit Collected)                      \_\_\_\$100.00 (4 Hours or More Reservation Collected)

Signature of Renter: \_\_\_\_\_ Date Rented: \_\_\_\_\_

Signature of City of Anadarko Representative: \_\_\_\_\_ Date: \_\_\_\_\_

**Community Room Use**

- Activities for minors must be sponsored by at least one (1) person over twenty-one (21) years of age.
- The use of the facilities by an organization does not necessarily constitute an endorsement of that organization's policies or beliefs.
- Smoking, the use of tobacco, or the use of alcoholic beverages is not allowed anywhere in the library or in its meeting rooms.
- Sponsoring groups are responsible for setting up the room to meet their needs and are responsible for ensuring reasonable order by group members or others attending the meeting.
- Simple decorations may be set up in the room for a meeting or exhibit, but no decorations may be hung which will mar the walls, floors or ceilings. Any decorations or exhibits must be removed by the group using them.
- Activities involving more than normal wear and tear on the community room or contents should be avoided.
- The library reserves the right, for adequate reasons, to revoke the permission to use the meeting room.
- Groups are responsible for exercising reasonable care in the use of refreshments, the care of the facility, and the disposal of food and refuse.
- The repair and replacement of furniture or equipment becomes the responsibility of the sponsoring group.
- Groups are responsible for maintaining the room in a clean and orderly manner and for returning tables and chairs to their original arrangements.
- Use of the room shall not be allowed on Sundays or on any holiday during which the Library is closed.

### Community Room Scheduling

- When planning your meeting/activity, scheduling needs to allow time for cleaning and vacating the premises.
- The meeting room is not available after 9:00 P.M.
- Library programs and related activities are given priority, should scheduling conflicts arise.
- No library program will be planned for a reserved time after a reservation has been confirmed by the staff.
- The library will not accept reservations for a series of meetings which would designate the library as their regular meeting place for an organization, except groups specifically sponsored or organized by the library.
  
- Groups may reserve the library meeting rooms for one (1) meeting at a time for up to six (6) months in advance.
- Multiple meetings may be scheduled only at the discretion of the Library Director.
- Requests for the use of the facilities should be made with the staff, Monday through Saturday during regular library hours.
- No one under twenty-one (21) years of age may reserve the room.

### Community Room Fees and Charges

- A \$25.00 non-refundable reservation fee will be required for all private events at the time of reserving the room and the balance due will be required before or on the day of the scheduled event.
- Private events include birthday parties, other parties, anniversary parties, or crafting sessions.
- The event will not be put on the library's calendar unless this fee is paid.
- A \$25.00 refundable cleaning deposit will be charged on all reservations that provide refreshments, crafts or decorations. Exemptions may be made by the Library Director.
- All refunds will be mailed to the customer by the City of Anadarko if the room and/or equipment is left clean and not damaged.
- A \$50.00 use fee – (up to 4 hours) will be collected for all private events held at any time and for all events held before or after library hours.
- A \$100.00 use fee – (over 4 hours) will be charged for all private events held at any time and for all events held before or after library hours.
- A copy of the signed reservation form, with policy on the back will be provided to the customer.

### Community Room/Library Equipment Use

- Library equipment may be checked out for your meeting by signing the appropriate reservation form when scheduling the meeting.
- All equipment will be returned to its designated place after the meeting.
- The party checking out Library equipment agrees and understands that they will be responsible for the replacement cost of any item that is lost, stolen, or damaged.

#### For Official Use Only

Arrival Time: \_\_\_\_\_ Condition: \_\_\_\_\_  
Departure Time: \_\_\_\_\_ Contition: \_\_\_\_\_  
PO Requested for Deposit: Yes No  
Reason \_\_\_\_\_  
\_\_\_\_\_  
Staff Member who checked room in \_\_\_\_\_ Date \_\_\_\_\_  
Staff Member who checked room Out \_\_\_\_\_ Date \_\_\_\_\_