

ANADARKO COMMUNITY LIBRARY

HOLLYTEX COMMUNITY ROOM RESERVATION AND RENTAL AGREEMENT

Thank you for your interest in using our facility to host your event. Please remember, until your event approved by the Library Director, there is no reservation or event. We receive numerous requests; each is handled on a first come, first serve basis. When approved your event will be schedule and reserved on our event calendar. You will be contacted by information provided. If your application is denied, your refund will be mailed in a check from the City of Andarko to the information you provide below. Once again, thank you for your interest and continued patronage of your library.

HOST INFORMATION

The Hollytex Community Room is not free from cost. The library has policies in place to provide a fee waiver to those non-profit, not for profit and government agents to provide service to the general public and employment training.

Approval is contingent on the completed and submitted application.

Please provide accurate information requested. One box below must be completely filled, if you can not completely fill in one box use the other.

LOCAL RESIDENT/PRIVATE CITIZEN

LOCAL, STATE OR FEDERAL GOVERNMENT AGENCY

BUSINESS

NON PROFIT ORGANIZATION 501(c)

EVERY LINE IS MANDATORY, OTHERWISE USE OTHER LOCAL RESIDENT / PRIVATE CITIZEN SECTION

First Name _____
 Last Name _____
 Post Office Box _____
 House Number _____ Apartment Number _____
 Street Name _____
 City _____
 State _____ Zip Code _____
 Contact Number _____
 Message Number _____

Identification Number _____
 Registered Name _____
 Business Address _____
 City _____ State _____
 Registered Business Telephone _____
 Contact Name _____
 Contact Number _____

Date(s) of use requested / /
Month Day Year

am pm am pm
Start Time End Time

Will your event require tables? Yes No

What is your projected attendance for your event?

A twenty-five dollar (\$25.00) refundable cleaning deposit is required for, but not limited too: Refreshments / Handouts / Supplies / Decorations or If you allow your guests to bring any of the items listed you are required to submit a deposit. **Please Initial Box.**

If the room is not cleaned and a deposit is not of file, please be aware you will be billed all costs of cleaning services. **Please Initial Box.**

The reserved scheduled time allotment should include your set-up time, the time of actual event, clean-up and the evacuation of the premises; understand ANY time over, may result in additional charges and/or fees. **Please Initial Box.**

YOU ARE REQUIRED TO DESCRIBE YOUR EVENT IN DETAIL. PRIOR TO EVENT APPROVAL , YOU ARE RESPONSIBLE FOR SUBMITTING AN AGENDA, EVENT FLYER, COPY OF ANY PROMOTIONAL MATERIALS ASSOCIATED WITH THE EVENT, INCLUDING VERBATIM OF ANY AND ALL ASSOCIATED NEWS ADS. SUBMIT ALL DOCUMENTS ALONG WITH YOUR APPLICATION.

ROOM RENTAL FEES

Non Refundable Reservation Fee	\$ 25.00	\$ -	
Refundable Cleaning Deposit	\$ 25.00	\$ -	
One (1) hour or a consecutive block of hours, up to four (4)hours.	\$ 50.00	\$ -	
A consecutive block of Five (5) hours or more.	\$ 100.00	\$ -	
EVENT IS NOT CONSIDERED OR APPROVED, UNTIL ALL DEPOSITS ARE PAID		Total Amount Due	\$ -

Amount of Cash Received	Date of Cash Received	Check Amount	Check Number	Check <input type="checkbox"/>
Balance Due must be paid in full before the doors of the Hollytex Community Room will opened for use.				Cash <input type="checkbox"/>

PLEASE TURN OVER AND PRINT YOUR NAME CLEARLY AND SIGN APPROPRIATELY ON THE LINE PROVIDED.

POLICY FOR ROOM AND/OR EQUIPMENT RENTAL

Community groups are encouraged to use the meeting room facilities at the Anadarko Community Library for educational, cultural, and civic purposes.

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 during library's regularly scheduled hours.
- Private events include birthday parties, shower 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 - (1 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 - (4 plus 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 of the form will be provided to the customer.

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.
- The Library will not accept reservations for Religious, Political, or Social Groups.
- Groups may reserve the library meeting rooms for one meeting at a time for up to six 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 Use:

- Activities for minors must be sponsored by at least one person over 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 decoration 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 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.
- Any lost or damaged 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 Community Room shall not be allowed on Sundays or on any holiday during which the Library is closed.

Community Room/Library Equipment Use:

- The Library has a Video Conferencing System, Television, DVD Player, Projection Screen, and Projector available for use.
- Library equipment may be checked out for your meeting by signing the appropriate reservation information 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 cost of any item that is lost, stolen or damaged.

SIGNATURE FOR ROOM AND/OR EQUIPMENT RENTAL

Community Room Rental Agreement:

By signing this agreement; you agree to be responsible for leaving the meeting room used in the same condition it was in 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. You understand that any refund will be sent to you by the City of Anadarko.

.....
Printed Name

.....
Signature

.....
Month Day Year

Community Room Equipment Checkout:

By signing this agreement; you agree to be held responsible for the cost of any item that is lost, stolen, or damaged.

.....
Printed Name

.....
Signature

.....
Month Day Year

Agreement approved and authorized for use on date as specified on the front page.

.....
Authorizing Librarian

.....
Signature

.....
Month Day Year