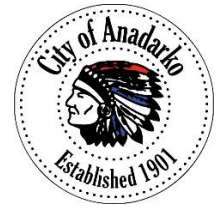
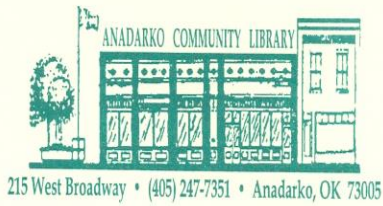


Please call Julie Pedersen at (405) 247-7351 or (405) 638-0665 (after hours) with any questions about the room rental



Anadarko Community Library – City of Anadarko

Hollytex Community Room Reservation and Rental Agreement

Reservation Information

Date of Use: _____ Number of Hours in Use: _____

Reserved By: _____

Billing Street Address: _____

City, State, Zip: _____

Primary Telephone Number: _____ Secondary Telephone Number: _____

Private Event Rates (Includes Birthday, Showers, Anniversary's, and/or Crafting Sessions)

___ \$25.00 (Non-Refundable Reservation Fee Collected)

___ \$25.00 (Refundable Cleaning Deposit Collected)

___ \$ 50.00 (Use Fee – During or After Hour Use Fee Collected – Up to 4 Hours Use)

___ \$100.00 (Use Fee – During or After Hour Use Fee Collected – Over 4 Hours Use)

Meeting Room Rates (Includes Group Meetings and/or Training Sessions)

___ \$25.00 (Refundable Cleaning Deposit – If refreshments are served)

___ \$50.00 (Use Fee - After Hours Use Fee Collected – Up to 4 Hours Use)

___ \$100.00 (Use Fee - After Hours Use Fee Collected – Over 4 Hours Use)

Please call Julie Pedersen at (405) 247-7351 or (405) 638-0665 (after hours) with any questions about the room rental
POLICY AND SIGNATURE AGREEMENT 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.

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, 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.

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.

Equipment Requested:

	Video Conferencing		Laptop/Computer		Projector		Television
	DVD Player		Projector Screen	1	Coffee Pot	1	Microwave
	Round Tables		Chairs	1	Rectangle Media Table	2	Small Trash Can
1	4 Small & 2 Large Trash Bag	1	55 Gallon Trash Can	1	Broom and Dust Pan	1	Dust Mop
1	Disinfectant Cleaner	1	Paper Towel Roll	1	Mop Bucket and Mop		Library Dumpster

Printed Name: _____ Signature: _____ Date: _____

Please call Julie Pedersen at (405) 247-7351 or (405) 638-0665 (after hours) with any questions about the room rental

Community Room Equipment Check-out:

Please ensure to call Julie Pedersen at (405) 247-7351 or (405) 638-0665 if after hours, prior to leaving the community room to ensure the room is properly locked and all equipment is checked in. You will be responsible for any damages if the room is left unattended for any reason.

Equipment Checked Out

	Video Conferencing		Laptop/Computer		Projector		Television
	DVD Player		Projector Screen	1	Coffee Pot	1	Microwave
	Round Tables		Chairs	1	Small Trash Can	1	55 Gallon Trash Can
4	Small Trash Bags	2	Large Trash Bags	1	Broom and Dust Pan	1	Dust Mop
1	Disinfectant Cleaner	1	Paper Towel Roll	1	Mop Bucket and Mop		Library Dumpster Unlocked
	Men's bathroom Clean		Women's Bathroom Clean		Hall Way Clean		Kitchen Clean
	Community Room Clean		Tables Stacked on Rack		Chairs Stacked Neatly		

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

Patron
 Printed Name: _____ Signature: _____ Date: _____

Library Staff Authorizing Agreement:

Printed Name: _____ Signature: _____ Date: _____

Community Room Equipment Check-in:

Please ensure to call Julie Pedersen at (405) 247-7351 or (405) 638-0665 if after hours, prior to leaving the community room to ensure the room is properly locked and all equipment is checked in. You will be responsible for any damages if the room is left unattended for any reason.

When checking out, please make sure all tables are cleaned off with disinfectant spray and put away on the table rack, chairs are stacked neatly against the wall, counter tops in the kitchen are wiped down, coffee pot and microwave cleaned if used, floors are swept and mopped as needed. Trash can be put in the library dumpster directly behind the library.

Equipment Checked In

	Video Conferencing		Laptop/Computer		Projector		Television
	DVD Player		Projector Screen		Coffee Pot		Microwave
	Round Tables		Chairs		Small Trash Can		55 Gallon Trash Can
	Small Trash Bags		Large Trash Bags		Broom and Dust Pan		Dust Mop
	Disinfectant Cleaner		Paper Towel Roll		Mop Bucket and Mop		Library Dumpster locked
	Men's Bathroom Clean		Women's Bathroom Clean		Hall Way Clean		Kitchen Clean
	Community Room Clean		Tables Stacked on Rack		Chairs Stacked Neatly		

Patron
 Printed Name: _____ Signature: _____ Date: _____

Library Staff Authorizing Agreement:

Printed Name: _____ Signature: _____ Date: _____