

Staff Initial _____ Paid: Deposit _____ Use Fee _____ Date _____ Time In _____ Time Out _____
Please call the library at (405) 247-7351 or email cmayall@cityofanadarko.org (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: _____ Start Time: _____ End Time: _____ Number of Hours: _____

Reserved By: _____ Type of event: _____

Billing Street Address: _____

City, State, Zip: _____

Primary Telephone Number: _____ Secondary Telephone Number: _____

Anadarko Community Library Business Hours
Monday – Friday 8:00 a.m. to 5:00 pm

POLICY AND SIGNATURE AGREEMENT FOR ROOM AND/OR EQUIPMENT RENTAL

The Hollytex Community room may be booked by individuals twenty-one (21) years of age or older, by groups or by organizations. Community groups are encouraged to use the meeting room facilities at the Anadarko Community Library for educational, cultural, and civic purposes. The library will not accept reservations for Religious, Political, or Social Groups. All reservations are review and approved at the discretion of the Library director. **The meeting room is not available after 9:00 P.M., Sunday, or holidays.**

Fees and Charges:

- All fees must be paid at time of reservation to secure time and date.
 - **Cancellations must be made 72-hours in advance for a refund of usage fee. Deposits will not be refunded with cancellations. Cancellations not made within 72-hours in advance of the scheduled event will not be refunded.**

Date Collected	
	\$25.00 Refundable Deposit
	\$50.00 Use Fee Up to 4 hours
	\$100.00 Use Fee – Up to 8 hours

- 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 within 7 business days.
- A copy of the signed reservation form with the community room policy has been provided to the customer.

Hollytex Community Room Scheduling

- When planning your meeting/activity, scheduling needs to allow time for cleaning and vacating the premises within your designated rental time.
- The person renting the room may have access to the room no earlier than fifteen (15) minutes prior to their agreed start time as the room is available and must take access of the room no later than fifteen (15) minutes after the agreed start time. Failure to take access of the room will result in default to the agreed contract and no refunds will be given.
- 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.
- Patron scheduling use of the room **MUST** be on time to take possession of the community room within 15 minutes of start time or patron will default on this agreement the community room will be closed, library staff will consider and document it as a no show and no refund will be given for any default.

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 / Marijuana, or the use of alcoholic beverages is not allowed anywhere in the library or in its meeting rooms.
- The renter is 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 damage the walls, floors or ceilings such as tape, and or thumb tacks. 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.
- The renter is responsible for exercising reasonable care in the use of refreshments, the care of the facility, and the disposal of food and drink.
- The repair and replacement of furniture or equipment becomes the responsibility of the sponsoring group.
- The renter is responsible for maintaining the room in a clean and orderly manner and for returning tables and chairs to their original arrangements.

Community Room/Library Equipment Use:

- The Library has a Video Conferencing System, Television, DVD Player, Projection Screen, and Projector available for checkout via library card for during business hour use only.
- Library equipment may be checked out for your meeting by library staff during library hours prior to your meeting – These items are not available for after hour usage.
- All equipment will be returned to library staff and checked in.
- 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.

Equipment Requested:

By signing this agreement; I have read and understand the community room policy and I agree to adhere to all policies. I agree to be responsible for leaving the meeting room clean and ready for the next use. If the room is not left in clean and/or undamaged condition I will not receive a refund of your cleaning deposit. I agree to be held responsible for the cost of any community room equipment/items that is lost, stolen, or damaged while the room is in my use. I understand that I must take possession of the room within 15 minutes of the agreed start time on this form or the rental agreement will default/No Show and the library staff will close the room with no refund given for any default and or no show. I understand that any refund will be sent to me by the City of Anadarko.

Printed Name: _____ Signature: _____ Date: _____

Library Director Signature: _____ Date: _____

Please call Courtney Mayall at (405) 247-7351 or email cmayall@cityofanadarko.org if after hours, prior to leaving the community room to ensure the room is properly locked and all equipment is checked. You will be responsible for any damages if the room is left unattended for any reason.

Anadarko Community Library HollyTex Community Room Check-in:

Reservation Information

Date of Use: _____ Start Time: _____ End Time: _____ Number of Hours: _____

Reserved By: _____

Billing Street Address: _____

City, State, Zip: _____

Primary Telephone Number: _____ Secondary Telephone Number: _____

When checking in, 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, and floors are swept and mopped as needed. Trash can be put in the library dumpster directly behind the library. Anything moved MUST be placed back as it was when you checked into the room.

Patron

Printed Name: _____ Signature: _____ Date: _____

Library Staff Authorizing Agreement:

Printed Name: _____ Signature: _____ Date: _____

Deposit Returnable: Yes / No

If No, please explain?

