



NORTHWEST COMMUNITY CENTER RV CLUBHOUSE FACILITY RENTAL AGREEMENT

101 N Choctaw P.O Drawer 700
El Reno, Oklahoma
(405) 262-4070 Office

RENTAL & OPERATING POLICY

The CITY OF EL RENO as "Owner" does hereby rent to the undersigned as "Renter".

RENTAL PROCEDURE

1. The facilities are available for rent seven days a week, 7:00 A.M. to 12:00 A.M.
2. Reservations for use of the facilities shall be by application only and shall be granted on a first-come, first-served basis. No reservation will be accepted for a period longer than 12 months in advance of the rental date. No person(s) under the age of eighteen (18) will be allowed to rent the facilities.
3. Applications must be submitted to city hall between the hours of 8:00 A.M. and 5:00 P.M., Monday through Friday, holidays excluded. Applications will not be accepted without a valid signature; original and facsimile signatures will be deemed effective and binding for the purpose of establishing a rental contract.
4. No application will be accepted unless submitted with a refundable cleaning / damage deposit payable to the City of El Reno. This deposit will be applied toward the following expenses:
 - a. To protect Owner against any damage, whether such damage shall result from the actions, abuse, or neglect of Renter himself or from Renter's invitees. Renter shall be responsible for any and all damage to the building while Renter occupies the building; To insure that at such time as Renter vacates the premises, the building shall be left clean, neat and in the same condition, reasonable wear expected, as when Renter took possession of the building. Floors should be swept and damp mopped. All trash and other disposables shall be gathered in heavy duty garbage bags to be supplied by the Renter and placed in the dumpster located outside of the facility.
 - b. Should Renter fail to leave the building clean, Renter shall be responsible for the clean-up charge;
 - c. Any damages or clean-up expense in excess of the security deposit shall be paid by Renter;
 - d. Owner shall return security deposit following the rental to Renter upon compliance with the terms and conditions of this agreement.
 - e. Please report any damage you find immediately upon discovery to the El Reno Police Department (262-6941) so that you are not charged.
5. The minimum rental period is four (4) hours and must include the amount of time needed for the function, setup, and cleanup. Refunds are not issued for unused hours.

6. Any unpaid balance must be paid in full not less than one (1) week prior to the date of the event. Payments not received by this deadline may result in cancellation of the rental and forfeiture of all fees and deposits.
7. Cancellation of reservations must be made at least three (3) working days prior to the date of the scheduled event. Cancellations after this deadline are subject to forfeiture of the initial deposit. When no cancellation at all is made, the full rental fee is applied.
8. Approval for facility use and authority to cancel a scheduled event shall be at the sole discretion of the Owner as administratively determined by the City Manager or other staff authorized by and acting under the direction of the City Manager.
9. Smoking is prohibited within the interior of the facility and within 25 feet of any facility entrance (Okla. Statutes - Title 21, Sec. 1247).
10. No tables, chairs, or other equipment provided by the Owner may be removed from the facility at any time. All tables and chairs shall be neatly placed back where they belong at the end of each rental period.
11. Renter is responsible to see that all activities are properly controlled and supervised.
12. Renters of the facility shall assume responsibility for noise levels of their participants.
13. The Owner, its officials and employees assume no responsibility for any personal property, equipment, or furniture brought into the building.
14. Any accident or injury to persons using the facilities will be the responsibility of the Renter.
15. The Renter will not do, not permit to be done, anything in or upon any portion of the facilities or bring or keep anything therein or thereon which will in any way conflict with the then existing fire code promulgated by the Owner and the City of El Reno Fire Department, or which will in any way create and/or perpetuate any unsafe conditions as deemed appropriate by the Owner.
16. The Owner reserves the right to remove from the facilities any person whom the Owner, at its sole discretion, deems objectionable. Neither the Owner nor any of its officers, agents, or employees shall be liable to Renter for any damages that may be sustained by Renter through the exercise of this right.
17. Renter shall not use the building for any purpose which is illegal or in violation of any ordinance of the Owner. The facility may not be used for commercial use. This includes sale of goods and/or services, or charges of admission to events. This excludes non-profit organizations that have a use agreement with the Owner.
18. No additional lighting or electrical modifications will be permitted unless approved by city staff.
19. The use of masking tape, cellophane tape, thumb tacks or other forms of pointed fasteners to hang decorations by direct attachment to painted surfaces, wood, walls, or ceilings is prohibited unless approved by city staff. Additionally, Renter will be responsible for the removal of any decorations and debris immediately after the conclusion of the event.
20. Alcoholic beverage consumption is forbidden on the premises.
21. Any renter or group that fails to comply with the rules set forth herein will be subject to denial of future use of the facility.

FEE SCHEDULE

NWCC

Deposit	\$85.00
Base Rent	\$30.00
(includes up to 4 hours)	
Every hour or part of an hour over 4 hours	\$7.50 per

RV Clubhouse

Deposit	\$100.00
Base Rent	\$60.00
(includes up to 4 hours)	
Every hour or part of an hour over 4 hours)	\$15.00 per

***RV Clubs will be \$10 per hour with a \$50 per day minimum.*

RENTAL CONTRACT

City of El Reno
101 N Choctaw
El Reno, OK 73036
405-262-4070 Office

DATE OF APPLICATION: _____

CONTACT PERSON (RENTER): _____

NAME OF EVENT/TEAM/ORGANIZATION: _____

MAILING ADDRESS: _____

ZIP: _____ CITY: _____ STATE: _____

EMAIL ADDRESS: _____ CONTACT NUMBER: _____

FACILITY REQUESTED: NWCC RV CLUBHOUSE

TYPE OF FUNCTION: _____

DATE(S) REQUESTED: _____

HOURS OF USE (includes setup & cleanup): _____ A.M./P.M. TO _____ A.M./P.M. TOTAL HOURS _____

RENTAL COSTS:

DEPOSIT \$ _____

FACILITY COST \$ _____

ADDITIONAL \$ _____

TOTAL \$ _____

RECEIVED \$ _____

BALANCE \$ _____

****ALL KEYS MUST BE PICKED UP AND RETURNED AT THE EL RENO POLICE DEPARTMENT FOR RENTALS OUTSIDE OF BUSINESS HOURS, MONDAY THROUGH FRIDAY 8:00 AM TO 5:00 PM.****

Renter Initials

CITY OF EL RENO LIABILITY RELEASE FORM

I _____, with _____
Signature *Group Organization*

agree to indemnify and hold harmless the City of El Reno from any and all liability, loss or damage the City of El Reno may suffer as a result of claims, demands, costs or judgments against it arising from the following activity:

(Describe the activity contemplated by the parties: for example, leasing land to a rodeo association, contracting for concessions at a park or swimming pool or renting a municipal building, etc.)

Signature of Renter

Date

Signature of Owner

Date