

**THE TOWN OF MOUNDS RENTAL AGREEMENT FOR THE COMMUNITY CENTER AND MEETING ROOM**

**FACILITIES AVAILABLE:** The kitchen area provides use of a stove/oven, hand washing sink, regular sink, refrigerator/freezer, two microwaves and counter area. The main room includes approximately (5) 8-ft rectangular, (8) 6-foot round and (2) 6-foot rectangular tables, 100 chairs and a pass-through/serving window from the kitchen. Also available upon request at no additional charge, is the park picnic pavilion. The capacity of the Community Center is 250 people.

**MOUNDS CIVIC AND NON-PROFIT ORGANIZATION:** These organizations shall be allowed to use the facility free of charge, but shall be required to pay a \$125.00 refundable deposit for any function open to the general public.

**PRIVATE:** The following fees apply for the use of the Community Center for events such as weddings, receptions, showers, banquets, birthday parties, and other events by invitation and where no admission fee is charged. A refundable cleaning/damage deposit in the amount of \$125.00, payable to: The Town of Mounds, in the form of cash/check/money order only, will be due at the time the rental agreement is signed. This fee will be refunded upon inspection of the building and return of Community Center key. If the key is not returned by the end of the next business day, renter will be charged \$125.00. If the A/C or HEAT is messed with, renter will be charged an additional \$25.00. The rental fee for the Community Center is \$25.00/hr with a 2-hour minimum.

**COMMERCIAL OR FOR PROFIT:** Such events shall be anywhere the general public is invited to attend and/or there is an admission fee charged. The Town Board of Trustees must approve all such events. The sponsors of the event must be on-site during the entire duration of the event. A refundable cleaning/damage deposit in the amount of \$125.00, payable to: The Town of Mounds, in the form of check only, will be due at the time the rental agreement is signed. This fee will be refunded upon inspection of the building and return of the Community Center keys, as stated above. The rental fee is \$25/hr, with a 2-hour minimum.

No alcoholic beverages, tobacco, electronic cigarettes, vaping, or weapons are allowed on-site.

**NAME OF PERSON IN CHARGE:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
**CITY:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_ **OUTSIDE SHELTER? YES** \_\_\_ **NO** \_\_\_  
**PHONE:** \_\_\_\_\_ **CELL:** \_\_\_\_\_  
**EMAIL:** \_\_\_\_\_  
**DATE REQUESTED:** \_\_\_\_\_ **TIME REQUESTED:** \_\_\_\_\_

By signing this agreement I am declaring that I have read the agreement, and the rental policies; and that I understand and agree to the terms and conditions outlined.

Agreement entered into this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Renter(s) \_\_\_\_\_

## **POLICIES/RENTAL AGREEMENT**

1. **NO ALCOHOLIC BEVERAGES** of any kind are to be sold, consumed or brought into or around the park, picnic pavilion, community center or meeting rooms or their premises.
2. **NO SMOKING OR TOBACCO, ELECTRONIC CIGARETTES, VAPING USE ALLOWED. THIS INCLUDED DIPPING.** No smoking ,etc. is allowed in this facility or within 20 feet of the entrance per Oklahoma State Statutes.
3. **NO WEAPONS** allowed in the community center or meeting room facility.
4. The Center and meeting room will be used solely for the activities stated within the Rental application. The renter may not assign the lease, or rent or sublet any part of the premises, nor make any alterations thereto, without the written consent of the Town of Mounds Board of Trustees.
5. The renter is responsible for leaving the Center and or meeting room and equipment in a good or better condition as found. **THE A/C, HEAT will be set to what it was when you arrived.**
6. The renter will complete a Rental Agreement Application form to confirm the date and time the room/center is needed. The deposit and rental fees must be paid before the event to hold the reservation and the signed agreement(s) must be signed.
7. The renter and a designated Town Representative will be given a cleaning/damage checklist to be reviewed and completed post rental. If problems are found, the deposit will be held until the situation is corrected/repared. Failure with renter to comply with cleaning/damage checklist will result in Town depositing the renter's deposit check.
8. The renter shall be responsible for any work (damage, cleanup, repair or otherwise) that must be completed to restore the facility to rental condition. Repairs and cleaning shall be charged at the prevailing rate. These charges will be deducted from the deposit and if any additional charges above the deposit are incurred, the renter will be billed.
9. The key fob to the front door and key to the Community Center lobby doors will be provided to the renter one business day prior to the event. The renter will be responsible for locking the Center lobby doors and setting the alarm upon leaving the facility. Alarm instructions are below the alarm keypad. The renter is responsible for returning the key fob and center key to the **Mounds Public Library** the next business day. **DO NOT DROP KEY IN LIBRARY DROP BOX.**
- 10 A \$25.00 charge will be deducted from the deposit for each day the key is not returned to Mounds Public Library. The renter shall ensure that all the doors and windows are secure and that everyone is out of the building before leaving and securing the building. If the key is lost, renter will forfeit their deposit check and the Town of Mounds will deposit their deposit check the next business day.
11. Exits shall not be obstructed in any manner and shall remain free of any material or matter where its presence would render the exit(s) hazardous.



12. Nail, staples, or tacks may **NOT** be used on the wall at any time. **NO SILLY STRING IS ALLOWED IN THE BUILDING OR ON THE PREMISES.**

13. The renter is responsible for setting up and taking down tables, chairs, and any other equipment requested. Folding chairs and tables are to be re-stacked on the cart **ACCORDING TO THE POSTED DIAGRAM. DO NOT** slide table or chairs across the floor, this scratches the floor and you will be assessed for damages.

14. Adults must stay on the premises with children. If children are waiting to be picked up, the renter is responsible for remaining until either parents or guardians have collected all children. Children under 18 years of age must be supervised while in the kitchen. The Mounds Community Center, Mounds Public Library and The Town of Mounds are not responsible for childcare during rental agreement activities.

15. The renter will provide their own dishtowels, decorations, table covers, plates, cups and utensils. The City will provide garbage bags, cleaning supplies and toilet paper.

16. The Town of Mounds does not discriminate. Further permitting any group to use the facility does not imply the endorsement of any such views, by The Town of Mounds. The facility may be denied to a specific organization or individual based upon knowledge of the Town of such groups or individuals being unreliable, causing damage to other public facilities, in the Town or other nearby communities or when disruption, damage, theft, or other unfavorable history is recorded from a previous use of this facility.

17. The renter agrees to assume all liability for losses, expenses, damages, or claims in connection with or arising out of, any injury or damage sustained or alleged to have been sustained, by any person, corporation, firm, or company, or any damage or alleged damage to property in connection with the occupancy, maintenance, or use of all or any part of said premises by the agent, officers or employees of the organization or individual leasing this facility. Renter shall indemnify and hold harmless the Town of Mounds, Mounds Public Library, Mounds Community Center, including the Board of Trustees, renter, employees, and volunteers from any and all such losses, expenses, damage, demands, and claims' shall defend any suits or actions brought against any of them, based on any such alleged injury or damage; and shall pay all damages, cost, and demands, including attorney fees in connection therewith, or resulting there from.

If you have any questions or concerns, please feel free to call Mounds Public Library at (918) 827-3949 or email moundspubliclibrary@gmail.com.

Mounds Public Library is open Monday – Thursday, 9:30 a.m. – 6 p.m., closed 1 p.m. – 2 p.m. for lunch.

## Community Center Renter Cleaning Checklist

This checklist must be completed, and building must have not sustained any damage, when renter returns completed checklist with key fob and key the next business day in order to receive their full deposit.

### **KITCHEN MUST BE IN ORDER**

- Stove is wiped clean.
- Sink must be cleaned.
- Counters must be wiped clean.
- Food is not to be left in the refrigerator. The renter is to take it with them or throw it away.
- Floors are to be swept and mopped.

### **BATHROOM MUST BE IN ORDER**

- Sinks are to be cleaned.
- Toilets must be cleaned.
- Floors are swept and mopped.
- Toilet paper is re-stocked for next renter

### **FOYER MUST BE IN ORDER**

- Personal items are to be taken with the renter.
- Floors must be swept and mopped. Also, any shoe scuffs or mud tracks must be mopped.

### **MEETING ROOM AND MAIN ASSEMBLY ROOM MUST BE IN ORDER**

- All decorations and their adhesives must be taken down and removed from walls, etc.
- Tables and chairs must be wiped clean and put away.
- Floors must be swept and mopped.

### **TRASH MUST BE REMOVED**

All trash cans must be emptied from all rooms in the community building assembly room, kitchen, bathrooms and meeting room. Trash may be condensed to one or two bags, so as not to waste bags. All trash must be taken to the red dumpster in parking lot and new liners are to be placed in the emptied cans.

### **THERMOSTAT \$\$\$\$**

If the temperature has been put on hold, please release from the hold position by hitting the hold button a second time. This will restore the temperature back to the original programming. **DO NOT CHANGE THE PROGRAMMING. THIS MAY COST YOU YOUR INITIAL DEPOSIT.**

## **STORAGE ROOM**

**Do not use any items other than the chairs and tables, unless you have written permission to do so. You will forfeit your deposit, if you utilized other items without permission.**

\_\_\_ Tables should be stacked on end leaning against angled wall.

\_\_\_ Round Tables should be placed on roll cart and pushed in next to closet doors with cart handle facing out for easy access.

\_\_\_ All chairs must be hung on chair roll cart and pushed into storage room. There is a chart that has the exact way to place the chairs on the cart. All the chairs will fit on this cart, if you follow the directions. Two chairs may be left at the small round table near the lobby entrance door of the community center.