



1050 West Wekiwa Road ~ Sand Springs, OK 74063 ~ (918) 246-2661

Facility Use Agreement **Form "A"**

APPLICATION DATE: _____

EVENT: _____ ORGANIZATION: _____

Fundraiser Yes No

NAME: _____ EXPECTED ATTENDANCE: _____

ADDRESS: _____ CITY/STATE/ZIP _____

PHONE: (W) _____ (H) _____ CELL: _____

E-MAIL _____ May we contact you about facility programs? Yes No

Area User Resident/Short-Term Heavy/Non-Profit/Employee Extreme City Function No Charge

DATE(S) REQUESTED:

Day/Date to be used: _____ Time: (Start/End) _____ AM/PM

ROOM(S) REQUESTED (please check all that apply):

- Gym **Remove BB Goals:** Yes No **Remove Bleachers:** Yes No
- Track
- Dance/Aerobic Room **Remove PP Tables:** Yes No **Remove PS/WII:** Yes No
- Conference Room A
- Conference Room B
- Conference Room C
- Sports Room Baseball Softball T-Ball Golf Meeting
- Kitchen
- Entire Building

Total Rental Fee: _____	Non-refundable rental deposit paid with rental fee: Yes <input type="checkbox"/> No <input type="checkbox"/>
Non-refundable rental deposit: \$ 75.00	cash/check/mo/cc _____ Date Rec'd _____
Remainder Rental Fee owed: _____	cash/check/mo/cc _____ Date Rec'd _____

WILL ALCOHOLIC BEVERAGES BE SERVED? YES NO

If yes, please read, sign and return (signed page) of the Alcohol Use Agreement.

WILL FOOD AND BEVERAGES BE SERVED? YES NO

If yes, please indicate types of food and beverages to be served. Only foods and beverages approved in this agreement will be permitted during your event.

- Foods** (check all that apply)
- Hot dogs/hamburgers/sandwiches
 - Pre-packaged chips/snacks/candy
 - Cake/cupcakes
 - Other _____
 - Other _____
 - Other _____

- Beverages** (check all that apply)
- Coffee/water/tea
 - Soft drinks/juice/punch
 - 3.2% alcohol/wine
 - Other _____
 - Other _____
 - Other _____

Responsibility Clause

It is the responsibility of the USER to help maintain the community center while on-site. USER is required to clean any/all spaces used, and shall remain on-site until the event is completed and a final inspection has been completed to the satisfaction of Center staff. USER is responsible for all damages that occur during the event.

Responsibilities of USER:

1. Adhere to all staff rules/policies included in the Case Community Center Policy Handbook
2. Return all furniture, chairs, tables and equipment to its original location
3. Vacuuming of all carpeted areas used
4. Remove all trash from inside to large trash dumpsters located just outside the kitchen area
5. Removing all evidence of decorations, etc...
6. Supervise/manage the guests during event to comply with all rules/policies set forth in Center Handbook.

Catered Kitchen

USER(s) must authorize Center staff, agents and/or representatives of the Tulsa- City-County Health Department or law enforcement personnel to have full access to the Catering Kitchen area at all times. In order to protect the facility from long-term abuse and reduce on-going maintenance costs, only water and sports drink type beverages with screw top lids are allowed in the gym or on any sports flooring surfaced rooms unless prior arrangement has been made through a specific facility use agreement for a catered meal or event. Some food products may be restricted from use within the Center.

The USER(s) and/or caterer are responsible for cleaning and clearing the kitchen after use. If you are using an outside catering company, please inform the company of their cleaning duties.

Damage Deposit

If damages occur during this event, or if USER fails to leave the space(s) rented in a "pre-rental" condition, USER'S will be asked by staff to present their credit card information and their card will be charged to cover the costs of any/all damages; which could also include staff time to clean/repair at the rate of \$25.00/hour with a minimum 2-hour call-out service (per staff member). USER will be notified if damages have occurred at the end of their event when staff completes a walk-thru of the space(s) rented.

Extreme Weather/Unforeseen Circumstances

In the event the facility is closed due to extreme weather, power loss, or any other unforeseen circumstance; we reserve the right to cancel your event. The User shall reserve the right to reschedule the event or request a refund if the Case Community Center is closed due to unforeseen circumstances.

Non-Refundable Rental Deposit

A \$75.00 (seventy-five dollar) non-refundable rental deposit is required to secure the Center for the requested event/time/date. This rental deposit will be applied toward your rental fee.

The USER has exclusive use of the community center room(s) for the date(s) and time(s) shown on page 1. **USER SHALL ONLY OCCUPY THE ROOM(S) THEY HAVE RENTED.** The USER also agrees to make payment in full (less \$75.00 deposit) 14 calendar days prior to the event date. City reserves the right to require USER to forfeit the full \$75.00 deposit in the event of a cancellation by the USER, or in the event that full payment is not received 14 calendar days prior to the first event date. In the event of cancellation or failure to make full payment, all reservation arrangements will be cancelled.

WHEN HOSTING A FUNCTION AT OUR FACILITY -- DO NOT LIST OUR PHONE NUMBER AS A CONTACT NUMBER

I have read all of the above information, and completed a walk-through of the rental space(s) included in this agreement, and acknowledge staff's interpretation of rental space(s) included in this agreement and agree to all of the conditions set forth within this agreement.

User/Responsible Party

Date

PLEASE MAKE CHECK PAYABLE TO: **City of Sand Springs**
MAIL TO: **Case Community Center ~ 1050 West Wekiwa Road ~ Sand Springs, OK 74063**

Indemnity/Liability Release - Building Rental

The below-named organization is requesting a permit for usage of the public streets, public parks or other public grounds for the purposes of a parade, public meeting or public assembly as defined in Chapter 12.32 of the Code of Ordinances of the City of Sand Springs, Oklahoma.

The undersigned, as the below-named organization’s authorized representative, does hereby on behalf of said organization release, acquit and forever discharge the City of Sand Springs, Oklahoma, and the Sand Springs Municipal Authority, it’s or their officers, agents, employees, volunteers, successors and assigns of and from any and all actions, causes of action, claims or demands for damage, costs, loss of services, expenses and compensation, on account of, or in any way growing out of, any loss, damages or injuries to persons or property which may occur during the activity for which a Public Streets, Parks or Grounds Usage Permit is issued.

This release is full and complete as to all matters and things and claims arising from any such accident that may occur and is not to be construed as an admission of liability upon the part of the City of Sand Springs, Oklahoma, or the Sand Springs Municipal Authority, in the event of any such accident or injury.

As a further consideration, the below-named organization agrees to hold harmless the City of Sand Springs, Oklahoma, and the Sand Springs Municipal Authority, it’s or their officers, agents, employees, volunteers, successors, and other person(s), for damages or compensation resulting in any way from any accident occurring in the conduct of any activity for which a Public Streets, Parks or Grounds Usage Permit is issued. Said organization also agrees to indemnify the City of Sand Springs, Oklahoma, Sand Springs Municipal Authority, its or their officers, agents, employees, volunteers, successors and assigns for any loss, damage or costs, including attorney fees, to the City of Sand Springs, Oklahoma, Sand Springs Municipal Authority, its or their officers, agents, employees, volunteers, successors and assigns, incurred or paid as the result of any such action, claim, or demand by said organization, or by any other party directly or indirectly involved in the activity for which a Public Streets, Parks or Grounds Usage Permit is issued.

I as authorized representative for the organization seeking issuance of a Public Streets, Parks or Grounds Usage Permit have read the foregoing Indemnity/Liability Release Form and fully understand it.

Authorized Representative’s Signature

Date

Organization

Title

STAFF

1. ADDITIONAL FORMS OR REQUESTS

Check forms applicable to this rental application

- Extended Use Agreement
- Alcohol Use Requirement Form
- Parking/Grounds Agreement
- Independent Instructor Application
- Additional Supervision/Security Requirements
- Insurance Requirement

STATUS VERIFIED

Yes [] No [] N/A []
 Yes [] No [] N/A []
 Yes [] No [] N/A []
 Yes [] No [] N/A []
 Yes [] No [] N/A []
 Yes [] No [] N/A []

STAFF INITIALS

2. USER CLASSIFICATION

Check appropriate User Classification

- Area User
- Resident, Short-Term
- Heavy, Non-Profit, Employee
- Extreme User
- City Function

STATUS VERIFIED

Yes [] No [] N/A []
 Yes [] No [] N/A []
 Yes [] No [] N/A []
 Yes [] No [] N/A []
 Yes [] No [] N/A []

STAFF INITIALS

3. FEE TOTALS

	<u>User hour(s)</u>	x	<u>\$ Fee/hour</u>	=	<u>Sub-Total</u>
Gym	_____	x	_____	=	\$ _____
Track	_____	x	_____	=	\$ _____
Dance/Aerobic	_____	x	_____	=	\$ _____
Conf. Room A	_____	x	_____	=	\$ _____
Conf. Room B	_____	x	_____	=	\$ _____
Conf. Room C	_____	x	_____	=	\$ _____
Sports	_____	x	_____	=	\$ _____
Kitchen	_____	x	_____	=	\$ _____
Entire Bldg.	_____	x	_____	=	\$ _____
TOTAL					\$ _____

PRE-EVENT

User completed walk-through of rental space(s) with staff prior to event: Staff Initials: _____ USER Initials: _____

Problems: _____

POST-EVENT

Walk-through completed by: _____ Damages: Yes [] No []

If yes...explanation of damages _____

Credit Card Information: _____ Exp. ____ / ____

[]  [] 

Card Holder Signature: _____