



## TOWN OF MOUNDS COMMUNITY CENTER RENTAL AGREEMENT

### **FACILITIES AVAILABLE**

#### **1. The kitchen.**

- One electric stove
- Two Microwaves
- One refrigerator/freezer combo
- One sink
- Countertop serving area window

#### **2. The main room.**

- Max capacity of 250 people
- Six (6) 8 foot rectangular tables
- Eight (8) 6-foot round tables
- Six (6) 6-foot rectangular tables
- 50 folding chairs

#### **3. Outdoor park/pavilion.**

- There is an outdoor pavilion with electricity and a grill for use.
- The park is a public park so there are community residents that may be using the park during your event.
- If you want to use the water for outdoor activities, an additional fee of \$25 will be required with your deposit and is non refundable.

***\*\*For uses of Civic and Non-Profit organizations for non-profit use the community center rental fee is waived, however the refundable cleaning deposit of \$150 is required. \*\****

### **FEES**

#### **1. Deposit**

- \$150 cash/check/money order payable to the Town of Mounds
- Refundable if all facilities are cleaned per agreement attached and key fob returned

- Due at the time rental agreement is signed
- Deposit may be forfeited if any property is damaged as well as loss of privilege in using the facility and/or legal action taken

## **2. The rental fee for the Community Center**

- Twenty-five (\$25.00)/hour with a 2-hour minimum. Fifty (\$50)
- Time must be specified at time of rental and should be paid in advance of the event
- The Town of Mounds is not responsible for the starting and /or conclusion of you event and events running late may result in a forfeiture of partial or total deposit. Other events may be scheduled that day, so please respect the time frame of which you agreed.

## **COMMERCIAL OR FOR PROFIT EVENTS**

- 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 \$150 payable to The Town of Mounds via check/cash/money order, 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 key fob.
- The rental fee is \$50/hour, with a 2-hour minimum.

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



TOWN OF MOUNDS  
COMMUNITY CENTER RENTAL AGREEMENT

**Please fill out this form completely, as incomplete forms will not be scheduled or considered until all the information is recorded.**

Date requested: \_\_\_\_\_ Time requested: \_\_\_\_\_

(Please include time needed for set up and clean up. For instance, if your event is 2:00pm to 4:00pm and decoration time is needed you may want to request 1:00pm to 5:00pm)

Event type: \_\_\_\_\_  
(Example birthday, wedding, anniversary, reunion, etc.)

Renter's full name (printed): \_\_\_\_\_

Renter's primary contact number: \_\_\_\_\_

Renter's mailing address: \_\_\_\_\_

Renter's secondary contact number: \_\_\_\_\_

Outdoor pavilion needed? \_\_\_\_\_ Outside water requested? \_\_\_\_\_

Deposit paid date: \_\_\_\_\_ Type of deposit: \_\_\_\_\_ Amount: \_\_\_\_\_

If renter will not be on site through the entire event, please provide additional contact info.

Name (printed): \_\_\_\_\_ Number: \_\_\_\_\_

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## TERMS OF AGREEMENT

1. No alcoholic 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 tobacco use within twenty (20) feet of entrance. This includes smoking, electronic cigarettes, vapes, dipping, chewing, etc. this is per Oklahoma State Statutes.
3. No weapons are 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 the condition it was found. A walk through prior to your rental is suggested and any issues documented prior to the rental disclosed.
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. Any damage to the facility will be assessed and billed or possible legal action taken pending the severity of such damage.
9. The key fob to the front door and key to the Community Center lobby doors will be provided to the renter prior to the event. The renter is responsible for returning the key fob to the Mounds Town Hall or Mounds Public Library the next business day. ***Do not drop the key in the library box.***
10. 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.
11. Cleaning includes taking down tables and chairs used. Place them back in the storage closet.
12. A responsible adult over the age of 18 must be on the premises at all times and no children are to be left unattended at any time.
13. 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.
14. The Town of Mounds does not discriminate against any group, with varying political, religious, or social views when renting the facility. All are held to the same standards as prescribed in this document.
15. 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.

Questions or concerns should be directed to the Mounds Town Hall (918) 827-6711 or the Mounds Public Library at (918) 827-3949.

## **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.

### 1. KITCHEN MUST BE IN ORDER

- Stove is clean. \_\_\_\_\_
- Sink must be cleaned, \_\_\_\_\_
- Counters must be wiped clean. \_\_\_\_\_
- Food is out of the refrigerator. \_\_\_\_\_
- Floors are to be swept and mopped. \_\_\_\_\_
- Trash taken to dumpster \_\_\_\_\_
- Trash liners replaced \_\_\_\_\_

### 2. BATHROOM MUST BE IN ORDER

- Sinks are to be cleaned. \_\_\_\_\_
- Toilets must be cleaned. \_\_\_\_\_
- Floors are swept and mopped. \_\_\_\_\_
- Toilet paper is re-stocked. \_\_\_\_\_
- Trash taken to dumpster \_\_\_\_\_
- Trash liners replaced \_\_\_\_\_

### 3. MAIN AREA

- Floors swept and mopped. \_\_\_\_\_
- Trash taken to dumpster. \_\_\_\_\_
- Tables and chairs returned as found \_\_\_\_\_
- Trash liners replaced \_\_\_\_\_
- Decorations removed \_\_\_\_\_

### 4. ENTRY AREA

- Swept and mopped \_\_\_\_\_
- Doors locked and alarm set \_\_\_\_\_

All folding chairs and tables have a spot in the storage room. There is a diagram on the chair rack for your convenience.

A cleaning closet is located against the east wall next to the kitchen with all the supplies you need to complete this checklist.

Alarm instructions are on the wall. Please set the alarm per instructions.



## TOWN OF MOUNDS

### COMMUNITY CENTER RENTAL POLICY FOR EMPLOYEES

The Town of Mounds adopts the following policy for employees. The purpose is to offer free rental of the Community Center twice a year. The following guidelines are applicable.

- I. Employee personal event.
  - a. Not for extended family or friends
  - b. Employee is in attendance
- II. Guarantee of cleaning
  - a. Employee is responsible for cleaning
  - b. If the center is left uncleaned, deposit will not be returned per regular policy
- III. General regular policy
  - a. Outside of the waived rental fee, all other contractual agreements apply
  - b. Preferential treatment is not granted to employees
- IV. Scheduling
  - a. Scheduling is to be done through the town hall or library
  - b. Standard scheduling applies and deposit is due at the time of scheduling