

Rental Contract

Mannford Community Center or Senior Citizens Center
(Circle One)

Date: _____

Applicant: _____

Address: _____

Home #: _____ Cell #: _____

Category of Organization: I. II. III. (Circle One)

I. Family Functions, Showers, and Small Adult Meetings, etc.

II. Non-Profit Organizations, Churches, etc.

III. Children's Groups, Parties, Dances, etc.

Rental Date: _____ Time: _____ am/pm to _____ am/pm

Deposit Due: \$250.00 Paid by Cash, Check, Debit or Credit Card (Circle One)

Rental Fee: \$15.00 per hour

I have read the policies and procedures for the multi-purpose Community Center/Senior Citizens Center and agree to abide by them. This will also serve as my receipt for monies paid as shown above.

Damages incurred to the Community Center or Senior Citizens Center amounting to more than the \$250.00 damage deposit will be my/my group's responsibility:

Organization Representative Signature

City of Mannford Representative Signature

Date

POLICIES & PRODCEDURES FOR MULTI-PURPOSE

COMMUNITY CENTER / SENIOR CITIZENS CENTER IN MANNFORD

- I. Rental Fees
 - A. A damage deposit of \$250.00 by cash, cashier's check, or money order shall be given to clerks at City Hall at time of reservation.
 - B. An hourly rental fee of \$15.00 per hour will be expected of groups in:
Category I: Family Functions, Showers, and Small Adult Meetings, etc.
Category II: Non-profit organizations, churches, etc.
Category III: Children's groups, parties, dances, etc.
 - C. Groups in Category III need to make one payment of cash, cashier's check, credit/debit card or money order in the amount of \$250.00 payable to the City of Mannford.
- II. Exception
 - A. For organizations, etc., who fall in Category II, a daily rate of \$50.00 for 8-24 continuous hours will be charged.
 - B. The Board of Trustees of the Town of Mannford reserves the right to waive rental fees for use of the Community Center.
- III. Rental Payment, Deposits, and Reservations
 - A. Payment for the deposit will be made at time of reservation.
 - B. Rental amount will be taken for the hours used will be taken out of the deposit. Deposits will be returned minus rental amount due if all rules for use are followed and Center is left as found or better. If this is not the case, the deposit will kept by the Town of Mannford.
 - C. Reserving of the Center for regularly scheduled meetings or events may be done in advance for the year only by contacting City Hall.
 - D. A reservation cannot be placed on the calendar until the deposit is made.
- IV. Keys
 - A. A key to the Center may be picked up the day of the rental and returned after use to the Police Station.
- V. Use of Kitchen & Equipment
 - A. All equipment used will be washed, dried, and put where it belongs.
 - B. Floor will be swept, mopped, and all spills cleaned up.
 - C. Trash will be emptied and put in trash receptacle in parking lot.
 - D. Counters and Kitchen tables will be cleaned and chairs under tables.
 - E. Inside lights and fans off and back doors locked.
 - F. Kitchen will be inspected after use. If the above is not completed, the deposit will not be refunded.

- VI. Dining Room, Equipment, Tables, and Chairs
 - A. All equipment used will be cleaned and put back in respective location. Tables should be aligned and chairs under tables.
 - B. Floors will be swept clean, mopped, and all spills cleaned up.
 - C. Trash emptied in the trash receptacle in parking lot.
 - D. Refund of deposit depends upon the above being done.
- VII. City of Mannford Programs
 - A. Any governmental department or program of the City of Mannford such as the Fire Department, Ambulance, Police Department, Water Department, etc., may use the facility for meetings or classes, etc., free of deposits or charges; however, they will be responsible to follow the rules for use established for the Center. Failure to do so could put the program in jeopardy.
- VIII. Janitorial and Maintenance of Center
 - A. There will be a city-paid janitorial and maintenance person to care for the Center. However; all users of the Center are responsible for cleaning up after themselves or their group.
 - B. If a group finds the Center not in a condition indicated in the standards set previously in these policies, they should notify City Hall Monday through Friday 7:30 am – 4:00 pm or the Police Department after 4:30 pm and weekends. Either City Hall or the Police Department will send someone to the Center to note the condition and the City will take appropriate action. Note: This can only be done before a group uses the center. After use has begun, the responsible party becomes the current user.
- IX. Storage for Regular Users of the Center
 - A. Each organization that uses the Community Center weekly or on a regular basis will provide their own storage cabinet with lock and a labeled key is to be left with the City.
- X. Abuse of Community Center
 - A. Abuse of the center will result in restriction of future use of the building.
- XI. Other
 - A. No smoking or alcoholic beverages are permitted in the Community Center.
 - B. Building cannot be used for personal gain or profit.