



Owasso Community Center

301 South Cedar • Phone 918.272.3903 • Fax 918.272.1816

RENTAL AGREEMENT

This Agreement is entered into by:

Name/Organization: _____

Address: _____

City, State, Zip Code _____

Contact Person/Phone Number: _____

Hereinafter referred to as "**User**" and the City of Owasso, Oklahoma – a Municipal Corporation, hereinafter referred to as "**The City**".

Whereas, The City is the owner of the Owasso Community Center at 301 S. Cedar, Owasso, Oklahoma.

Whereas, the Owasso Community Center is and should be available for the temporary use of qualified persons, groups or organizations desiring to utilize the facility for appropriate purposes, and

Whereas, the undersigned user, desires to utilize the Owasso Community Center in conformity with the provisions hereof,

Now, therefore, in consideration of the mutual promises herein contained, the parties agree as follows:
The City hereby grants to User permission to occupy and use the Owasso Community Center for the purpose of:

Type of Event

Day: _____

Date: _____

Beginning Time: _____

Ending Time: _____

The following area (s) reserved by the Agreement. Restrooms may be used, but must be left clean. The following area (s) will be used (Please check the appropriate room(s)):

_____	Eagles Room	\$20 per hour
_____	Timmy and Cindy Room	\$25 per hour
_____	Rams Room	\$45 per hour
_____	Rams Room plus Kitchen	\$90 per hour

User hereby agrees to pay **The City**, at time of reservation, an administrative fee in the amount of **\$50.00** per room for the Eagles Room and Timmy and Cindy Room and a user fee in the amount of \$_____ for use of the room(s).

User hereby agrees to pay **The City**, at time of reservation, an administrative fee in the amount of **\$100.00** per room for the Rams Room and a user fee in the amount of \$_____ for use of the room(s).

User hereby agrees to pay **The City**, at time of reservation, an administrative fee in the amount of **\$200.00** per room for the Rams Room plus Kitchen and a user fee in the total term amount of \$_____ for use of the room(s).

User understands if he/she cancels his/her event or wishes to change the hours of use, this must be done at least two weeks prior to the reservation date to receive a refund of the unused portion of the user fee. If a two week notice is not given, the user forfeits the full amount of the user fee and the administrative fee. If the user gives a two week notice of cancellation, the user fee will be refunded. However, **The City** will retain any and/or all Administrative fee(s) for administrative costs incurred by **The City**. (For example: if you reserved for three hours, but wish to reduce it to 2 hours, you must give at least a two week notice to receive a refund of 1 hour of use)

User agrees that any damages that occur shall be reported promptly and be paid in full by user. **User** further agrees that use of the Owasso Community Center shall at all times be subject to the reasonable regulations and guidelines. Those rules and regulations include that the Center shall be returned to the same or better condition from time when **User** takes possession of said building. **User** agrees to remove all trash to outside receptacles on the south side of the building. If the facility is left in good condition, the user will be refunded the **\$50.00** Administrative fee (Eagles Room and Timmy and Cindy Room only) and/or **\$100.00** Administrative fee (Rams Room only) and/or **\$200.00** Administrative fee (Rams Room plus Kitchen only).

User further agrees that use of the Owasso Community Center shall at all times be subject to the reasonable regulations and guidelines included in the rental packet provided.

It is further agreed by the **User** that no dangerous, obnoxious or unlawful activities will be permitted to take place in the Owasso Community Center and **The City** retains the right hereunder to remove any person or persons engaged in such activities and, if appropriate, terminate this Agreement by reason of such activities.

In connection with this issuance of this User Agreement, **The City** will not discriminate against any applicant because of race, religion, color, sex, national origin or handicap status. Further, **The City** will take affirmative action to assure that no user can deny admittance to the facilities for its scheduled event.

User shall indemnify **The City** and hold **The City** harmless for any and all liability for personal injuries, property damage, or loss of life or property resulting from, or in any way connected with, the condition or use of the premises covered by this Agreement or any means of ingress thereto or egress therefore, except liability for personal injuries, property damage, or loss of life or property caused solely by the negligence of **The City**.

This Agreement embodies the entire understanding of the parties and there are no further or other agreements or understanding, written or oral, in effect between the parties, relating to the subject matter hereof. This instrument may be amended or modified only by an instrument of equal formality signed by the respective parties.

Signature of User/ Renter _____
Date

Signature of Authorized Representative _____
Date

Office Use Only:

Administrative Fee Paid: Date _____ Amount _____ Cash/Credit/Check # _____

Rental Fee Paid: Date _____ Amount _____ Cash/Credit/Check # _____

Refund Processed: Date _____ By _____