

CITY OF LAWTON  
**FRIENDSHIP CENTER RENTAL AGREEMENT**

Name of Person or Organization: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Type of Event: \_\_\_\_\_

Date and Time of Event: \_\_\_\_\_

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The City of Lawton, hereafter referred to as the Owner, does hereby agree to rent the Lawton Friendship Center to the Person or Organization named above, hereafter referred to as the Renter, provided the Renter agrees and adheres to the following provisions, rules and regulations:

- 1- Arrangements to rent the Friendship Center are made with the City Clerk.
- 2- Renter will be responsible for any damage that is above and beyond normal wear and is attributable to the use by the Renter.
- 3- Rental fee of \$50 must be paid at the time of booking and signing this agreement. Alternatively, payment arrangements can be made with the city clerk upon request.
- 4- Decorations shall not be attached to the walls or ceiling.
- 5- NO SMOKING allowed inside the Friendship Center.
- 6- Coffeepots, servers, and other city owned kitchen items must be washed and put away properly by Renter.
- 7- Renter is responsible for the following at the end of your event: All tables and chairs must be wiped off and placed back to original placement.
- 8- Renter is responsible for removing all trash the same day as the event. All trash must be properly deposited inside the garbage can located across the street at Veteran's Park.
- 9- No beer or alcoholic beverages may be sold on the premises.
- 10- Refund Policy: the full rental amount is due upon booking, any cancellation made no later than 10 days after the booking date or 90 days prior to the event will receive a full refund. Cancellation after that time will not be granted a refund.

To the fullest extent permitted by law, Renter agrees to defend, pay in behalf of, and hold harmless the City of Lawton, against any and all claims, demands, suits, losses, including all costs connected therewith, for any damage which may be asserted, claimed or recovered against or from the City of Lawton, its elected and appointed officials, employees, volunteers or all others working in behalf of the City of Lawton, by reason of personal injury, including bodily injury and death; and/or property damage, including loss of use thereof, which arises out of the alleged negligence of City of Lawton and/or in any way connected or associated with this contract.

**I do hereby sign with full knowledge and agree to the above provisions. Any violation of the above provisions shall warrant closing of the Lawton Friendship Center on said date.**

\_\_\_\_\_  
Renter Signature

\_\_\_\_\_  
Date

**Call City Hall at (712)944-5960 to schedule a time to pick up the key before your event.**

**DAILY RENTAL FEE \$50**

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Office use: Date Received: \_\_\_\_\_

Rental Fee Paid: No / Yes (Cash / Check # \_\_\_\_\_/Card)

Key Pickup Time: \_\_\_\_\_