

CITY OF LAWTON
COMMUNITY CENTER RENTAL AGREEMENT

Name of Person or Organization: _____

Contact Phone: _____ Type of Event: _____

Date and Time of Event: _____

The City of Lawton, hereafter referred to as the Owner, does hereby agree to rent the Lawton Community 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 Community 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. Damage deposit is equal to rental fee and is due at the time of booking as a separate check. Deposit check will be returned after the event dependent on the condition of the facility. If no damage occurs and the building is properly cleaned up, the deposit will be refunded.
- 3- Rental fee and deposit 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 tiles.
- 5- NO SMOKING allowed inside the Community 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 must be wiped off and put away in storage closet. Chairs shall be stacked and put away (no more than 6 high).
- 8- Renter is responsible for removing all trash the same day as the event. All trash must be properly deposited inside the dumpster located on the west side of the building.
- 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 Community Center on said date.

Renter Signature

Date

**Rental /
Deposit
Rates:**

	<u>Resident</u>	<u>Non-Resident</u>	<u>Local Non-Profit Mon-Thurs</u>	<u>Local Non-Profit Fri-Sat-Sun</u>
50 & less People	\$100/\$100	\$250/\$250	\$0/\$100	Contact City Hall
51+ People	\$250/\$250	\$500/\$500	\$0/\$100	Contact City Hall

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

Office use: Date Received: _____

Rental Fee Paid: No / Yes (Cash / Check # _____)

Deposit Paid: No / Yes (Check # _____)

Key Pickup Time: _____