

City of Nicoma Park
2221 Nichols Drive, P.O. Box 250
Nicoma Park, OK 73066
Phone: (405) 769-5673 ♦ Fax: (405) 769-1041

COMMUNITY CENTER RENTAL INFORMATION

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|-------------------------|--|--|
| Community Center Rental | \$150 for three hours (minimum fee) \$25 for each additional hour | \$200 Deposit (to hold rental date) |
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A \$200 DEPOSIT must be submitted at the time of application to hold date. MUST be received at least 10 days BEFORE rental date.

GENERAL INFORMATION

Room Reservations

- ◆ Reservations are made on a first come, first serve basis.
- ◆ No reservation taken made more than six (6) months in advance.
- ◆ Deposit must be submitted to hold the date for your function at least 10 days prior to event.

Rental Fee Payment

- ◆ Rental fee must be paid prior to date of event, before a key will be issued.

Key to Community Center

- ◆ **The rental fee must be paid prior to the event before a key will be issued. It is the responsibility of the renter to make sure they pick up the key.**
- ◆ Key can be picked up during regular office hours the week of the rental, Monday – Thursday 8am to 5pm and Friday 8am to Noon.
- ◆ Key is not to be copied.
- ◆ Key must be turned in by MONDAY following your event in person or in the drop box in order to receive your deposit refund.

Decorations

- ◆ **NO glitter or confetti can be used to decorate.**
- ◆ **NO tape, tacks or nails on the walls.**

Music

- ◆ A band or DJ is allowed in Community Center, but remember you are in a residential neighborhood.

Alcohol

- ◆ Beer and alcohol can be served when renting the facility for an adult event.

- ◆ Group must provide a paid security officer at their expense. The Police Department must approve the security officer (769-5675).
- ◆ The sale of beer and alcohol will not be allowed.

No Smoking

- ◆ Absolutely no smoking or smokeless tobacco allowed inside or within 25 feet of any city facility.
- ◆ The no smoking is a State Law and violators can be issued a fine.

Clean Up

- ◆ ALL rooms must be completely cleaned before leaving (see clean-up check list).
- ◆ Doors must be locked no later than 10:00 p.m. unless prior authorization.
- ◆ Deposit will not be refunded until rooms (including restrooms) have been properly cleaned and inspected by city personnel.

Damage to Facility

- ◆ Applicant will be responsible for any damage to the facility or property.
- ◆ *If thermostat is adjusted and not reset before leaving, applicant can be held responsible for an increase in utility charges.*

Non-profit groups

- ◆ Non-profit groups may use facility at no charge with approval of the Mayor or City Clerk. However, if someone wants to rent the room on the day reserved for the non-profit, the reservation may be cancelled or the group may be moved to a different room.
- ◆ Non-profit groups must clean the room after use.
- ◆ If they are not satisfactorily cleaned, the group may be banned from using city facilities in the future.

All fees are charged to help cover utility costs and clean up. The fee can be raised at the discretion of the Mayor. Failure to comply with rules and/or clean-up will result in the forfeit of the Deposit.

- **The deposit is to hold the date of your event.** We will not rent it to anyone else that day, failure to notify city personnel **PRIOR** to your event if you are unable to hold your event will result in the forfeiture of your deposit.
- If office is closed, please call **(405) 769-5673** and **LEAVE a message**, stating your name, date of rental, and the reason for not holding your event.
- **Check or Money Order deposit will be refunded within 10 business days after the key is returned and the rooms are inspected by city personnel.**



Rental Date _____

Rental Time _____

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COMMUNITY CENTER RENTAL APPLICATION

Date of Application _____ **\$200.00 Deposit due to hold date**

Name of Applicant _____

Mailing Address _____

(Deposit refund will be mailed to this address, unless otherwise directed)

City _____ State _____ Zip _____

Phone Nos: Business _____ Home _____ Cell _____

- NO beer or alcohol will be served
- Beer or alcohol WILL be served (must hire security)

Event to be held _____

Comments or Special Instructions _____

I have read and understand the rental information/rules. I understand violating these rules could result in forfeiture of all or part of my deposit. It is my responsibility to make sure the facility has not been damaged and will notify city personnel if I am unable to hold the event PRIOR to the date of the rental.

Applicant's signature _____

FOR OFFICE USE ONLY

\$200 Cash Deposit paid on _____ Accepted by _____

Rental Fee amount due \$ _____ Paid on _____ Receipt # _____

DEPOSIT REFUND

Room(s) cleaned? YES NO Checked by _____

Date Deposit Refunded _____ Mailed to _____