

Rolling Hills Addition

Community Building Rental Agreement
2102 E. Main Shawnee, OK 74801

RENTER'S INFORMATION

Renter FULL Name: _____
(Photo I.D. must be attached)

Address: _____ City: _____ State: _____

Zip: _____ Phone: _____

Email Address: _____

Event Description: _____

Number of Guests Attending Event(s): _____

EVENT SCHEDULE TABLE: Please complete date(s) & time in the table below.

Enter Date:					
Day of Week: (circle)	M T W Th F Sa Su	M T W Th F Sa Su	M T W Th F Sa Su	M T W Th F Sa Su	M T W Th F Sa Su
Time Start:					
Time End:					
Enter Date:					
Day of Week: (circle)	M T W Th F Sa Su	M T W Th F Sa Su	M T W Th F Sa Su	M T W Th F Sa Su	M T W Th F Sa Su
Time Start:					
Time End:					

RESPONSIBILITY & TERMS OF THIS AGREEMENT

CAPACITY: The Community Center has an occupancy capacity of 75 people. At no time shall the occupancy limit be exceeded.

PEACEFUL ENJOYMENT: The Absentee Shawnee Housing Authority reserves the right to refuse rental of the building to any person or persons who may wish to conduct events or activities that may disturb or disrupt the tenants of the Absentee Shawnee Housing Authority that live in the Rolling Hills Addition or surrounding homes.

TABLE & CHAIRS: Twenty five (25) folding chairs and six (6) tables shall remain in the community center at all times and will be inventoried during each inspection. If at any time tables or chairs are removed from the building during the renter's event the renter will be responsible for any tables or chairs damaged or not returned to the building. Additional tables and chairs may be requested and will be supplied if available. Request for additional tables and chairs must be noted below. Renter will be responsible for additional tables and chairs.

Request for _____ additional chairs and _____ additional tables:

PARKING: Parking space is limited to 13 vehicles. Renter and guests shall park along the entrance into the community building. At no time shall vehicles block resident's driveways or the entrance into the Rolling Hills Addition.

ACCESS TO BUILDING: This agreement shall give the renter and guest(s) access to the community building during the term of the agreement. If for any reason the Absentee Shawnee Housing Authority personnel needs access during the date of renter's event; the renter shall be given notice.

KITCHEN/BATHROOM SUPPLY & USE: The Renter shall have use of the kitchen and bathroom facilities in the community building. The Absentee Shawnee Housing Authority shall furnish bathrooms with toilet tissue, paper towels and hand soap. Any additional supplies needed will be at the renter's expense. Kitchen appliances are available for the Renter's use.

TOBACCO & ALCOHOL USE The Absentee Shawnee Housing Authority does not allow smoking inside the community building. Alcohol consumption shall not be permitted on the premises.

SECURITY DEPOSIT A deposit must be paid in the amount of \$50.00 to the Absentee Shawnee Housing Authority. Payment must be made by check, cashier's check, money order or credit card. (No Cash). The deposit is refundable after inspection of the building is complete by the Absentee Shawnee Housing Authority personnel. If no charges are made against the deposit for damages and/or cleaning, the deposit will be fully refunded. Deposit will be available to be picked up or will be mailed to renter no later than 10 days after inspection of the premises.

INSPECTION: Inspection of the building will take place the next working day after the event or activity. Renter may request to be present during inspection. Renter must advise the Absentee Shawnee Housing Authority at the time of signing this agreement if they wish to be at the inspection in order for a scheduled time to be arranged for the inspection. Renter is responsible for clean-up after event or activity held at the community building. Clean-up will include but not be limited to picking up and hauling off trash, cleaning all tables as necessary, cleaning kitchen, bathrooms and cleaning floors (cleaning supplies will be available).

Absentee Shawnee Housing Authority

107 North Kimberly Ave Shawnee, OK 74801 P: (405) 273-1050 F: (405) 275-0678

RENTAL FEES Renter agrees to pay the Absentee Shawnee Housing Authority at the hourly, daily or weekly rates as follows to cover utility and other related costs:

Select One:

- Hourly rate (4 hour minimum) - \$10.00
- Daily rate - \$75.00 per day (24 hours)
- Weekly rate – 400.00 per week (7 days)

Security deposit and rental fee must be paid once agreement is executed. Adjustments will be made after the event or activity if the scheduled date and time changed and were agreed upon by both parties. CANCELLATION by Renter must be made three (3) days prior to event or a \$25.00 fee will be deducted from the security deposit.

By signing this agreement below I _____ agree to the above terms for the use of the community center located at **2102 E. Main, Shawnee, OK** and is hereby entered between _____ and **Absentee Shawnee Housing Authority** on this _____ day of _____, 2021.

Upon execution of this agreement the renter shall be furnished one set of keys to the building that must be picked up and returned to address: **107 North Kimberly Ave., Shawnee, OK.**

Renter –

Date

Executive Director-Sherry Drywater

Date

Absentee Shawnee Housing Authority

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