ABSENTEE SHAWNEE
HOUSING AUTHORITY

Manor House Rental Application

Procedures

- Applications must be submitted ten (10) days before the desired rental date, the application must include a copy of the renter's I.D and tribal card (if applicable).
- The deposit must be paid once application is accepted. The building will not be reserved until a deposit is paid.
- The rental fees must be paid prior to the event. The building will not be made accessible to the renter if the renter fails to pay prior to the scheduled event.
- Changes to the rental agreement can be made up to 72 (3 days) hours prior to the event.
- ASHA Finance personnel and Executive Director will sign all incoming applications.
- Maintenance must be notified by ASHA Finance personnel no later than five (5) days prior to the scheduled event. A work order will be prepared for the renter to gain access to the Manor House. The renter must contact maintenance when the event has ended to secure the house. **Call maintenance at (405) 802-6633.**
- A refund of the renter's deposit will be paid ten (10) days after the inspection is complete. (ASHA finance personnel will prepare a purchase order and keep a copy of the receipt when the deposit is paid by the renter.)
- Inspection report of any damages or charges applied to a renter's deposit need to be written out on a charge sheet and a copy must be supplied to the renter.

SUBMIT YOUR APPLICATION TO:
107 N. KIMBERLY AVE
SHAWNEE, OKLAHOMA 74801

Approved on July 24, 2024 by Resolution #2024-18

ABSENTEE SHAWNEE
HOUSING AUTHORITY

Manor House Rental Agreement

This rental agreement for the use of the Manor House located at 18800 E. Highway 9, Norman, OK **is hereby entered into on this _____day of _____, 20___ between _____ and the** Absentee Shawnee Housing Authority ("ASHA").

Terms and obligations of agreement:

1. The ASHA Manor House requires a $150.00 deposit to be paid to the Absentee Shawnee Housing Authority ("ASHA") prior to use of the Manor House. The deposit is refundable upon completion of inspection performed by ASHA personnel. If no charges are made against the deposit for damages and/ or cleaning, the full deposit will be refunded. Deposit will be ready within ten (10) business days after inspection.

2. Inspection of the house will take place the following business day after the event. Renter may request to be present during inspection. Renter must advise ASHA at the time of signing this agreement if they wish to be at the inspection so a time can be scheduled for the inspection.

3. Renter requesting the Manor House on a regular basis (more than 3 times per month), the following will apply: A one-time deposit is required in the amount of $400.00 held non-refundable until the last event then upon completion of inspection the deposit may be refunded. The deposit may be fully refunded only when damages and/or cleaning costs are not incurred.

4. Renter will be provided a statement for any charges made against deposit.

5. The renter agrees to pay the Absentee Shawnee Housing Authority at the rate as follows according to the chart below:

Requested Rent Time	Non-AST Member Rates	Enrolled AST Member Rates
4 hours (minimum)	$85.00	$60.00
24 hours (full day)	$300.00	$150.00
7 days (full week)	$850.00	$350.00

The Absentee Shawnee Housing Authority will only approve rent times listed above. If additional time is needed this will require Board approval on a case by case basis.

Payment for usage of Manor House must be paid in advance. Acceptable forms of payment are check, cashier's check, money order and credit card. Rate adjustments will not be made after the event if the allotted time was less than requested by Renter. The Renter may request in writing to the Executive Director for rate adjustments only in emergency or unforeseen circumstances on a case by case basis.

6. Renter is responsible for clean-up after event held at the Manor House. Clean-up will include but not limited to removing all trash, removing personal belongings such as party decorations, food items from the kitchen, cleaning any kitchen appliances or counter spaces used, putting chairs and tables back to the original location.

7. Thermostat is to remain on 72°. Adjustment to the thermostat may result in a charge being applied to the deposit.

8. ASHA shall provide Guest WIFI to the Renter during the event, upon request.

9. Twenty (20) folding chairs and six (6) tables are available at the Manor House and will be inventoried during the inspection. The renter will be responsible for any tables or chairs that are removed from the building. Depending on availability, additional tables and chairs may be requested by Renter.

10. Rental fees stated within this agreement will be strictly enforced with no exceptions.

11. 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 that may disturb or disrupt peaceful enjoyment of the neighborhood.

Limitation of Liability; Indemnification:

The Absentee Shawnee Housing Authority and/or the Absentee Shawnee Tribe of Oklahoma shall not be liable to the Renter or any of the Renter's family, visitors or patrons for any damage to person or property caused by any action, omission or negligence of ASHA, the Absentee Shawnee Tribe, the Renter or any other visitor in the Manor House during the rental time of this agreement. Further, the Renter(s) agree to hold ASHA and the Absentee Shawnee Tribe harmless from any claim, obligation, liability, loss, damage or expense, including without limitation attorney's fees and court costs, arising from any condition or natural feature -- known or unknown -- affecting the premises.

Renter Information:

Renter Name: First: _____ MI: _____ Last: _____
Renter's Mailing Address: Street: _____
City: _____ State: _____ Zip: _____
Renter's Phone Number: _____
Event Date(s): _____ Event Time(s): _____
Briefly describe type of event: _____
_____
I would like to be present for the inspection: ☐ Yes ☐ No
I would like additional tables and chairs: ☐ Yes* ☐ No * If yes, ASHA staff will advise if additional chairs/tables are available for the event date.

By signing, I agree and abide to all the terms and conditions within this agreement:

Renter's Signature: _____ Date: _____

ABSENTEE SHAWNEE
HOUSING AUTHORITY

Section for ASHA Personnel ONLY

Renter Name: _____
Scheduled date/time to authorize access to renter: Start date/time: _____ **End date/time:** _____
Additional chairs _____ **Additional tables:** _____
Inspection date/time: _____ **Charges assessed:** _____**Yes** _____ **No**
Deposit Fee $_____ **Date Paid:**_____
Rent Fee $ _____ **Date Paid:** _____
Deposit Refund $_____ **Date Paid:** _____

Reviewer Signature: _____ Date: _____

Executive Director: _____ Date: _____