COMMUNITY BUILDING RENTAL AGREEMENT

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.
- All Changes must be in 72 (3 days) hours prior to rental.
- 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. 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.)
- An 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

Community Building Rental Agreement

This rental agreement is for the use of the community building located at:
PLEASE CHECK BOX OF THE LOCATION YOU ARE RENTING:
☐ 308 Bob White, Mcloud ☐ 2102 E. Main (Rolling Hills)**
***TO RENT ROLLING HILLS YOU MUST BE A RESIDENT OF ROLLING HILLS*

Is hereby enter into this agreement on this _____day of _____, _____

Between Absentee Shawnee Housing Authority ("ASHA") and, _____

Terms and obligations of agreement:

1. Community building rental requires a ***$65.00*** deposit to be paid to the Absentee Shawnee Housing Authority ("ASHA") prior to use of the building. The deposit is refundable after inspection of the building is 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 building 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 building on a regular basis (more than 3 times per month), the following will apply: A one-time deposit is required in the amount of **$130.00** 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)	**$65.00**	**$33.00**
24 hours (full day)	**$130.00**	**$65.00**
7 days (full week)	**$325.00**	**$195.00**

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 building 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 community building. Clean-up will include but not limited to removing all trash, sweep/mop floors, cleaning kitchen and restrooms and putting chairs and tables back to the original location. Cleaning supplies will be furnished by ASHA.

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

8. The Absentee Shawnee Housing Authority will furnish supplies for restrooms (tissue, paper towels and soap).

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

10. Twenty (20) folding chairs and six (6) tables have been placed in the community building and will be inventoried during each 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.

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

12. 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 the tenants living in the community.

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 community building 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:

Check One Box:

☐AST Member Personal Use ☐Non-AST Member Personal Use ☐ASHA/Tribal Business

Renter Name: First: _____ MI: _____ Last: _____

Renter's Mailing Address: Street: _____

City: _____ State: _____ Zip: _____

Renter's Phone Number: _____

Event Date: _____ Event Time: _____

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

I would like access to ASHA's WIFI? ☐Yes ☐No

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

PRINT NAME: _____

SIGNATURE: _____ DATE: _____

SECTION TO BE COMPLETED BY ASHA PERSONNEL

Print Renters Name: _____ Scheduled Rental Date: _____
☐ I.D. Received Date:_____
☐ Tribal I.D. Received Date:_____

Date & Time building unlocked:_____Date & Time building locked: _____
Additional Chairs _____ Additional Tables: _____
Inspection Date Time: _____ Charges assessed: _____Yes _____ No
Deposit Fee $_____ Date Paid:_____ ** Put N/A if Rented by ASHA/Tribal Employee**
Rent Fee $ _____ Date Paid: _____ ** Put N/A if Rented by ASHA/Tribal Employee**
Deposit Refund $_____ Date Paid: _____ ** Put N/A if Rented by ASHA/Tribal Employee**

INTERNAL ROUTING APPROVAL

Preparer:

Signature:_____ Date: _____

Executive Director Approval:

Signature:_____Date:_____