

**Stillwater Community Center  
Facility Rental Procedures for Rental Contract**

The Stillwater Community Center establishes the following procedures for the rental of any room or other property of the facility.

1. Any person or organization wishing to rent any room or other space at the Community Center must complete and submit a written application. The written request shall include the name, address, telephone number, and place of employment of the person responsible for the event. The request shall describe the specific nature of the proposed event, indicate the number of people expected for the event, and provide the name and address of any organization or business sponsors, and any other relevant information that will enable the Stillwater Community Center Manager or designee to determine if Community Center facilities can be leased for the proposed use. No agreement or commitment to provide a room or other such space at the Community Center shall exist unless the application is approved and a rental contract is signed by the Community Center manager or designee and also signed by the person whose name appears on the application and the contract.
2. When a contract is signed for any room rental or rental of other space at the Community Center, the person whose name appears on the contract accepts all civil liability for any damage or injuries that are sustained as a result of the rental of the room or other such space at the Community Center.
3. Any person wishing to rent any room or other space at the Community Center where alcoholic beverages are consumed or sold shall be provided a copy of the Rules for Serving Alcohol along with a rental application.
4. Alcoholic beverages may be dispensed only under the following guidelines: The written application shall describe in detail how the alcohol will be delivered to guests and who will be responsible for dispensing it. If alcohol is to be sold at the event, the application shall additionally include information about the vendor. The person or organization hosting any event where alcoholic beverages are to be consumed shall provide the City with a copy of liability insurance.

**INSURANCE REQUIREMENTS -PRESENT THIS TO YOUR INSURANCE AGENT**

You must provide the City of Stillwater with proof of liability insurance. Liability insurance is required in the amount of \$25,000 for property loss per claimant arising out of a single act, accident or occurrence; \$1,000,000 (1 million) aggregate for any number of claims arising out of a single accident or occurrence; and \$125,000 per claim per claimant for bodily injury arising out of a single act, accident or occurrence. The City of Stillwater, Oklahoma, P.O. Box 1449, Stillwater, Oklahoma 74076, shall be named as an additional insured on the Comprehensive General Liability policy in amounts equal to the liability limits for political subdivisions set forth in the Oklahoma Governmental Tort Claims Act, 51 O.S. §151, et seq. Provided, however, this shall not preclude you from carrying insurance in amounts exceeding said liability limits so long as the City is not named as an additional insured in any amount in excess of said statutory liability limits.

A copy of this liability insurance document shall be presented to the Stillwater Community Center Manager or designee at least 48 hours prior to any event where alcohol is to be consumed or sold.

Failure to comply with the foregoing shall constitute sufficient grounds for denial of an application to use Community Center property or, in the event the application has been

granted, for cancellation of such use privileges and /or immediate eviction from Community Center property.

4. The Community Center manager may require an applicant to provide adequate licensed security officers in numbers that are appropriate for the potential maximum number of persons participating in the event and the nature of the event. The Community Center Manager or his/her designee shall determine when security officers are required. In cases where security officers are required, they shall, in all cases, be current employees of a C.L.E.E.T. licensed security guard agency. Security officers may be required to perform specific functions that will be identified by the contract.
5. The Community Center manager or designee may require the posting of a refundable cash damage deposit in an appropriate amount prior to granting an application. The manager or designee may take into account the nature of the proposed use when determining this amount. A damage deposit is required for all events where alcohol is dispensed. A separate non-refundable "cleaning fee" may be assessed by the manager or designee for larger events or those uses which require additional janitorial services. Deposit fees posted by the client or person renting any room or space at the Community Center shall be forfeited for any damage or extra clean up required. This provision shall include breakage, spills, stains and other mistreatment of the facility. In no event shall the forfeiture of any deposit prevent the Stillwater Community Center or the City of Stillwater from pursuing restitution and/or criminal charges for any damages and expenditures resulting from any contracted event.
6. Any person who violates any provision of the Community Center Rental Procedures and/or Rules for Serving Alcohol, or who violates any City Ordinance or State Statute shall be evicted from the premises of the Community Center. Further, any staff of the Stillwater Community Center or any other City of Stillwater employee when acting in their official capacity may evict any person or group of persons as a result of drunkenness or disorderly or violent behavior. Additionally, any staff person of the Stillwater Community Center or any other City of Stillwater employee may close an entire event when the event becomes unruly or disruptive to other events or as a result of drunkenness or for other safety concerns. In the circumstance where the event is closed as a result of unruly, disorderly, violent or disruptive behavior, then the person, organization or client sponsoring the event forfeits their entire deposit and is responsible for the contracted rental fees, support fees or technical fees for the event.
7. The Community Center Manager or designee may require additional deposit, additional room rental rates, set up costs, equipment rental fees, technical services costs or labor fees or fees for any additional services not normally provided for the rental of any room or space for any event when such extra charges appropriate in their opinion. In all such cases, the additional fees shall be included on the rental contract. When such extra services or fees are required after the initial contract is signed, the Community Center Manager or designee shall attach an addendum to the original contract that is dated and signed by the person who signed the original contract.
8. The use of burning candles is prohibited. Candles may be utilized for decoration purposes, but no flame is allowed. Battery operated candles are recommended.
9. The use of colored punch is prohibited.

**Please arrange the following with the Facility Manager:**

- Furniture rearrangement must be coordinated in advance.
- Decorations, banners, posters, etc. may not be affixed to walls, doors, or ceiling unless approved in advance.
- Exterior banners must be coordinated in advance and displayed only on the day of the event.
- Animals are prohibited inside the Community Center except for those licensed to assist.