

RENTAL POLICY
ELK CITY HOUSING AUTHORITY COMMUNITY CENTER

The Undersigned hereby agrees to pay the amount of \$ _____ for rent of the Community Center for the date and hours as follows:

Reservation Date: _____ Hours: From _____ To _____

Payment must be received at the Housing Authority office not later than 10 days prior to date of use.

We further agree to the following conditions:

1. Absolutely NO PETS allowed inside building.
2. To leave the building and the area around it in as clean and undamaged condition as when we entered, returning all tables, etc. to their original place, sweeping and mopping floors, and disposing of all trash in the Dumpsters provided to the west of the building. We understand that a staff member will inspect the room upon conclusion of our event.
3. Children must be supervised at all times and are not allowed to play around the dwelling apartments or parking areas. NO skates, (including shoe skates known as "Heelys"), skateboards, roller blades, scooters, etc. will be allowed inside the building.
4. Absolutely NO smoking is allowed inside the building.
5. No alcoholic beverages will be served or brought into the building.
6. We agree to pay for any damages and/or cleaning costs that the Housing Authority may incur as a result of our use of the Community Center.
7. The building WILL NOT be left unattended at any time.
8. We agree to be respectful of the privacy of those who reside near the building and to maintain a level of activity that will not interrupt their peaceful enjoyment of their space.

Date

Name

Address

Phone Number

**COMMUNITY CENTER RENTAL AGREEMENT
ELK CITY HOUSING AUTHORITY**

The Housing Authority of the City of Elk City will rent the Community Center to any individual or group of individuals for the purpose of family gatherings, celebrations, parties, programs (educational or entertainment) and in accordance with the Rental Agreement attached hereto and made a part of this policy.

Use of the Community Center will not be permitted for any political, religious or profit making activities.

The fee schedule will be as follows:

Cleaning Deposit.....	\$100.00
(To be returned if premises are left in clean and undamaged condition. If cleaning and/or damages exceed the deposit amount an additional fee will be assessed.)	
Rental Fee.....	\$100.00

The Community Center may be rented by Civic Groups for regular bi-monthly/monthly meetings for special rates negotiated by the Executive Director.

Any non-profit organization or other government entity may use the room during regular business hours at no charge.