



**Ardmore Community Center
Application and General Use Agreement**

TO SECURE RESERVATIONS: THE FULL FEE OR DEPOSIT SHALL BE ATTACHED TO THIS COMPLETED AND SIGNED APPLICATION AND GENERAL USE AGREEMENT AND TURNED IN TO THE COMMUNITY CENTER STAFF AT LEAST TWO WEEKS BEFORE THE EVENT. ALL RESERVATIONS ARE FIRST-COME, FIRST-SERVED. NO DATES WILL BE TEMPORARILY HELD.

APPLICATION AND EVENT INFORMATION

Responsible party: _____ Phone: _____

Address: _____ Email: _____

Date(s) requested: _____ Time(s) requested: _____

I.D. provided: Chickasaw citizenship card Driver's license/photo ID

Type of event: Chickasaw family event (Chickasaw citizenship card required) Other event

Describe event: _____

If Chickasaw family event, include name of Chickasaw honoree: _____

Number of guests expected: _____

- Room locations requested:**
- Entire facility (includes all of the below locations)
 - Meeting room (includes tables/chairs that are currently in room)
 - Banquet hall:
 - Number of chairs needed: _____
 - Number of tables needed: _____
 - Rectangle: _____ (6'-seats 6-8)
 - Round: _____ (6'-seats 6-8)
 - Kitchen (includes counter space, sink, refrigerator and an ice machine)
 - Family kitchen (includes counter space, range, refrigerator and microwave)
 - Both kitchens
 - Grill area: Responsible party shall provide grill(s) and a 10lb. ABC fire extinguisher. Grill(s) shall be set up in the area designated by the community center.

Audio/visual equipment: (available only during normal business hours):

- | | | | |
|--|---|---|---------------------------------|
| <input type="checkbox"/> Wired mic, #: _____ | <input type="checkbox"/> Wireless mic, #: _____ | <input type="checkbox"/> Hearing assist, #: _____ | <input type="checkbox"/> Podium |
| <input type="checkbox"/> Projector/screen | <input type="checkbox"/> Monitors | <input type="checkbox"/> Blu-ray/DVD | <input type="checkbox"/> CD |
| <input type="checkbox"/> Laptop | <input type="checkbox"/> Mixing board | <input type="checkbox"/> Other: _____ | |

Special instructions/requests:

FEES: FOR ALL EVENTS OTHER THAN CHICKASAW FAMILY EVENTS

(AV equipment listed separately)

- Entire facility \$1000 _____
(entire facility only available for full day, includes all locations below)

- Banquet hall
 - Full day \$750 _____
 - Half day (four hours or less) \$500 _____

- Meeting room
 - Full day \$150 _____
 - Half day (four hours or less) \$100 _____

- Kitchen(s)
 - Family kitchen \$75 _____
 - Catering kitchen \$25 _____

- Grill area \$0 _____

SUBTOTAL FEES \$ _____

Additional charges(s):

- Audio/visual equipment \$250 _____
- Other \$ _____ _____

TOTAL FEES \$ _____

DEPOSITS: FOR CHICKASAW FAMILY EVENTS ONLY

(For Chickasaw citizen family events all other fees are waived. See General Use Agreement for terms of cleaning deposit.)

- Cleaning deposit \$50 _____
 - Audio/visual equipment \$0 _____
 - Funeral/bereavement \$0 _____
 - Other \$ _____ _____
- TOTAL** \$ _____

Responsible party's signature:

Responsible party:

Printed name: _____

Date: _____

Signature: _____

TO BE COMPLETED BY COMMUNITY CENTER STAFF ONLY

Date agreement received: _____ Date payment/deposit received: _____

Amount of payment received: \$ _____ Amount of deposit received: \$ _____

Received by: Cash Check # _____ Other: _____

Facility representative name: _____ Date: _____

**TO BE COMPLETED BY COMMUNITY CENTER STAFF ONLY
Chickasaw Family Events Only**

Deposit returned Date deposit returned: _____

By: Postal mail Office pickup Other: _____

Deposit not returned Reason deposit not returned: _____

Facility representative name: _____

SCHEDULING GUIDELINES

The Chickasaw Nation Community Center is a tribally-owned facility available to Chickasaw citizens and the general public. The community center holds regular business hours from 8 a.m. to 5 p.m. Monday through Friday. Scheduling shall be as follows:

1. Events may be booked any day of the week.
2. Events may not start before 8 a.m. and shall end by 9 p.m. This includes set up and clean up.
3. Events shall be booked at least two weeks in advance.
4. Events may be scheduled up to three months in advance, except for family reunions and weddings, which may be booked up to one year in advance.
5. Events may be booked a maximum of two consecutive days.
6. There is a limit of three booked days each yearly quarter per responsible party (the current yearly quarters are January through March; April through June; July through September and October through December).
7. The responsible party shall be in attendance at the event and is responsible for all event activities, including monitoring compliance with the General Use Agreement attached hereto.
8. If events are to be scheduled outside the above guidelines, preapproval by the executive officer or a designated representative is required.

CHICKASAW NATION FAMILY EVENTS

Chickasaw citizens may book the community center for Chickasaw family gatherings by placing a \$50 refundable cleaning deposit in lieu of the rental fees listed in this application and General Use Agreement. Family events may include but are not limited to: family reunions, birthdays, weddings, bridal showers, baby showers, dinners, retirement parties or other type events similar in nature that are approved by the executive officer or designated representative. The event shall be in honor of a Chickasaw citizen. For example, if booking for a birthday party, the birthday party shall be honoring a Chickasaw citizen. Events including, but not limited to, proms, church-affiliated activities, graduations, dances, company events, business meetings, school-sponsored dinners, political gatherings and events not honoring a Chickasaw citizen are subject to the normal, non-refundable, fees listed in this application and General Use Agreement, even if a Chickasaw citizen

reserves it. The community center staff shall make the final determination on the approval of the type of event and the fees charged.

PAYMENT

Please make checks payable to the Chickasaw Nation Community Center. Full payment is required to secure a reservation. Reservations are made on a first-come, first-served basis. Checks, along with this completed and signed application and General Use Agreement, may be mailed to:

Chickasaw Nation Property and Facilities
Attention: Community Center Manager
Post Office Box 1548
Ada, Oklahoma 74821

CANCELLATIONS

Cancellations made within three days of the scheduled event will receive a full refund. All cancellations made after the three-day period will be subject to forfeiture of any fees and/or deposits.

GENERAL USE AGREEMENT

Waivers and governing law:

The parties will use their best efforts to amicably resolve any dispute. However, nothing contained in this application and General Use Agreement shall be construed to waive the sovereign rights of the Chickasaw Nation, its officers, employees or agents. This agreement shall be performed within applicable guidelines, resolutions and ordinances of the Chickasaw Nation. State law shall not be applicable nor shall disputes be subject to any authority outside the Chickasaw Nation.

Disclaimer:

The Chickasaw Nation Community Center reserves the right to decline scheduling of an event at the community center for any reason. The community center reserves the right to relocate a planned event in case of an emergency for a Chickasaw family's use of the facility for a funeral or bereavement lunches or dinners.

First aid and AED cabinets:

One first aid cabinet and one automatic external defibrillator (AED) cabinet are located in each kitchen area. The Chickasaw Nation expressly disclaims responsibility, and shall have no liability, for any damages, loss, injury or liability whatsoever suffered as a result of the use of the first aid or AED cabinets. The first aid or AED cabinets are not intended to replace emergency medical care. Should an emergency arise, please call 911.

Key to facility:

If the event is held during normal business hours, a staff member will unlock and lock the facility. If the event is held after normal business hours, a key to the facility will be assigned to the responsible party. Instructions will be provided on how to unlock and lock the doors and the disposition of the key after the event is over. The responsible party shall ensure all exterior doors are locked at the facility before leaving.

Room set up/dismantling room:

The community center staff may set up/dismantle only for funeral services or bereavement lunches/dinners during normal business hours. Set up and dismantle for events or events scheduled outside of normal business hours or on weekends will be the responsibility of the responsible party. Failure to dismantle and store tables and chairs appropriately at the end of an event may result in future event reservations being denied.

Care of floors:

The responsible party is responsible for sweeping/vacuuming all floors at the end of an event. Spills on the floors are to be cleaned with water only. Janitorial supplies are located in the janitor's closet.

Cleaning supplies:

Cleaning supplies, including dish soap, dishwasher soap, kitchen paper towels and trash liners, and cleaning

tools, including a mop, broom and vacuum cleaner, are provided by the facility. Supplies are located in the room marked "Janitor's Closet." The public is welcome to use all such equipment.

Chickasaw citizen's funeral services or bereavement dinners:

Chickasaw citizens may use the community center at no cost for a funeral service or bereavement lunch/dinner for a deceased Chickasaw citizen. If the deceased was not a Chickasaw citizen, the charges listed in agreement will apply and are non-refundable. Funeral services for Chickasaw citizens will take priority over any scheduled event.

- a. The Chickasaw Nation will make every effort to relocate a Chickasaw citizen's scheduled event that coincides with a Chickasaw citizen's funeral service or bereavement lunch/dinner. The Chickasaw Nation will select the alternate site and will cover rental fees of the alternate location. Events that are relocated to an alternate site will be subject to the rules and regulations of that facility. Any damages sustained while at alternate location will be the responsibility of the responsible party.
- b. The Chickasaw Nation will not be responsible for relocating non-Chickasaw citizens' events or any other scheduled events, including Chickasaw Nation events. The responsible party for each particular event will be notified of the cancellation as soon as practicable and will be responsible for finding an alternative location for its event. Any fees or deposits collected will be returned.

Audio/visual equipment:

The audio/visual equipment provided by the community center may only be operated by an authorized Chickasaw Nation employee or designated personnel. The responsible party is free to bring personal audio/visual equipment for use.

Damages/repairs:

Any Chickasaw Nation-owned equipment or other property destroyed, stolen or abused during a responsible party's event shall be replaced and/or repaired by the responsible party within 30 days. If applicable, the cleaning deposit of \$50 may be retained until such repairs are made or to cover the losses or damages to the community center, any material or equipment. The Chickasaw Nation reserves the right to seek any and all legal redress against the responsible party for losses or damages.

Emergency telephone numbers and emergency action plan:

Emergency telephone numbers are posted on exterior doors, interior doors and windows located throughout the facility. The emergency action plan is posted in the kitchen. Please become familiar with this information.

The Chickasaw Nation is not responsible for accidents:

The Chickasaw Nation shall not be responsible for any injuries arising from accidents which may occur during the listed event. The responsible party shall indemnify and hold harmless the Chickasaw Nation, its employees and agents, from and against any claims, demands, losses, damages or expenses relating to bodily injury or death of any person or damage to real and or tangible personal property or performance of professional services, incurred while the responsible party is engaged in activities arising out of this application and General Use Agreement and to the extent proximately caused by the negligent or willful acts or omissions of the responsible party, its employees, agents, guests or invitees in the connection with the event listed herein.

Rules and regulations while using the facility:

Unless preapproved by the executive officer in writing, the responsible party shall comply with the following rules and regulations of the facility and shall monitor compliance from all guests of the event:

1. Adhere to the designated times and date(s) of the event listed on the application. Otherwise the event may infringe upon another event scheduled before or after.
2. Tables used for the event shall be covered if food is being served.
3. Caterers shall remove food and serving pans on the actual event day.
4. Any kitchen appliance used shall be washed and dried inside and out. Kitchen counter tops and cabinet fronts are to be left clean.
5. Food or trash shall be bagged, removed and taken out to the dumpster located outside of the facility. This includes restrooms, banquet hall, meeting rooms and kitchen(s), if applicable.
6. Cooking foods with hot oils or grease shall not be permitted in the facility.
7. Gas grills are permitted, in designated areas only, provided that the city, county or state has not issued any burn restrictions or bans. Grill shall be approved by the community center staff. Grills shall have a 10-pound ABC fire extinguisher located within 10 feet of it while being operated.

8. There shall be no displays of any kind, including but not limited to posters, pamphlets or signage depicting inappropriate violence, sexual content, weapons or drugs posted in or around the facility. All displays shall be approved by the facility's representative.
9. Nothing may be attached to or suspended from ceilings, walls, tables, floors or chairs, including but not limited to staples, tape, command strips or other adhesives.
10. Signage is not to be affixed in the lawn, flowerbeds or on Chickasaw Nation property.
11. No person shall use the facility as a regular place of business for personal gain.
12. A responsible adult sponsor shall supervise all children-planned activities.
13. Doors are to be closed at all times to prevent increased utility costs.
14. After the event, chairs and tables should be dismantled and placed in their designated areas.
15. No blowup or bouncing machines are permitted in the facility or on the lawn.
16. No smoking or any other use of tobacco products is allowed in or around the facility. "Tobacco products" includes any tobacco cigarette, pipe tobacco, smokeless tobacco, chewing tobacco or any other form of tobacco that may be used for smoking, chewing, inhalation or other means of ingestion. This also includes any form of electronic cigarette or atomizing or vaporizing inhalation device whether or not it contains actual tobacco.
17. No alcoholic beverages shall be permitted in the facility or on the premises.
18. No flammable or combustible chemicals, lit candles or open flames are allowed in or near facility. Containers used for heating food by licensed caterers are the only exception. Grills may be used in designated areas only.
19. No parking in the fire lane designated around the facility.
20. No bird seed or rice is allowed inside the facility or around any flowerbeds. If thrown outside, it shall only be thrown in the parking lot and shall be cleaned up.
21. No outside chairs or tables are allowed in the community center.
22. No loud music. Live or amplified music shall be kept to a minimum. The community center is located in a semi-residential neighborhood and those using the facility owe consideration to the neighbors.
23. No skate boarding, roller skates, roller blades, speeding or reckless driving is allowed around the facility or in any adjacent parking areas.
24. No animals, except qualified seeing-eye/helper dogs, are allowed on the premises or in the facility.
25. No firearms are allowed in or around the facility.
26. The community center is not responsible for any items stolen during an event or left after an event. Items left behind will be discarded.

WAIVER AND AUTHORIZATION

I am the responsible party and authorized person in charge of the event scheduled at the Chickasaw Nation Community Center and I declare that all rules, regulations and payment as described in this application and General Use Agreement are adhered to. I have read each page of this application and General Use Agreement and I agree to be bound by the same. Further, I agree that I am solely responsible for the event and hold harmless the Chickasaw Nation, the Chickasaw Nation Community Center, its employees or representatives from any and all claims for liability of injury, damages or loss of property that may result from any act or omission on the part of the responsible party or its agents or guests while using the facility.

Responsible party authorized signature

Date

Facility representative signature

Date

**Chickasaw Nation Community Center
907 Locust Street, N.W.
Ardmore, Oklahoma 74301
Phone: (580) 222-2929
Fax: (580) 222-2913
After hours: (580) 222-5709**