

Washington County Senior Citizens, INC.
Washington County Adult Center
300 Angus
Dewey, OK 74029

ROOM RENTAL GUIDELINES AND FEES

Location

Conveniently located one block off of Highway 75 in Dewey, the Washington County Adult Center offers two meeting rooms for rental to the public.

Contact Information

To schedule a room rental, please contact a WCAC Executive Board (Call 918.534.1140 for contact names and phone numbers)

Services

- Large parking lot
- Available between the hours of 8 a.m. and 10 p.m.
- Special accommodations may be made upon request

Room	Capacity	Deposit	Fee per Hour	Maximum Fee
George Shumaker Room with small kitchen, tables & chairs	50	\$100	\$20	\$100
Dining Room with stage, tables & chairs (no kitchen facilities)	100	\$100	\$20	\$100

General Guidelines

- Groups or individuals may use meeting rooms for the hours approved. All set-up and clean-up must be accomplished within the reserved time.
- The furniture in the rooms may be rearranged, but must be returned to its original position.
- Refreshments may be served during meetings. The group using the room must provide supplies and equipment for serving refreshments. The room must be cleaned and cleared of all items brought in before vacating.
- The renter will be responsible for all trash removal from the building.
- Smoking or burning of items (incense, candles, etc.) is prohibited.
- Alcohol or drugs, weapons and dangerous instruments are prohibited.
- Permission to use a meeting room is not transferable from one individual or organization to another. The person signing the rental agreement will be held responsible for proper use of the facilities.
- People may only be in the area assigned in the rental agreement.
- Any activity in the meeting room that is deemed in violation of federal, state, or local laws, codes or ordinances is prohibited.
- No one under the age of 21 may rent the facilities.
- No signs, posters, displays, or decorations may be put up without permission of the Board President. Use of nails, screws, tape, staples, etc. on walls is prohibited.
- The renter will be responsible for the conduct of its guests, members, and all participants while in the building and shall assume responsibility of sharing WCAC guidelines.

Approved WCAC Board of Directors 9.13.2012

Revisions approved by WCAC Board of Directors 9.8.2016

**Washington County Senior Citizens, INC.
 Washington County Adult Center
 300 Angus
 Dewey, OK 74029
ROOM RENTAL AGREEMENT**

Instructions: Please fill in all areas that apply to your event.

Applicant's Name _____ **Date of Application** _____

Organization (if applicable) _____ **Phone Number** _____

Address _____

Email _____ **Cell Phone** _____

Meeting or Event Title:	Date:	Time: ____ a.m./p.m. to ____ a.m./p.m.
Room Rental: <input type="checkbox"/> George Schumaker Room with kitchen Special Arrangements: _____ _____ # of Tables _____ # of Chairs _____	Deposit: \$100	Fee: \$20/hour Total Cost: _____ (Maximum fee of \$100)
Room Rental: <input type="checkbox"/> Dining room (no kitchen) Special Arrangements: _____ _____ # of Tables _____ # of Chairs _____	\$100	Fee: \$20/hour Total Cost: _____ (Maximum fee of \$100)
Electrical Needs:	Will you need microphone?	Will you use the stage?
Number of Participants for event:		

Approved WCAC Board of Directors 9.13.2012

Revisions approved by WCAC Board of Directors 9.8.2016

Indemnification:

As a condition for use of the facility, the renter agrees to indemnify, save and hold harmless the Washington County Adult Center and its Board of Directors from any and all claims, loses, injuries, suits or judgments arising from, or in connection with the event.

Liability:

The group or individual renter is responsible for the cost of repairing damage to equipment, furniture, or the building caused by people in attendance at their event.

Cancellations:

Cancellations must be made within 24 hours of the event or the renter will lose 1/2 of the deposit. To cancel reservations renter must call a WCAC Executive Board (Call 918.534.1140 for contact names and phone numbers).

Refunds/Deposits:

Refunds or deposits will be returned within 3 business days.

Dates and facilities are not reserved until the meeting application is approved by the President of the Washington County Board of Directors. Upon notification of approval, and in order to secure its reservation date, renter must pay WCAC the required security deposit and use fee within 24 hours of notification.

In signing this agreement, the renter acknowledges receipt of WCAC guidelines and agrees to adhere to them.

Signature of Renter or Authorized Representative

Date

Approved by _____

Date _____

Room Assigned _____

Total Rental Fee _____