



COMMUNITY HALL FACILITIES

Scheduling / Reservation Guidelines

CITY OF JENKS

P.O. Box 2007 • 211 N. Elm
Jenks, OK 74037
(918) 299-5883

SCHEDULING/RESERVATIONS

- The facilities are generally available from 5:00 p.m. to 11:00 p.m. Monday through Friday and 9:00 a.m. to 11:00 p.m. on Saturday and Sunday. For events scheduled after 5 p.m. and on weekends, see Police Dispatch for access.
- Jenks Senior Citizens, Inc. and City Government functions will have propriety in scheduling over all other functions.
- Scheduling for the facility is on a first-come, first-serve basis.
- Events may not be scheduled more than thirty (30) days in advance.
- Church services and workshops are not allowed.
- A "Hold Harmless Agreement" (attached) is required from all applicants.

FEES

- Governmental, civic and non-profit organizations may use the Main Meeting Room and kitchen facilities free of charge. Non-profit organizations must have a 501C status.
- Jenks Senior Citizens, Inc. is not subject to rental fees or deposit fees.
- Main Meeting Room:
 - For organizations other than governmental, civic and non-profit, the rental rate is \$20.00 per hour.
 - A clean-up deposit fee of \$20.00 is required before the date of the event. Deposit is non-refundable **if**, in the sole opinion of the City, the meeting room is not left in the manner in which it was received. If the room is acceptable, the \$20.00 deposit fee will be available for pickup the following workday.
 - If tables and chairs are moved, they must be arranged back into their original positions. Failure to do so will result in forfeiture of the clean-up deposit.
 - All refuse is to be bagged and deposited in the dumpster located at the southeast end of the building. Failure to do so will result in forfeiture of the clean-up deposit.
- Kitchen:
 - The kitchen facility is available for rental in conjunction with rental of the main meeting room at the rate of \$20.00 per hour. (This fee is in addition to the rental fee for the meeting room).
 - A clean-up deposit fee of \$20.00 is required before the date of the event. (This fee is in addition to the clean-up fee for the meeting room). Deposit is non-refundable **if**, in the sole opinion of the City, the kitchen is not left in the manner in which it was received. If the room is acceptable, the \$20.00 deposit fee will be available for pickup the following work day.
 - All refuse is to be bagged and deposited in the dumpster located at the southeast end of the building. Failure to do so will result in forfeiture of the clean-up deposit.
- **Separate Checks (payable to "City of Jenks") are to be submitted for rental fees and clean-up deposits prior to using Community Hall Facilities.**

EQUIPMENT

- Groups must provide their own equipment such as P.A. systems, overhead screens, VCR's, etc.
- Use of the ice machine is allowed, but **no** other appliances may be used unless the kitchen is being rented, also.
- Groups must provide their own cooking utensils, dinnerware and flatware.
- Lights in the meeting room and kitchen are to be turned off and thermostat re-set to 78°/summer and 68°/winter before leaving.

Damages to the facilities or furnishings will be billed at 125% of the cost of replacement, including labor.



COMMUNITY ROOM RESERVATION FORM

CITY OF JENKS

P.O. Box 2007 • 211 N. Elm
Jenks, OK 74037
(918) 299-5363

Date of Application: _____

Organization Making Application: _____

Type of Organization: _____

Is Organization Non-Profit (50130)? _____

Organization Mailing Address: _____

Contact Person: _____

Address: _____

Phone No.: _____

Alternate Contact Person: _____

Address: _____

Phone No.: _____

Reservation Date: _____

Reservation Time: _____

Purpose: _____

FOR CITY USE ONLY

Reservation Received:

Date: _____ Time: _____

By: _____

Reservation Confirmed:

Date: _____ Time: _____

By: _____

If scheduling conflict occurred, Applicant notified: Date: _____ Time: _____

By: _____

If alternate date is requested by Applicant, annotate the changes on this form and initial: _____

**HOLD HARMLESS AGREEMENT
COMMUNITY ROOM FACILITIES
CITY OF JENKS**

I, _____, in consideration of the City of Jenks allowing me to use the Jenks City Community Room do hereby for myself, my heirs and assigns, or as authorized on behalf of my organization as specified below, AGREE to release and hold the City of Jenks, its officers or employees harmless for any and all claims which I may have now or in the future resulting from the use of said Community Room, the condition of the Community Room, actions by fellow users of said Community Room and entry upon City of Jenks property of use of said Community Room.

I understand that I assume all risks in association with the use of the Jenks City Community Room.

Dated this _____ day of _____, 20____.

Representing the following organization:

Organization Name

Signature

Witness