



## **EWING-PERRYMAN FIRE HOUSE CONFERENCE FACILITIES**

### **Scheduling / Reservation Guidelines**

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#### **RESERVATIONS:**

- The facilities are generally available from 5:00pm to 10:00pm daily. Use of the Ewing-Perryman facilities is restricted to Jenks civic organizations, Homeowners Associations, and City Government only. The Fire Department or any agency of City Government may cancel any event because of immediate government operations necessity.
- No meetings are allowed at the Fire Station which includes children. (age 12 and under)
- All reservations must be processed through Jenks Fire Department Administration (918/298-1491).
- Scheduling for the facility is on a first-come, first-serve basis.
- Events may not be scheduled more than thirty (30) days in advance; some variance may be granted for an organization, such as an HOA, where the event must give substantial notice for the meeting.
- Church services and workshops are not allowed.
- A "Hold Harmless Agreement" is required from all applicants.
- The facility is to be left in the condition it was prior to the meeting. All trash is to be placed in a receptacle.
- Lights in the meeting room are to be turned off before leaving.

#### **FEES:**

- There is no charge for the use of this facility by Jenks civic organizations, non-profit organizations, and Jenks City Government.
- Damages to the facilities or furnishings will be billed at 125% of the cost of replacement, including labor.

#### **EQUIPMENT:**

- Groups must provide their own equipment such as PA systems, overhead screens, DVD Players, etc.



# EWING-PERRYMAN FIRE HOUSE CONFERENCE FACILITIES RESERVATION FORM

CITY OF JENKS

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

<b>APPLICANT NAME:</b>	<b>DATE OF APPLICATION:</b>
<b>ORGANIZATION:</b>	
<b>TYPE OF ORGANIZATION:</b>	<b>ORGANIZATION NON-PROFIT (5013C)?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO
<b>ORGANIZATION MAILING ADDRESS:</b>	
<b>CONTACT PERSON:</b>	<b>PHONE NO.:</b>
<b>ADDRESS:</b>	
<b>ALTERNATE CONTACT PERSON:</b>	<b>PHONE NO.:</b>
<b>ADDRESS:</b>	
<b>RESERVATION DATE:</b>	<b>RESERVATION TIME:</b>
<b>YOU MAY REQUEST ONE OF THE FOLLOWING TO BE PRESENT:</b> (NOTE: They should be first on the agenda for approximately 10 minutes.) City Engineer <input type="checkbox"/> City Planner <input type="checkbox"/> Fire Chief <input type="checkbox"/> Police Chief <input type="checkbox"/>	
<b>HOLD HARMLESS AGREEMENT</b>	
I, _____, in consideration of the City of Jenks allowing me to use the Conference Room at the Ewing-Perryman Fire Station 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 Conference Room, the condition of the Conference Room, actions by fellow users of said Conference Room and entry upon City of Jenks property of use of said Conference Room. I understand that I assume all risks in association with the use of the Conference Room at the Ewing-Perryman Fire Station.	
_____ <b>APPLICANT SIGNATURE</b>	_____ <b>ORGANIZATION</b>
_____ <b>WITNESS</b>	_____ <b>DATE</b>
<b>FOR CITY USE</b>	
<b>RESERVATION RECEIVED:</b>	<b>RESERVATION CONFIRMED:</b>
<b>Date:</b> _____ <b>Time:</b> _____	<b>Date:</b> _____ <b>Time:</b> _____
<b>By:</b> _____	<b>By:</b> _____
If a scheduling conflict occurs, applicant will be notified.      Date Notified: _____ By: _____	
If alternate date is requested by Applicant, annotate the changes on this form and initial:	