

CITY OF CHEROKEE

112 N. GRAND AVE, CHEROKEE, OK 73728 P (580) 596-3052 | F (580) 596-2878

Library Community Room

Rules and Fees

Rental Fee: Library Community Room / Bathroom

Cleaning Deposit

\$30 per day \$30 per function

Rental fees and cleaning deposit must be paid in full prior to the event date. The reservation is not guaranteed until the rental fees and cleaning deposit are collected. Cleaning deposit will be returned upon a satisfactory final inspection.

1. RENTAL DESCRIPTION:

- Library Community Room
- Kitchenette (sink and refrigerator)
- Bathroom

THIS RENTAL AGREEMEMNT IS FOR THE COMMUNITY ROOM ONLY. PLEASE STAY OUT OF MAIN LIBRARY AREA

2. CLEANING REQUIRMENTS

- Remove all trash from Community Room
- Vacuum & sweep
- Clean Kitchenette Area (if used)
- Clean bathroom (toilet, sink, and floors)
- Wipe off ALL TABLES
- Wipe off ALL CHAIRS
- Leave Building in as good or better condition than you found it

FAILURE TO COMPLY WITH CLEANING REQUIRMENTS WILL RESULT IN FORFEITURE OF CLEANING DEPOSIT

3. PROPERTY DAMAGE

• Any damage to furnishings, equipment, carpet, or building will be your responsibility. Ensure any discrepancies are noted during the initial inspection.

NO PROPERTY, TO INCLUDE TABLES AND CHAIRS, SHALL BE REMOVED FROM THE BUILDING UNDER ANY CIRCUMSTANCE

- 4. Throughout the duration of the rental, the Lessee, shall have the authority to exclude any persons from the premises for any reason other than those based on discrimination.
- 5. Lessee must be 21 years of age and present during the event.
- 6. NO TOBACCO OR ALCOHOLIC BEVERAGES ARE ALLOWED.
- 7. Failure to return rental key is subject to a \$25.00 fee.
- 8. Rules and charges are subject to change without prior notice.

RESPONSIBLE PARTY	DATE OF RENTAL
MAILING ADDRESS	PURPOSE OF RENTAL
CITY, STATE, ZIP	PHONE NUMBER
I AGREE TO THESE CONDITIONS:	
Signature of Responsible Party	
RECEIVED \$30.00 PER DAY x DA	YS(Initials)
RECEIVED \$30.00 CLEANING DEPOSIT	(Initials)

^{**}If you have any questions or concerns, please call City Library at (580) 596-2366**