



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	\$30 per day
	Cleaning Deposit	\$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 AGREEMENT IS FOR THE COMMUNITY ROOM ONLY. PLEASE STAY OUT OF MAIN LIBRARY AREA****

2. CLEANING REQUIREMENTS

- 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 REQUIREMENTS 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 _____ DAYS _____ (Initials)

RECEIVED \$30.00 CLEANING DEPOSIT _____ (Initials)

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

MICHAEL JONES, CITY MANAGER
Mike.Jones@cherokee-ok.us

KOLBY ARNOLD, MAYOR

AMBER WILHITE, CITY CLERK
Amber.Wilhite@cherokee-ok.us