

WESTSIDE COMMUNITY CENTER RENTAL APPLICATION

This Facilities Rental Agreement is entered into on _____ between WESTSIDE COMMUNITY CENTER (WCC) (Lessor) of 501 S. Bucy, Bartlesville, OK 74003 and Name: _____ (Lessee) of Address: _____

Phone: _____ Email: _____

The parties agree as follows:

WCC (Lessor) grants to Lessee a license to use the Community Room and bathrooms of WCC for \$50 per hour for an "Event" to be held on _____ from _____ to _____.

NOTE: There is an additional charge of \$25 for use of the Kitchen. At no extra charge, Lessee shall have access to the Facility for setting up the "Event," on the date of the Event, one hour before it begins. One hour is allowed after the Event for clean up of the reserved area.

1. **Lessee shall pay WCC a rental fee of \$50 per hour for use of the Facility** plus any other charges to be paid by Lessee under this Agreement.
2. **Lessee shall pay \$50 when initiating the reservation** in order to reserve the date on the community calendar.
3. If the event is scheduled in excess of two (2) hours, the balance of the rental fee shall be paid in full within five (5) days of the actual event. In the event the Lessee does not submit the balance within said five (5) days, the initial payment will be forfeited by the Lessee.
4. Lessee may cancel this Agreement within five (5) days of the Event date by calling at no cost to the Lessee. If Lessee cancels between four (4) days or less prior to the event, Lessee will forfeit the total cost of the rental incurred in good faith by Lessor.
5. Lessee releases Lessor from any and all liability or responsibility to Lessee for any loss or damage to equipment or property of Lessee.
6. Lessee agrees to accept the Facility in its "as-is" condition "with all faults."
7. Lessee shall not assign any interest in this License Agreement or otherwise sublicense the Facility to any party other than Lessee.
8. If any damage occurs to the Facility, Lessee shall pay Lessor for any such damage, repairs or replacement upon demand by Lessor.

Lessee Date _____

WCC Staff Member Date _____

Approved by: _____ Date: _____