

ADA WINTERSMITH LODGE **POLICIES AND PROCEDURES**

- The Recreation Department, located in the City Hall North Annex, 201 W 12th, shall maintain all reservations for the use of the Wintersmith Lodge. All reservations must be made through the Recreation Department. Any complaints regarding building usage should be made to Scott Lowrance, Parks & Public Facilities Director, at 580-436-6300 X232 during business hours.
- All rentals will be on a first come and first PAID basis. Rentals can be booked and paid for 364 days in advance. All reservations must be paid in full before they will be added to our calander.
- The fee for the use of the lodge is \$100.00 per room, per rental time period along with a refundable \$50.00 security deposit. Reservations are not valid until a contract is signed and the payment is made in full. Failure to cancel the reservation at least three (3) days before the rental date may disqualify the person from further use and will result in forfeiture of the rental fee. The fee for reservations made less than 72 hours prior to the event shall be \$110.00 per room, per rental time period.
- The hours for use shall be 8:00 AM to 4:00 PM or 6:00 PM to 11:00 PM. Each session constitutes one rental period.
- Common kitchen facilities are available to renters. This includes sink, refrigerator, and stove. This area must be shared equally by renters of the East and West rooms.
- All users agree by application to assume responsibility for and pay all damages caused by their use beyond ordinary wear and tear. User agrees to leave the building in a clean condition. The City of Ada provides trash receptacles for this purpose.
- Reservations for use of the Wintersmith Lodge by youth groups shall be made through an adult sponsor. Four (4) adult sponsors shall be present at all functions by youth groups and agree to assume liability for damages.
- NO Alcohol of any kind permitted inside the Community Center.
- NO tobacco products, including e-cigarettes are allowed in city buildings and on city properties.
- The building may be used for dinner meetings if meals are prepared off the premises and served by acceptable, responsible groups or recognized caterers.
- The user shall be responsible for the arrangement of tables and decorations with only table and chairs furnished by the City of Ada. The user is also responsible for taking

down tables, chairs, and decorations. Tables and chairs for the East and West Rooms will be marked according to the room they belong in. The tables and chairs are to remain in the room and are NOT to be removed for any reason. All tables and chairs must be restacked upon completion of rental.

- Church and political groups may use the building in the same manner as others, for social events ONLY.
- NO for profit or fund raising activities are allowed in the Wintersmith Lodge or on park property.
- Applicant is responsible for all damages incurred to the facility during the rental. Pending no damages to the room or facility, no violation of the contract, and the timeliness of the conclusion of events, a \$50.00 deposit will be refunded after the rental. Refund will be mailed to the address on the contract. If damages exceed the deposit amount, renter will be billed.
- In the event that you and/or your guests are unable to adhere to the above stated guidelines, you will be charged additional rental fee and/or asked to vacate the premises by the facility staff and/or the City of Ada Police Department. By signing below, the applicant acknowledges that he/she is responsible for ensuring that all guests adhere to the above rules and will provide payment for the use of the facility by the assigned date.
- I/We _____ agree to defend, indemnify and hold harmless the City of Ada, its elected or appointed officials, commission members, agents, employees, and volunteers (hereby collectively referred to as “City”) from any claims, demands, suits, losses, costs or expenses including attorney fees, or any damages which may be asserted claimed or recovered against or from the City of Ada by reason of any damage property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury, or death arises out of or is incident to or in any way connected with the performance of this contract excepting however, claims arising from the sole and unequivocal negligence of the City.

Signature of Applicant _____

Date _____

Printed Name _____