

Ada Arts & Heritage Policies & Procedures

I, _____, the responsible party for the rental agreement, have read the Ada Arts & Heritage Center policies below and I understand that failure to comply with the guidelines will result in the loss of the rental deposit.

Policies

1. The Recreation Department, located in the City Hall North Annex, 201 W 12th, shall maintain all reservations for the use of the Ada Arts & Heritage Center. 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.
2. The fee for the use of the Arts & Heritage Center is \$150.00 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. 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 \$160.00 per rental time period.
3. 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.
4. No alcohol or tobacco is permitted in the building.
5. No food or drinks in the Parlor, Music/Wedding Room, Groom's Room, or Bride's Room.
6. No bird seed inside or outside the building. You may use bubbles.
7. Renter is responsible for any damage to the building or furniture
8. Furnishings are to remain in their present locations.
9. Nails, tacks, tape, or pasted materials are not to be placed in or on the walls, woodwork, trim, or ceilings.
10. The grounds are to be left clean and unaltered.
11. Commercial signs are not allowed outside the center.
12. Children must have adult supervision while inside the building or on the grounds.

13. Groups requiring security for their events will be responsible for providing such security. Neither the Board of Trustees nor the City of Ada will be held liable for the theft, loss, or damage to property belonging to any renter.
14. Profit-making entities will be kept to a low percentage of total groups utilizing the center. The Ada Arts & Heritage Authority reserves the right to restrict commercial use of building.
15. The City of Ada Parks & Public Facilities Director, Scott Lowrance, reserves the right to refuse to rent the Ada Arts & Heritage Center.