# Cheyenne Valley Community Foundation

# Cheyenne Valley Gym (Gym)

# Rental Guidelines

## RENTAL FEES

Rental fees include use of the Cheyenne Valley Gym and associated properties.

Cheyenne Valley Gym - $100 per day.

## RESERVATION PROCEDURES

The "Event Agreement Form" must be completed, along with a non-refundable deposit in the amount of 50% of estimated cost, before reservations will be processed and confirmed. Scheduling the space without an agreement or payment will not secure the facility for use. This requirement will be met when the Cheyenne Valley Community Foundation has received the signed agreement that includes the details of the event, along with the deposit. All forms and deposits must be filed with CVCF no later than 60 days prior to the scheduled event, or immediately upon booking if less than 60 days.

Make Checks payable to:

Cheyenne Valley Community Foundation
PO Box 572
Fairview, OK 73737

The Cheyenne Valley Community Foundation (CVCF) reserves the right to charge for all appropriate fees in the event a confirmed reservation is canceled less than 48 hours prior to the scheduled event. All events canceled more than 48 hours in advance of the scheduled event will not incur additional charges beyond the non-refundable deposit fee.

Any attendee failing to pay the charges when billed will be denied access to the facilities until the account is paid fully.

The CVCF reserves the right, if necessary, to assign or reassign meeting rooms or exhibit areas in order to accommodate the combined needs of client. Considerable care will be given to insure comparable meeting space. If changes are necessary, the client will be consulted in advance of the change.

The attendee/meeting planner will be held responsible for any damages or extraordinary cleaning required resulting from the use of the facility.

Setup and tear down times will be determined on a case-by-case basis.

No events may continue past 12:00 am and all guests will be asked to leave promptly if in an event is scheduled until this time. Clients may stay to clean up the event until no later than 12:30am.

## EVENT ACTIVITIES

No stapling or tacking of linens or decorations to any fixtures or furnishings.

No banners, placards, or other materials can be attached to the walls, ceiling, or floor without prior approval from your event coordinator.

No Combustible materials, open-flame candles, water fountain displays, smoke or fog machines are allowed in this facility.

All decorations or items not owned by the CVCF must be removed from the facility at the close of the event.

The CVCF reserves the right to deny any activity or equipment used that could damage the CVCF or its contents.

A cleaning fee will be charged to any event violating these listed restrictions.

## DAMAGED OR STOLEN GOODS

The CVCF shall not be held responsible for any goods and materials brought onto CVCF facilities by meeting planners, outside contractors or attendees that are damaged or stolen.

## SMOKING/TOBACCO USE

The Gym is a clean air facility. Smoking including electronic cigarettes is not permitted on the premises.

No tobacco use is allowed in any area of the building or on the property.

## WEAPONS

All weapons including knives and firearms are prohibited from being carried on the property without prior approval by CVCF.

## POLICY REGARDING ALCOHOLIC BEVERAGES

Alcoholic beverages are not permitted at the Gym or other CVCF properties.

These requirements may be changed, amended, or deleted without prior notice and in accordance with the law of the state of Oklahoma.

I have received and read a copy of the guidelines and agree to fully comply.

_____ _____

Signature of Lessee Print name of Lessee Date

# Event Agreement Form

Please verify that all information is correct, complete any missing information, sign and date at the bottom and return the completed Event Agreement Form along with the total fee payment to: CVCF, PO Box 572, Fairview, OK 73737. Upon receipt of your Event Agreement Form and payment, your event will be confirmed.

Lessee: _____

Event Name: _____

Expected Attendance_____

Contact Number: _____ Email: _____

Date(s): _____ Start Time: _____ End time: _____

# Terms And Conditions

Rental area: Lessee is responsible for ensuring all Event attendees stay within the rental area during the Event. Any Children in attendance at the Event must be always kept under supervision.

Kitchen: Kitchen is available to clients and /or the client's designated caterer. On Events requesting kitchen usage, the client shall be responsible for cleanup of the kitchen area and returning it to the original condition before leaving the event, including but not limited to, trash emptied and taken to outside dumpster.

Setup/cleanup: Lessee is responsible for any setup associated with the Lessee's activities. Lessee is responsible for cleanup of disposable items and decorations in all areas used in the Gym and surrounding property.

Damages: Lessee is required to leave a credit card on file for a $500.00 Damage Deposit ("Damage Deposit") required for rental of the Facility. The damage deposit shall not be held or charged prior to the event. If damages occur during the event, lessee will be contacted and informed of said damages, wherein Lessee shall have the option to pay for the damages using the credit card on file or by invoice. If Lessee is unable to be contacted in an Attempt to inform Lessee of any such damages during the event, the credit card shall be charged for all damages.

Indemnification: Lessee, including all agents, representatives, employees, and/or contractors of Lessee, agree to indemnify and hold harmless the Cheyenne Valley Community Foundation including all officers, agents and employees of each entity, from any and all liability, loss or damage, the Cheyenne Valley Community Foundation including all officers, agents and employees, may suffer as a result of claims, demands, costs or judgements against it arising from any activity taking place at the community center under agreement with lessee.

Language/Translation: This Event Agreement Form is provided to lessee, including all agents, representatives, employees, and/or contractors of Lessee, to fully understand the event agreement Form in its English translation. If Lessee does not fully understand the Event Agreement Form, it is the responsibility of Lessee to translate same to any such language where the contents are understandable.