

Office Use Only:
 Date Received: _____
 Amount: _____
 Receipt No.: _____
 Key Number: _____



RENTAL AGREEMENT - NEWCASTLE MULTI PURPOSE BUILDING

The following terms and conditions are hereby adopted for the use of the Newcastle Community Center. If you should have any questions, please contact the City of Newcastle at 405.387.4427. Please contact the Police Station after 5 p.m. or on the weekend.

FEES FOR USE

DEPOSIT**\$250.00 (\$50.00 non refundable) Newcastle Resident \$25.00 per hour
 Per Month, regularly \$75.00 Non Newcastle Resident \$50.00 per hour

****Deposit (\$200.00) for damage, key and clean up will be refunded upon receipt of key within 48 hours of usage to City Hall and facility is cleaned to the satisfaction of the City Manager or his designee.**

TERMS AND CONDITIONS FOR USE

1. The Community Building shall be made available to primarily Newcastle based organizations or individuals when requested in writing and presented to the City Clerk at least forty-eight (48) hours prior to the proposed meeting/use.
2. The Community Building shall be made available to Non Newcastle based organizations only after a satisfactory check has been made of the organization's authenticity and nature of the meeting.
3. The City Manager reserves the right to refuse use of the building to any organization or person, whom he feels, is unjustified or unacceptable.
4. Meetings sponsored by a governmental entity/agency may be held in the building without charge when the meeting deals with information, training or educational purposes.
5. The Community Building shall be available for use normally after 8:00 am to 10:00 pm weekdays and as needed on weekends or holidays.
6. The City of Newcastle reserves the right to primary use of the Community Building at all times and may cancel any meeting previously scheduled by another group or individual on short notice if necessary to meet its own commitments.
7. The City of Newcastle will not be responsible for any accidents, which occur on municipal property, while the building is in use. Organizations or individuals automatically agree to and accept this condition when given permission to use of the Building.
8. Organizations or individuals further agree to accept responsibility for payment of any damage to said building resulting from its use.
9. Children must be properly supervised at all times. No running, scuffling or excessive noise will be permitted.
10. No Drinks containing red coloring or dyes.
11. NO BEER, LIQUOR OR ILLEGAL DRUGS ARE PERMITTED ON MUNICIPAL PREMISES.
12. No alterations can be made to any permanent structures or fixtures in the building.
13. No animals may be brought into the building with the exception of "Seeing Eye" or "Life Assist" dogs.
14. The building must be properly cleaned up and secured before leaving which includes:
 - Lock all doors
 - Turn off all lights
 - Thermostat is not to be adjusted
 - Remove all trash (receptacle is located on south side of building)
 - Stack and return tables and chairs used
 - Clean kitchen area including removing of un-used food
 - No platforms, Council Horseshoe or seasonal decorations, other than table and chairs, may be moved without first obtaining permission from City Hall.

SIGNATURE

I (We), hereby agree to the terms and conditions set forth herein.

Name of Group/Individual/Organization: _____
 Date of Event: _____ Today's Date: _____
 Address: _____ Phone: _____
 Driver's License #: _____ D.O.B.: _____
 Purpose: _____