



THE CITY OF COMMERCE

918-675-4373 — FAX 918-675-4039

Mayor – Michael Hart — City Clerk – Shonna Stovall
City Council Members

Katy Tompkins - Ward 1 – Lena Enochs - Ward 2 – Sandra Ross - Ward 3 – Jim Long - Ward 4
City Attorney – Erik Johnson — City Public Works Director – Jeb Jones



On The Route To The Future — 618 Commerce Avenue, Commerce, OK 74339

Community Room Usage Guidelines

The City of Commerce has public meeting facilities available at City Hall located at 618 Commerce Ave. City of Commerce residents and community groups are encouraged to use the facilities according to the following guidelines. These guidelines are subject to revision, waiver or modification as circumstances arise.

General Guidelines

1. The Community Room is reserved on a first come, first serve basis; the scheduling calendar is kept in the Clerk's office.
2. **Maximum Capacity: 100**
3. Groups composed of persons under the age of 18 without adult supervision are ineligible for room usage.
4. The individual reserving the room is responsible for obtaining a temporary access card if using the meeting room between the hours of 5:00PM - 10PM and weekends. Temporary access cards are issued by the Public Works Director and are available between the hours of 8:00AM-5:00PM the day of the event on weekdays or the previous business day for weekend/holiday use. The access card should be returned the first business day following the event or can be dropped in the night box upon leaving the building. The individual reserving the room is responsible for ensuring that the building is secure following use.
5. The City is not responsible for arranging chairs, tables or equipment for meetings. The room must be returned to the previous setup after use. Failure to do so will result in forfeiture of deposit.
6. The City is not responsible for providing meeting supplies. This includes refreshments, easels, flip chart, fax services, copy services, etc.
7. The possession and/or consumption of alcoholic beverages on the premises is not permissible.
8. The name, logo, or address of the City of Commerce may not be used as the official address or headquarters of a group or organization.
9. Meetings that may disrupt regular city functions will not be approved.
10. Activities that may involve more than the normal wear and tear on meeting rooms will not be permitted.
11. Room may not be used for political purposes on the day/night of an election.
12. The City of Commerce reserves all rights in determining whether any room usage is in the best interest of the City and its taxpayers.
13. **Reservations:** A Community Room Rental Application must be completed at least one week prior to the event. The room will not be reserved until approved by the City Manager or designee and any fees are paid.
14. **Security Deposit:** The City of Commerce requires a \$100 security/cleaning deposit, payment of deposit must be made prior to the issuing of a pass card.
 - o Security deposit may be in the form of cash, check or money order.
 - o **The deposit will be refunded within fourteen days (14) of the rental if the room is left in the same condition as it was before the event.**
 - o **Hourly Fee:** There will be a \$40/hr fee for private and for-profit functions held in the Community Room.
 - o A deposit/fee waiver may be issued by the Public Works Director for Civic/Non-Profit functions wishing to use the Community Room.
 - o The security/cleaning deposit will be forfeited under the following circumstances:
 - Failure to clean the facility
 - Damage to facilities or furnishings
 - Failure to return tables and chairs to their STANDARD positions
 - Failure to return access card or keys
 - Any other act of negligence



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RENTAL REQUEST INFORMATION	
Date Requested: _____	Day of Week: _____
Start Time: _____	End Time: _____
Proposed Use/Activity: _____	
Expected number of people in attendance: _____ Will there be refreshments? _____	
CONTACT INFORMATION	
Name of Group/organization: _____	
Adult Assuming Responsibility: _____	
Phone Number (home): _____	(cell): _____
<p>I, _____ have read and understand the City of Commerce Community Room Usage Guidelines and agree to abide by the same. The <u>refundable</u> Community Room Deposit Fee of \$100.00 will be paid prior to reservation. I further understand that any or all of the deposit may be retained in the event of damage or loss to City of Commerce property and that this forfeiture in no way limits liability of the applicant to the extent of the damage. The \$100.00 deposit shall be returned to the below signed applicant after an inspection is made of the Community Room. The room will be left clean, without damage and tables returned to their STANDARD setup. The City of Commerce does not assume liability for injuries or loss of personal property to any group or individual arising out of the use of the facility. Use of the facility in no way constitutes City endorsement, agreement, or support of any group, program or activity.</p>	
Signature: _____	Date: _____
Office Use Only	
Date Rcvd: _____	Application Number: MR 2011- _____
Refundable Fees Deposit Rcvd: \$ _____	Non-refundable Fees Room Rental Fee Required: Yes No
Access Key Required: Yes No	Rental Fee: \$ _____
Approved: Yes No	Approved By: _____
Inspection Completed By: _____	Date: _____
Access Key Returned: NA Yes	Room Returned to STANDARD setup: Yes No
Damage that occurred: _____	
<p>\$ _____ to be returned \$ _____ to be forfeited</p>	