



## NORTHEAST REGIONAL HEALTH AND WELLNESS CAMPUS

### Facility Use Contract (Rev. 10.15.18)

**Group/Organization Name:** \_\_\_\_\_

**Function Title:** \_\_\_\_\_

**Function Purpose:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Cell#** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Alternate Contact Name:** \_\_\_\_\_ **Cell#** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Alternate Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Date of Contract:** \_\_\_\_\_ **Deposit received** \_\_\_\_\_ **Ch#** \_\_\_\_\_ **Payment received** \_\_\_\_\_

This agreement is made as of the date of this contract by and between Oklahoma City-County Health Department ("OCCHD") and the above named GROUP. All bookings must be made at least 4 weeks in advance of the event date. The GROUP must return the signed contract and required documentation 2 weeks \_\_\_\_\_ prior to the event. If OCCHD does not receive a signed contract by this date, it reserves the right to release the reserved date without notice. Payment in full is due no later than two weeks \_\_\_\_\_ before the event.

The parties agree to the following:

1. Reservation Information – reservation times must include 30 minutes before and after the event to allow for setting up and tear down. (I.e., event is 5 PM to 9 PM, group will be charged 5 hours, 4:30 – 9:30).

**Auditorium @ no fee for events Monday-Friday 8:00 AM – 4:30 PM**

Date	Start Time	End Time	Group Size	
Caterer			Delivery Date/Time	
Rentals			Delivery Date/Time	
IT				

**Training Rooms @ no fee for events Monday-Friday 8:00 AM–4:30 PM**

Date	Start Time	End Time	Room	Group Size	
Caterer				Delivery Date/Time	
Rentals				Delivery Date/Time	
IT					

**Training Kitchen @ no fee for events Monday-Friday 8:00 AM – 4:30 PM**

Date	Start Time	End Time	Group Size	
Caterer			Delivery Date/Time	
Rentals			Delivery Date/Time	
IT				

**Facility Fee @ \$175 per hour (4 hour minimum) all events occurring after 4:30 PM & Saturdays**

Date	Start Time	End Time	Group Size	Reservation Fee
Caterer			Delivery Date/Time	
Rentals			Delivery Date/Time	
IT				

**2. Rental Fee:**

Rental fees must be received at least two weeks \_\_\_\_\_ prior to the event date. If OCCHD does not receive a signed contract and fees by this date \_\_\_\_\_, it reserves the right to release the reserved date without notice. Rental fees covers the cost of facility use by Group and its invitees, vendors, or guests, consequently, Group shall not charge its invitees, vendors, or guests any fees for any services provided at the event in the facility.

**3. Cancellation Policy/ Rental Fee Return**

Cancellations must be made within two (2) weeks \_\_\_\_\_ in advance of the scheduled event in order to receive a 100% refund of the rental fees paid. Failure to provide sufficient notice will result in no refund.

**4. Catering**

Any caterer must have the ability to meet legal and insurance requirements; their commitment to following the health department catering/facility guidelines; and the ability to serve customers in all budget ranges. **All caterers must be a licensed facility and provide a copy of their current license, their product liability insurance certificate, a Workers' Compensation certificate and a copy of their last inspection report** no later than the week of by \_\_\_\_\_. These documents must be attached to this contract.

**5. Alcoholic Beverages**

Alcoholic beverages are not permitted at events. OCCHD does not have a liquor license and cannot take possession of, or store, alcohol in any form under any circumstances.

**6. Insurance**

To the extent allowed by Oklahoma law, GROUP shall indemnify and hold harmless OCCHD from all liability derived from the occupancy and use of leased premises under this contract. GROUP shall provide a certificate of insurance reflecting a limit of coverage of not less than \$1,000,000.00 of general liability insurance, and certificate must reflect OCCHD as an additional insured on the general liability policy. Additionally, certificate must reflect a waiver of subrogation in favor of OCCHD. OCCHD must receive the certificate of insurance no later than 2 weeks prior to the scheduled event. Please initial to indicate you understand that your GROUP is to provide a certificate of insurance to OCCHD before the event can take place. (Initial) \_\_\_\_\_

**7. Clean-Up and Closing (Checklist given: \_\_\_\_\_)**

The Group is responsible for cleaning tables, kitchen facilities and other areas utilized for the event and for removing all decorations and trash from the event (dumpsters are outside to the west side of auditorium). An additional clean-up charge may be assessed to the Group if rented area is not left in the manner in which it was found, or if the no-smoking or tobacco use policies are broken, such as smoking inside the building or on the premises; also includes carpets getting dirty or floors getting scraped. Any damage to the property will also constitute for this charge to be assessed. A credit card is required to be kept on file and will be charged the actual and reasonable costs of repair or replacement automatically.

The Credit Card Authorization form must be turned in with the contract. Received by: \_\_\_\_\_

All guests and the Group renting the premises will vacate the building at the designated time in this agreement. If the event exceeds the specified time for the event, the additional costs according to the room rental fee(s) previously stated will be billed to the credit card on file.

Please initial to indicate you understand that if at the end of your event the room rented is left in a poor manner, OCCHD rules are broken, damage is incurred, or additional rental fees are incurred, the credit card on file will be charged. (Initial) \_\_\_\_\_

**8. Rented Equipment**

All rented materials (i.e. tables, chairs, linens, etc.), may not be delivered before the day of the event (unless otherwise stated). A list of all rented material must be sent to the OCCHD Events Coordinator no later than 48 hours \_\_\_\_\_ prior to event date.

**9. Facilitator and Northeast Regional Health and Wellness Campus Additional Levels**

The Oklahoma City-County Health Department is dedicated to serving their community members and valued partners, so it is very important to us to get feedback from our visitors. Please distribute the attached questionnaire to your group and forward responses back within 5 days of your meeting/event. You can send them to Laura Holmes, Events Coordinator at the Oklahoma City-County Health Department at [laura\\_holmes@occhd.org](mailto:laura_holmes@occhd.org). We thank you for your cooperation with this request and look forward to seeing you at our campus again. Questionnaire received by: \_\_\_\_\_

PLEASE TAKE NOTE: GROUP MUST ALLOW OCCHD, THROUGH ITS AUTHORIZED REPRESENTATIVE, TO DISPLAY A VIDEO OR ALLOW AN OCCHD AUTHORIZED REPRESENTATIVE TO ORALLY OR VISUALLY PRESENT A SUBJECT RELATING TO HEALTH AND WELLNESS AT GROUP'S EVENT AS A PART OF GROUP'S EVENT, ALL IN DUE CONSIDERATION FOR THE GRANTING OF THE FACILITY USE CONTRACT.

OCCHD shall setup and verify that all audio visual equipment is in good working order. Customer shall be responsible for all equipment that is damaged, lost or stolen (whether by use, misuse, accident or neglect). Customer agrees to pay OCCHD upon demand for all amounts incurred of lost, damaged, and stolen equipment based upon repair cost for repairable equipment or full replacement cost for lost or irreparable equipment. This equipment includes but is not limited to microphones, speakers, projectors, TV/monitors, computers, cables and pointers.

Should the equipment malfunction for any reason OCCHD is not responsible for any damages or loss caused as a result of the equipment malfunctioning. X\_\_\_\_\_

Event hosts and guests are not permitted beyond the double glass doors east of the kitchen and in the additional levels without an OCCHD staff member.

**10. No Smoking**

OCCHD prohibits smoking or the use of tobacco and medicinal marijuana in any form anywhere on the grounds of the campus. Absolutely no smoking, tobacco or medicinal marijuana use is allowed inside the facility or on the premises. It is the Group's responsibility to help enforce both the state law and the OCCHD policy. If a guest smokes, uses tobacco or

medicinal marijuana on or within the grounds of OCCHD, it is OCCHD's right to ask the guest to leave the property with or without the event host's knowledge.

Please initial here that you understand, agree to and agree to inform your guests of this requirement. \_\_\_\_\_

**11. Security**

Security is required for any event occurring outside the general operating hours of 8:00 am – 4:30 pm or on Saturdays. The facility is unavailable Sundays and Holidays. OCCHD requires their security to be present. Events up to 100 people require one officer (included in rental fees); events with more than 100 require an additional officer at the rate of **\$50/hour**. Security charges are paid directly by the Group to OCCHD.

**12. OCCHD Tables, Chairs, Event Decorations**

Decorations may not consist of tinsel, glitter, confetti, birdseed, rice, hay, straw, or any substance that creates a significant cleaning issue. OCCHD reserves the right to prohibit any decoration. No decorations are allowed on the walls, windows or doors. No banners, decorations or items are allowed to be nailed or pinned on the walls. Bubbles are not allowed indoors. Absolutely no tape allowed on any of the walls and floors of the facility.

**13. Acceptance of Terms**

I, \_\_\_\_\_, have read, understand and agree to abide by the provisions of this contract. I understand that I am responsible for the attendees at this event, their behavior while on the premises, and any damage done to the facility and equipment. If for any reason OCCHD determines that the event is in violation of any of these provisions, or any state or federal law, proper authorities will be notified without my prior consent. I understand that payment of this reservation is my responsibility and if I do not pay the amount due two (2) weeks \_\_\_\_\_ prior to the event, the event will be canceled. I understand that in order for OCCHD to confirm my reservation, this signed contract must be returned to OCCHD no later than two weeks \_\_\_\_\_ before the date of the event. I understand that if OCCHD does not receive this signed document and fee by this date, OCCHD reserves the right to release my reserved date without notice. I understand that my signature binds this contract and if I do not fulfill my obligations, it may result in forfeiture of my entire rental fee and loss of the reservation date. OCCHD reserves the right to change or amend this agreement at any time and without prior notice. OCCHD management and/or Events Coordinator also has the final say on all party related items.

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Group/Individual Signature Date

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Printed Name

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Oklahoma City-County Health Department Signature Date

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Printed Name and Title

Please sign this contract and return to 2600 NE 63<sup>rd</sup>, Oklahoma City, OK 73111  
Or fax to (405) 419-4250

If you have any questions or need to make any changes to this reservation, please call the OCCHD Events Coordinator at (405) 425-4455.

The signed and returned agreement will serve as your confirmation of the above reservation.