



CITY OF CHEROKEE

112 N. GRAND AVE, CHEROKEE, OK 73728

P (580) 596-3052 | F (580) 596-2878

Baker Building Community Center

Rules and Fees

Rental Fee: West Room & Kitchen Area **\$50 per day**
Cleaning Deposit **\$50 per function**

Rental fees and cleaning deposit must be paid in full prior to the event date. The reservation is not guaranteed until the rental fees and cleaning deposit are collected. Cleaning deposit will be returned upon a satisfactory final inspection.

1. RENTAL DESCRIPTION:

- Large West Room
- Kitchen Area (food and supplies that are in the kitchen belong to the City of Cherokee. If utilizing the Kitchen, please bring your own food and supplies)
- Bathrooms (located in Kitchen Area)

****THE EAST ROOM IS NOT INCLUDED IN THE RENTAL.****

****PLEASE STAY OUT OF EAST ROOM****

2. CLEANING REQUIRMENTS

- Remove all trash from building
- Vacuum & sweep
- Clean Kitchen Area (if used)
- Clean both bathrooms (toilet, sink, and floors)
- Wipe off ALL TABLES
- Wipe off ALL CHAIRS
- Leave Building in as good or better condition than you found it

****FAILURE TO COMPLY WITH CLEANING REQUIRMENTS**

WILL RESULT IN FORFEITURE OF CLEANING DEPOSIT**

3. PROPERTY DAMAGE

- Any damage to furnishings, equipment, carpet, or building will be your responsibility. Ensure any discrepancies are noted during the initial inspection.

****NO PROPERTY, TO INCLUDE TABLES AND CHAIRS, SHALL BE REMOVED FROM THE BUILDING UNDER ANY CIRCUMSTANCE****

4. Throughout the duration of the rental, the Lessee, shall have the authority to exclude any persons from the premises for any reason other than those based on discrimination.
5. Lessee must be 21 years of age and present during the event.
6. NO TOBACCO OR ALCOHOLIC BEVERAGES ARE ALLOWED.
7. Return key the following business morning to be respectful for that days rental. There is A drop slot located on the north side of City Hall if needed to drop off sooner or when we are closed. Failure to return rental key is subject to a \$25.00 fee.

- 8. Rules and charges are subject to change without prior notice.
- 9. WINDOW SHOWCASE DISPLAY IS TO REMAIN OFF LIMITS AND IS NOT AVAILABLE FOR RENT.

RESPONSIBLE PARTY

DATE OF RENTAL

MAILING ADDRESS

PURPOSE OF RENTAL

CITY, STATE, ZIP

PHONE NUMBER

I AGREE TO THESE CONDITIONS:

Signature of Responsible Party

RECEIVED \$50.00 PER DAY x _____ DAYS _____ (Initials)

RECEIVED \$50.00 CLEANING DEPOSIT _____ (Initials)

****If you have any questions or concerns, please call City Hall at (580) 596-3052****