

Midwest City Community Center Policies and Procedure Cover Page

Staff has the right to enter any function being held at the Midwest City Community Center to ensure that the policies and procedures are being followed. Said staff has the authority to close any function found to be in violation of the policies and procedures of the Community Center. **These policies are not all inclusive.**

Should a situation arise during a function at the Community Center that is not covered in these policies and procedures, City staff has the authority to take any step deemed necessary to resolve the immediate situation.

1. **It is the lessee's responsibility to read, understand, and comply with the complete list of policies and procedures for the Midwest City Community Center.** Please go over your contract carefully and read the attached policies and procedures. This will ensure that your function is what you anticipated and can help prevent any misunderstandings or problems the day of your event.
2. YOU ARE RESPONSIBLE FOR CLEANING THE ROOM YOU CONTRACT. CLEAN-UP MUST BE COMPLETED IN THE DESIGNATED TIME OF RENTAL ON CONTRACT. You must vacate the room by the specified time on you contract. This also includes DJ's, bands, caterers, etc.
3. The balance of the rental of you room must be paid in full within forty eight (48) hours of reserving. Any bookings not paid in that time will be canceled for non-payment and the room deposit *will not* be refunded.
4. To obtain a refund for an advance rental, a seventy-five (75%) refund will be issued if you cancel at least ninety (90) days to one hundred seventy nine (179) days in advance of your original event date, a twenty-five (25%) refund will be issued if you cancel between eighty-nine (89) to sixty-one (61) days prior to your original event date. No refunds will be issued if you cancel sixty (60) days or less prior to your original event date. REFUNDS ISSUED TAKE A MINIMUM OF 15 WORKING DAYS TO A MAXIMUM OF 30 WORKING DAYS TO BE PROCESSED.
5. The cleaning deposits are a separate amount from the price of the rental of the room. This deposit is due the week of the function and **must be paid before anyone may enter the room.** Please read the section on cleaning deposits for the requirements on the return of the cleaning deposits.
6. **HANGING OR ATTACHING DECORATIONS TO THE WALL, CEILING, FLOOR, DOOR, OR WINDOWS IS PROHIBITED** The Community Center does not allow extra time for set-ups/decorating, etc. If you need extra time you must contract it. No glitter on foil confetti may be used in decorating the room. The Community Center is not responsible for lending tape, scissors, extension cords, can openers, knives, etc. to the groups. These supplies must be furnished by the group. All decorations (pillars, candelabras, televisions, etc.) must be removed from the building at the end of the function.
DO NOT DRAG TABLES, CHAIRS, EQUIPMENT, ETC. ACROSS THE FLOORS!!!
7. Food and drink are not allowed in the lobby area. Running, playing, and loitering will not be allowed in the lobby area. **Children must be supervised by adults at all times.**
8. The Midwest City Community Center has numerous bookings simultaneously. Excessive noise from bands, DJ's or participants will not be allowed.
9. Smoking in the Midwest City Community Center is prohibited.
10. If you have or allow alcohol at your event you are required to have a Midwest City police officer at your function (Lessee is responsible for paying the officer). Youth events must also have six police officers. If either of these is present at your event, please read the section of the policies and procedures about the police requirements. If you do contract police officers for your event, the officers must remain until clean up is complete and everyone from the party has cleared the parking lot.
11. On the night of your event, should your function be closed down due to abuse of the following policies and procedures, **no monies would be refunded.**

MIDWEST CITY COMMUNITY CENTER
200 N. MIDWEST BLVD.
MIDWEST CITY, OK 73110
(405) 739-1294
FAX (405) 869-8603
TDD (405) 739-1296

POLICIES AND PROCEDURES

These policies are not all inclusive. Should a situation arise during a function at the Community Center that is not covered in these policies and procedures, City staff has the authority to take any step deemed necessary to resolve the immediate situation.

OFFICE HOURS

The Community Center office hours are:

Monday, Wednesday	8:00–5:00 pm
Tuesday, Thursday, Friday	8:00-6:00 pm

Office hours can be extended any day except Monday and Wednesday if the building is in use.

HOLIDAYS

The Community Center will be closed on Sunday evenings, New Years Day, Easter, Memorial Day, 4th of July, Labor Day, Thanksgiving, the Friday after Thanksgiving, Christmas Eve and Christmas Day.

LIABILITY

The City of Midwest City, its employees, boards, and committees are not responsible for injuries to persons or damages or loss of property. This is entirely the responsibility of program participants. Every lessee shall further agree to pay for any and all damages to the community center and damages to or loss of any of the property and equipment of the community center resulting either directly or indirectly from such occupancy and use of the community center, by or through the negligence or other acts of the lessee or any person participating in or attending their function.

CONTRACT

Any event at the Community Center must have a contract with the City of Midwest City for the use of the facility. This contract is a legal and binding document. It is the responsibility of the lessee to notify the Community Center personnel in person of any changes made to this document. Failure to do so could lead to the cancellation of an event. **Misrepresentation of the type of event being held will also lead to the cancellation of an event with the forfeiture of any fees paid.**

RENTAL TO RESPONSIBLE PARTIES

Only persons ages 18 and older are eligible to contract for the use of Community Center facilities.

CITY AUTHORIZED TO CANCEL

The City may cancel the contract of any person or organization as to the use of any portion of the community center when such person or organization, in the opinion of the city manager or city council, is not acting for the best public interest.

EMERGENCY CENTER

The Midwest City Community Center is an evacuation center used in emergency situations (i.e. fire evacuations, tornado damage, etc). Should the Emergency Management Operations deem it necessary for the City to operate an evacuation center; this will have priority over any bookings in the center for the length of time necessary for the evacuation.

COMMUNITY CENTER STAFF

There is always a staff member from the City on duty during any function held at the Midwest City Community Center. Staff of the Midwest City Community Center has full access to any room and any event held at the Community Center to ensure that the policies and procedures are being followed. Said staff also has the authority to close any function not in compliance with the policies and procedures of the Midwest City Community Center. **Should a situation arise during a function at the Community Center that is not covered in these policies and procedures, City staff has the authority to take any step deemed necessary to resolve the immediate situation.**

INAPPROPRIATE BEHAVIOR

The Midwest City Community Center is a family oriented facility. Inappropriate behavior by any lessee or their guests will **not be tolerated**. Inappropriate behavior includes but is not limited to verbal abuse of staff or other participants, vandalism of City property, inappropriate activities during a function, etc. Staff has the authority to remove any person or persons or close any function that demonstrates this type of inappropriate behavior.

RESERVATIONS FOR TWO OR MORE CONSECUTIVE DAYS

Reservations made prior to January 1 of each year, for entire building bookings for two (2) or more consecutive days, have priority over single session bookings by annual groups.

REFUND OF RENTAL

To obtain a refund for an advance rental, a seventy-five (75%) refund will be issued if you cancel more than ninety (90) days to one hundred seventy nine days (179) in advance of your original event date, a twenty-five (25%) refund will be issued if you cancel between eighty-nine (89) to sixty-one (61) days prior to your original event date. No refunds will be issued if you cancel sixty (60) days or less prior to your original event date. **The cancellation must be by the lessee and the lessee must sign a form in person in the Community Center office. A refund can also be obtained if the City cancels the event due to no fault of the lessee.**
REFUNDS ISSUED TAKE A MINIMUM OF 15 WORKING DAYS TO A MAXIMUM OF 30 WORKING DAYS TO BE PROCESSED.

CLEANING DEPOSIT

DO NOT DRAG TABLES, CHAIRS, EQUIPMENT, ETC. ACROSS THE FLOOR.
HANGING OR ATTACHING DECORATIONS TO THE WALL, CEILING, FLOOR, WINDOWS, OR DOORS IS PROHIBITED. All lessees must pay a cleaning deposit the day of the function. Cleaning deposits must be paid in full before anyone (disc jockeys, caterers, etc.), may access the room. The following deposits shall be required:

Midwest Room.....\$400.00

Bomber or Titan Room.....	\$200.00
Entire Building.....	\$800.00

IN ORDER TO RECEIVE A REFUND OF YOUR CLEANING DEPOSIT, THE FOLLOWING MUST BE COMPLETED:

1. Wipe off all tables and chairs. (This is to be done even if you did not do your own setup.)
2. Return all tables and chairs to designated areas.
3. Sweep and mop the floor. **THE ENTIRE FLOOR MUST BE MOPPED.** Equipment is available from the Community Center staff on duty.
4. If kitchen facility is used, wipe off counters, refrigerator and stove and mop floor.
5. Empty trash cans. If using the "Midwest Room", empty trash into poly carts located outside on the northeast corner of the building. If rooms "Bomber" or "Titan", empty trash into poly carts located on the southwest corner of the building. Extra trash bags can be obtained from staff.
6. Contact staff for approval. **Staff does not supply wipes for tables, chairs or kitchens**

FAILURE TO COMPLY WITH THE ABOVE CLEANING REQUIREMENTS WILL RESULT IN THE FORFEITURE OF THE LESSEE'S CLEANING DEPOSIT.

NOTE: Bi-monthly bookings will not be required to pay a clean-up deposit. This will be handled on a per case basis if needed. Whether a clean-up deposit is required will be indicated on the contract.

YOU ARE RESPONSIBLE FOR CLEANING THE ROOM YOU CONTRACT. CLEAN-UP MUST BE COMPLETED IN THE DESIGNATED TIME OF RENTAL ON CONTRACT.

A lessee must allow adequate time for clean-up and /or removal of set-up or other equipment associated with event (i.e. band, caterers, etc.) by the end of the session time. If lessee or anyone involved in lessee's event fails to vacate the room by the end of the session time, forfeiture of the cleaning deposit will be automatic. Also failure to comply with the above cleaning requirements will result in the forfeiture of the cleaning deposits.

EVENTS OPEN TO THE PUBLIC

Any event that is open to outside participation or attendance from people outside of the sponsoring organization must provide the city with a copy of liability insurance. Any event that is advertised (to include but not limited to: fliers, radio, newspapers, etc.) and/or admission is being charged to enter the function is considered by the Midwest City Community Center to be a function that is open to the public. Liability insurance (also know as event insurance) will be required for this function. Proof of liability insurance must be on file in the Community Center office before the function will be allowed to proceed. Please see following paragraph for specific amounts on the liability insurance.

ADMISSION/TICKET SALES ON CITY PROPERTY

Charging admission/ticket sales on City property by any group, profit or non-profit organizations, is prohibited without event insurance on file at the Midwest City Community Center office before the function will be allowed to proceed. Please see following paragraph on insurance requirements.

LIABILITY INSURANCE

Any event that is open to outside participation or attendance from people outside of the sponsoring organization must provide the city with a copy of liability insurance. Liability insurance required is \$25,000.00 for property loss

per claimant arising out of a single act, accident or occurrence, \$1 million aggregate for any number of claims arising out of a single accident or occurrence and \$100,000.00 per claim per claimant for any other loss arising out of a single act, accident or occurrence. Exceptions to the requirement of liability insurance may be made by the Recreation Facility Manager.

AUDIO/VISUAL EQUIPMENT

The Midwest Room audio equipment/projector will be run by City personnel only. The usage of the projector will need to be scheduled with City personnel in advance to ensure that the staff is available when lessee needs equipment. Please read the information sheet about the requirements for presentations on the audio/visual equipment.

ADEQUATE LIGHTING

Adequate lighting must be maintained in all the rooms for the safety of the participants. At least one row of lights must be on at all times. The only exception to this rule is if the Community Center Staff determines that the lighting of a Disc jockey, band, etc is determined to be enough for the safety of the participants.

SUPPLIES

The Community Center is not responsible for lending tape, scissors, extension cords, markers, etc. to the groups. These supplies must be furnished by the group. Cleaning supplies are furnished by the Community Center.

DECORATIONS

Decorating for events will be allowed upon approval by staff. **HANGING OR ATTACHING DECORATIONS TO THE WALL, CEILING, FLOOR, DOORS OR WINDOWS IS PROHIBITED.**

NO GLITTER OR FOIL CONFETTI may be used. Bubbles/Birdseed may be used, but only outside the Community Center. All decorations (pillars, candelabras, televisions, etc.) must be removed from the building the same day as the function.

REHEARSALS

Rehearsals are only for weddings that are scheduled at the Community Center and must be prescheduled. Hours for the rehearsal are 6pm-8pm the week the function is scheduled and is not guaranteed. Request will be fulfilled dependent upon availability. No food, decorating or set-up is allowed during rehearsal time unless session has been rented.

LOBBY USAGE

The Midwest City Community Center has numerous functions being held simultaneously. The lobby must be kept clear for participants to be able to get to their designated rooms for their functions. Food and drink are not allowed in the lobby area. Running, playing, and loitering BY ADULTS OR CHILDREN will not be allowed in the lobby area. Children must be supervised by adults at all times

PARKING

Use of the parking lot is allowed by renting of rooms in the Community Center. Exclusive use of the parking lot is not guaranteed. No loitering is allowed. Alcoholic beverages of any kind are not allowed.

NUMBER OF PARTICIPANTS

The number of participants designated on the contract will be the maximum allowed to enter into the room or rooms as booked. The amount of tables and chairs provided for any function is based upon this number. Room

capacities must be strictly adhered to for fire safety concerns. Over capacity for any room will be grounds for closing the event.

SMOKING

The Midwest City Community Center is a smoke free environment. Smoking is allowed outside but must be 25 feet away from any entrance in accordance to state law.

EXOTIC ENTERTAINERS

The Community Center is a family oriented facility. Exotic entertainment of any kind is not allowed.

EXCESSIVE NOISE

The Midwest City Community Center has numerous bookings simultaneously. Excessive noise from bands, disc jockey's, participants, etc. will not be allowed. After two warnings from staff, the Midwest City Community Center reserves the right to close down any function that refuses to alleviate the excessive noise in conjunction with their event.

EVENT PLANNERS

It is the responsibility of the lessee to provide any person assisting with the planning of their event a copy of the Midwest City Community Center's policies and procedures. The Midwest City Community Center will provide an extra copy to the lessee if requested. The Midwest City Community Center will provide an extra copy to the lessee if requested, or may be obtained by going to our website at www.midwestcityok.org.

PRIVATE FUNCTIONS OR EVENTS

Private functions will be defined as the participants being invited guests or members only.

SEVERE WEATHER

During severe weather, the staff will periodically contact Emergency Operation Center at ext. 387 for current weather conditions. If a severe weather warning has been issued, each group will be notified that they may have to evacuate to other rooms if the weather condition changes to a severe weather alert. If directed by E.O.C., everyone will be encouraged to remain in the Community Center until the severe weather alert has been canceled. All people will be taken to the Midwest and Bomber rooms during severe weather and positioned as far away from windows as possible.

BOMB THREAT OR FIRE EVACUATION PROCEDURES

When the alarm is sounded, the building should be evacuated in an orderly manner as quickly as possible, and no one should stop to collect personal items. All people should go to the west side of the Municipal Complex and wait for clearance from the proper personnel before re-entering the building. Evacuation plans are posted in plain sight throughout the building.

ALCOHOLIC BEVERAGES

Police protection will be required for all events serving alcohol no matter the number of people at the event. Alcoholic beverages may be served at an event but must be indicated on the contract. Caterer's having a license to sell alcoholic beverages may sell them during the function at which they are hired and they will also need police protection. Verification of the license must be provided. Otherwise, the selling of alcoholic beverages is prohibited. **ALCOHOLIC BEVERAGES ARE PROHIBITED AT ANY YOUTH FUNCTION.** Any

function that does not have police protection will be shut down and no refunds will be made. Beer and wine coolers are considered alcoholic beverages.

POLICE PROTECTION

When police protection is required, the following guidelines must be met:

Officers required for any function at the Midwest City Community Center must be Midwest City Police Officers.

Open or closed adult events serving alcohol:

1-50 participants	one (1) officer
50-100 participants	two (2) officers
100-150 participants	three (3) officers
150-200 participants	four (4) officers
200-250 participants	five (5) officers
250-440 participants	six (6) officers

This will apply on a per room basis for all events.

FOR YOUTH ACTIVITIES

A minimum of six (6) officers are required regardless of the number of participants. **ALCOHOL WILL NOT BE ALLOWED AT ANY YOUTH EVENT.** For a variance of security, see paragraph below.

POLICE QUALIFICATIONS

The Midwest City Community Center requires that all police protection must be made up of Midwest City police officers. All police protection that is engaged for an event must be verified by the Community Center staff at least thirty (30) days prior to the event.

All police protection that is engaged for an event must be in uniform and follow the guidelines set by the Parks and Recreation Supervisor and will be under the supervision of the facility supervisor for the duration of the event.

Police protection must be present at the beginning of the event for youth events, and before any alcohol may be served for adult functions. Police protection must remain until the building, room and parking lot are cleared in connection with the lessee's event. Police protection must be paid at the start of the event for the total time. Police protection can be arranged through the Midwest City Police Department by contacting Midwest City police Sgt. Rummel at (405) 863-2723.

PROCEDURE FOR VARIANCE OF SECURITY

A written request for a waiver or variation of the requirement for police protection stating the justification must be submitted thirty (30) days prior to the event to the Parks and Recreation Supervisor. Requests shall be reviewed on a case by case basis at the discretion of the Parks and Recreation Supervisor.

EVENT POLICIES

No signs, emblems, or colors indicating membership in any group, with the following exceptions as listed, will be allowed at any functions located in the Community Center. If such occurs, it may be grounds to discontinue the event. No refunds will be given under these circumstances.

Exceptions to the above policy are as follows:

Nonprofit association means a group organized for purposes other than generating profit, such as charitable, scientific or literary organizations.

Nonprofit Corporation means a corporation, no part of the income of which is distributable to its members, directors or officers. Corporations may be organized under the Model Nonprofit Corporation Act for any lawful purposes or purposes, including, without being limited to, any one or more of the following purposes: Charitable; benevolent; eleemosynary; educational; civic; patriotic; political; religious; social; fraternal; literary; cultural; athletic; scientific; agricultural; horticultural; animal husbandry; and professional, commercial, industrial or trade association.

Organization includes a corporation, government or governmental subdivision or agency, business trust, estate trust, partnership or association, two (2) or more persons having a joint or common interest, or any other legal or commercial entity.

Any exceptions to these groups may be requested by submitting a written request for a waiver of this rule thirty (30) days prior to the event to the Parks and Recreation Supervisor.

**MIDWEST CITY COMMUNITY CENTER
POLICE PROTECTION
Guidelines**

All police protection is under the supervision of the community Center staff and must follow the following guidelines:

1. **Officers required for any function at the Midwest City Community Center must be Midwest City Police Officers.**
All police protection must be verified by Community Center staff 30 days prior to the event.
2. Police protection is to check in with the staff upon their arrival and again before they depart.
3. Police protection must enforce all Midwest City codes and ordinances, and all rules, regulations and policies of the Community Center.
4. Participants must stay in their assigned room. No loitering in the lobby area or in the parking lot is allowed.
5. No food or drink served at the event is allowed in the lobby area.
6. Restrooms must be checked frequently for any problems.
7. Police protection is not responsible for guarding the exit doors of the room booked to make certain participants do not enter or exit.
8. Police protection is not responsible for checking invitations. This is the responsibility of the lessee.
9. Police protection must be present at the beginning of the event and stay until the building, room and parking lot is cleared in connection with the event.
10. For youth events, a minimum of two officers must be circulation in the room and a minimum of two officers must be located in the lobby. Also a minimum of two police officers must be in the parking lot. For all other events the parking lot must be monitored frequently.
11. No signs, emblems, or color indicating membership in any group, with the exception as indicated in the policy manual, will be allowed at any functions located in the Community Center. If such occurs, it may be grounds to discontinue the event. No refunds will be given under these circumstances.
12. For all events, adequate lighting in the room will be required. This is at the discretion of the Community Center staff on duty.
13. Police officers are to notify the Community Center staff on duty of any problems that arise.