**Garden Oaks Community Center - 3401 NE 16th Street, Oklahoma City OK 73117**

• Rentals are a 2-hour minimum at $150/hour (auditorium)

• Rentals are a 2-hour minimum at $100/hour (multipurpose)

• Rentals are a 2-hour minimum at $75/hour (classroom)

• Rentals are a 4-hour minimum at $50/hour (outdoor)

• Hardship requests and partner org discounts reviewed case by cased

• $30.00 non-refundable processing fee

• $200 cleaning/damages deposit

• Available to rent 7:00 am to 9:00 pm

• Fire code occupancy maximum is varies by room

• Auditorium is 1,600 sq. ft.; Multipurpose Room is 1,800 SF, Classrooms are 900 SF

• Included equipment: 6’ long 36” wide rectangular grey tables, plastic chairs

• Restrooms: Men’s- 2 stalls, 2 urinals; Women’s-4 stalls

• Heating/Air conditioning

• Access to electrical outlets

• Additional amenities

• Large outdoor area with access to picnic tables and benches

• Tablecloths available to rent

Rental Policies

1. A reservation may be revoked before or during an event and fees retained withheld for failure to comply to any policies.

2. Full payment, including deposit, is due at time of booking. Reservations will only be made in full-hour increments. Any areas used must be rented. Reservations must include set-up and clean-up time. Rental reservations changes must be scheduled seven (7) calendar days in advance or may be subject to a $20 late fee. Reservations are accepted one (1) year in advance. Any arrangements or publicity done before notification of reservation approval will be at your own risk. All major credit cards accepted. Please make checks payable to: Alpha Community Foundation of Oklahoma.

3. Deposits will be refunded if reserved areas and common areas are left clean and undamaged, and center is released to Event Center Host at scheduled end time of event. It takes approximately seven (7) to ten (10) days if paid by debit or by credit card, and approximately six (6) to eight (8) weeks after event date if paid by cash or check, contingent on successful acknowledgement and completion of the Event Deposit Checklist and Facility Use Acknowledgement. Checks will be made to the reservation holder.

4. Cancellation refunds for rentals, minus the $20.00 processing fee, will be given if a cancellation notice is received at least seven (7) calendar days before the scheduled event. If the notice is less than seven (7) calendar days, an alternate date, within six (6) months, may be chosen at no additional charge, but no refund will be given. If no notice of cancellation is given, no refund will be given. Weather is unpredictable. Alpha Community Foundation staff reserves the right to determine the severity of inclement weather and the opportunity to reschedule. In case of severe inclement weather on the date of the rental, the applicant may call the emergency number at least one hour before the event and must call the Alpha Community Foundation staff by the next business day to reschedule. An alternate date within one year must be chosen in fourteen calendar days. Refunds are not given for inclement weather.

5. Early entry and late stays are not permitted to reservation holder, or anyone associated with the event. If additional time is needed, it must be reserved. If the event goes beyond the reservation time specified in the application, the reservation holder can forfeit the entire $200 refundable deposit. Alpha Community Foundation staff must be advised of departure time.

6. Tables and chairs are supplied in each event center and must be cleaned and returned to designated storage area undamaged.

7. Set up, clean-up, and trash removal are the responsibility of the reservation holder during the reservation times only. Reservation holder is responsible for leaving main areas, reserved areas, grounds, and equipment clean, undamaged, and in original condition. Reservation holder is responsible for depositing trash in appropriate receptacles. Decorations, personal items, food items, and any trash must be removed from all reserved areas and common areas by the end the scheduled time. Alpha Community Foundation staff is not responsible for any items left behind.

8. Only free-standing or weighted decoration/signage is allowed in the facility. Reservation holder may not attach or hang anything to walls, ceilings, floors, doors, fountains, benches. Use of anything that can be considered trash/debris is strictly prohibited, including but not limited to glitter, bubbles, silly string, artificial flower petals, rice, birdseed, rhinestones, and confetti of any type. Doorways and emergency exits cannot be blocked.

9. A designated representative may be appointed by the reservation holder to facilitate the Center Acceptance Sheet. The reservation holder is still liable for spaces rented and equipment used. It is the responsibility of the reservation holder to ensure that all guests and subcontracted persons (e.g., caterers, decorators, DJs) abide by all rules and regulations. Alpha Community Foundation staff will not sign for, nor are they responsible for deliveries.

10. All reservation holders are responsible for obtaining the proper licenses and meeting all requirements of City and State laws. Reservations are not transferable to other parties. It is understood and agreed that the reservation being issued will be used for the personal use of the reservation holder, who shall be held liable if the event is not held in accordance with the description.

11. Open flames and incendiary devices are not permitted, including, but not limited to confetti cannons, color powder, smoke bombs, smoke machines, and fireworks of any type.

12. Smoking is not allowed on property.

13. Private security is allowed for reservation holder at their own arrangement. To hire off-duty police officers for security, you may call the Oklahoma City Police Department (Special Events) at (405) 297-1144.

14. Reservation holder must accept the facilities and the areas in the condition found. The Alpha Community Foundation makes no warranty as to safety and usability of facility beyond that afforded to the general public. Please report all damages or injuries to Alpha Community Foundation staff on site.

15. Reservations are unavailable and the facility will be closed on all holidays listed below. Holidays that fall on Sundays are observed on that day and the following Monday. Holidays that fall on Saturdays are observed on that day and the preceding Friday.

New Year’s Day January 1st

Memorial Day May 29th

Independence Day July 4th

Labor Day 1st Monday in Sept.

Veteran’s Day Nov. 10th & 11th

Thanksgiving (2 days) 4th Thurs and Fri in November

Christmas (2 days) Christmas Eve and Christmas Day