



FACILITY USE AGREEMENT

Tulsa Oklahomans for Human Rights, Inc. hereafter referred to as “TOHR”, and _____, hereafter referred to as “Community Organization”, agree on this day to ensure a safe and affirming environment for the Gay, Lesbian, Bisexual, Transgender and allied community of northeast Oklahoma at the Tulsa Gay, Lesbian, Bisexual and Transgender Community Center, (GLBT Community Center), hereafter referred to as the “facility”.

The TOHR Board of Directors views the use of the facility as a community service. The facility shall be available in its broadest sense and shall reflect the educational, advocacy, cultural and social role the facility plays in securing equality.

TOHR and the community organization agree to the following:

Community Organization Agrees To:

1. To hold harmless and indemnify TOHR for any claims arising out of the community organizations utilization of the facility.
2. To provide at least one adult over the age of 21 to supervise and be present at all activities associated with the community organization while utilizing the facility.
3. To keep all exits unlocked at all times.
4. To submit a request for facility use at a minimum of two (2) weeks before the requested date of use to the facility manager.
5. To pay use fee at the time of the booking. Fees are managed through the TOHR policies and procedures.
6. To make room reservations in person or over the phone. Phone message reservations will not be accepted. Reservations may be made for one meeting or several meetings. All reservations for monthly or continual meetings must be renewed every 12 months.
7. To use the TOHR equipment appropriately and to report any equipment problems to the facility manager.
8. To clean the room and return it to its proper order. All associated trash must be removed by the organization.
9. To cancel reserved rooms as soon as possible in advance of the meeting or event. Failure to use the room on two consecutive occasions without advanced notification will result in the loss of room use.
10. To provide a contact name and phone number in the event of an emergency and to provide to the public for referrals to the community organization.
11. To follow the policies and procedures for the use of the facility.

12.15.02

Community Organization Understands that:

1. Use of the facility does not constitute an endorsement by TOHR of a program or point of view and that no announcement implying such an endorsement is permitted. The community organization agrees to state the following on all printed or verbal communication in regards to the facility: *“The Tulsa GLBT Community Center is provided as a service by TOHR. TOHR neither sponsors or endorses this event.”*
2. Smoking is not permitted within the facility.
3. No alcoholic beverages are permitted on the facility unless approved by the TOHR Board of Directors.
4. The meeting rooms are available during posted operation hours. All meetings or events must be dismissed at least 15 minutes prior to the facility’s closing time. Meetings will not be scheduled outside the regular operation hours.
5. The community organizations will be liable for any cost incurred by TOHR to have a room cleaned, or for damage repair to the property.
6. Facility use will be denied if the community organization:
 - Conducts illegal activity during utilization of the facility;
 - Presents conduct that interferes with the proper functioning of the facility;
 - Conducts an activity at the facility with minors without adult supervision;
 - Conducts activities at the facility which support campaign election activities.
7. TOHR will not accept responsibility for equipment, supplies, materials or personal possessions owned by the community organization or participants. Additional equipment must be furnished by the community organization.
8. TOHR staff and/or volunteers will not be made available to change room arrangements or to provide support services such as carrying equipment or materials, operating equipment or making photocopies.

TOHR agrees to:

1. Provide the community organization with reasonable access to the facility for the scheduled purpose of the community organizations regular activities and events;
2. Reserve the right to reschedule reservations at any time in order to use the facility for TOHR sponsored programs or events. Required fees will be refunded in this event.

Either party may terminate this agreement with thirty (30) days notice to the designated representative of the other party.

TOHR President	Date	Community Organization Authorized Representative	Date
----------------	------	--	------