

**AGREEMENT FOR USE OF THE HOTEL FREDERICK BALLROOM/KITCHEN
FACILITIES**

Date of use: _____

Starting time: _____ Ending time: _____

Request made by: _____
(Sponsoring Group or Organization)

Purpose of use: _____

Admission charge: Yes: _____ No: _____

The Frederick Housing Authority is hereinafter referred to as the Authority
Tri-County Elderly Nutrition Program and CADC are hereinafter referred to as the Agencies.

The following stipulations apply to non-Authority/Agencies-related individuals, groups, and organizations.

The undersigned user of the Hotel Frederick Ballroom/Kitchen agrees that he or she has authority to bind the sponsoring group of organization or individual users to:

- Observe the rules and regulations for the use of the Hotel Frederick Ballroom/Kitchen as established by the Authority/Agencies which may be obtained at the central offices of CADC
- Assume full responsibility for loss or damage to property of the Hotel Frederick Ballroom/Kitchen, the Authority or the Agencies resulting from such use.
- Assume full responsibility for personal injury or property damage sustained by any person as a result of such use, waive all Authority/Agencies liability for such injury, and agree to hold harmless from any and all claims of whatever nature which may be brought against the Authority/Agencies arising from the user's use of the Hotel Frederick Ballroom/Kitchen facilities.
- Pay the usual and customary fee for such use.

Signing this statement assures the Authority/Agencies that the sponsoring group or organization has liability insurance to protect the Authority/Agencies from any liability claimed against the Authority/Agencies from user's use of premises, has read and understands the policies on the Authority/Agencies use, and will inform all individual users the use is not for a Authority/Agencies function and will not be supervised by the Authority or the Agencies.

Signature

Request approved _____ Fee _____

RULES AND REGULATIONS FOR USE OF THE HOTEL FREDERICK BALLROOM/KITCHEN FACILITIES

- **APPLICATION MUST BE SUBMITTED AT LEAST ONE WEEK IN ADVANCE.** Prior to reservation, your program committee should secure from CADC the arrangements to open and close the building(s). All decorations and general cleaning (all debris removal, vacuuming, etc.) is the responsibility of your committee. Removal of such decorations and rearrangement of facilities used is also the responsibility of your committee. If your group needs the kitchen facilities of the Hotel Frederick your committee should secure from the Tri-County Elderly Nutrition Program (Frederick Nutrition Site) the Name of the Tri-County employee to be in charge of the kitchen facility. The Tri-County employee will be available to advise the group and serve the interest of CADC and Tri-County Elderly Nutrition Program. He/She will not be expected to perform kitchen duties for the group. The fee for the Tri-County Employee is \$ 20.00 guaranteed for being available any time up to two (2) hours. After two (2) hours, the charge will be \$ 7.00 for each additional hour. (Fractional part of an hour will be figured on \$ 7.00 an hour rate.)
- The fee for a Non-Profit organization is \$50.00 per day, while the fee for all other organizations, fund raising activities and/or Personal use of the facilities will be \$ 75.00 per day. In addition to these fee(s) there is a \$50.00 refundable cleaning deposit - which will be returned upon inspection of the facilities. The applicable fee shall be paid to the Frederick Housing Authority prior to its use. Payment may be made at CADC, 105 S. Main; The Grand (Hotel Frederick), 100 E Grand, or mailed to CADC P.O. Box 989, Frederick, OK 73542.
- There shall be no alcoholic beverages permitted or consumed in or around the Lobby, Ballroom, or Kitchen of the Hotel Frederick. Smoking in the Ground floor of the Hotel Frederick is prohibited. Violations of this rule by any organization during occupancy shall be sufficient cause for denying further use of the Ballroom/Kitchen facilities to the organization.
- The ground floor of The Grand (Hotel Frederick) is the only public area of the facilities. All other areas are for Authorized Staff and Apartment Residents ONLY. Please respect these areas and do not make any unofficial visits.
- It is the responsibility of your committee to maintain good order in and on the premises of the facilities while being used. An adult sponsor must be present when minors are using the Ballroom/Kitchen facilities of the Hotel Frederick.
- The committee shall be responsible for any damages because of misuse to the building or any of its contents. The person or group receiving the permit shall be responsible in case of loss or damage. CADC or Tri-County Elderly Nutrition Program may require an agency employee to be on duty when facilities are in use by an outside group.
- All laws, rules, and regulations that are required to be observed by the city, county, state, as well as the Frederick Housing Authority, CADC, and Tri-County Elderly Nutrition Program must be observed at all times as they relate to any civic group. All functions must close by 12:00 a.m. unless special arrangements have been made.
- The Hotel Frederick Ballroom/Kitchen is not to be used for public use other than normal activities by the Tri-County Elderly Nutrition Program, during weekdays from 8:00 a.m. until 2:00p.m., special occasions and when prior permission has been granted by CADC and Tri-County Elderly Nutrition Program. Permission to use the Ballroom/Kitchen facilities of the Hotel Frederick is granted by calling Krista Reyes at CADC, 580/335-5588, 105 S. Main, Frederick, OK.

- No nails, staples nor tape are to used in walls, tables or ceilings. (Table decorations are encouraged)
- CADC, Tri-County Elderly Nutrition Program and the Frederick Housing Authority reserve the right to reschedule the Hotel Frederick Ballroom/Kitchen facilities for another purpose or group should a priority need arise. (Use for a Tri-County Elderly Nutrition Program function is a priority.)
- No use shall be permitted for any individuals or groups not granted permission to use the facilities during the allotted time. Juvenile organizations must have adult sponsorship and supervision.

CADC Representative

DATE

I HAVE READ, AGREE TO, AND UNDERSTAND THE ABOVE RULES AND REGULATIONS PERTAINING TO THE USE OF THE GRAND (Hotel Frederick) BALLROOM/KITCHEN FACILITIES.

**Signature of Committee Chairperson
 or Responsible Person**

Date of Signature

Name of Group or Individual

Date use of Facility

Type of Activity (NAME)

APPROVED: _____

Tri-County Elderly Nutrition Kitchen Staff Signature(s) if Applicable

PLEASE MAKE CHECK PAYABLE TO: FREDERICK HOUSING AUTHORITY