



Rental and Operating Policy

The following regulations apply to all rental buildings and rooms under the City of Marlow and the Marlow Municipal Authority. Included are the Community Center/Nutrition Center, Redbud Chapel, and conference center at The Garland Smith Public Library. By renting any of the above rooms or buildings, the user agrees to the following rules and procedures.

1. The Garland Smith Public Library Conference Center and the Redbud Chapel are available for rent seven (7) days per week from 8 a.m. to 11 p.m. The Community Center/Nutrition Center is available Friday 5 p.m. to 11 p.m. and weekends 8 a.m. to 11 p.m.
2. Reservations are taken on a first-come, first-serve basis.
3. Reservations are taken through Marlow City Hall during regular business hours Monday through Friday, holidays excepted.
4. The rental of a room or building may not be completed without submission of a refundable key deposit payable to the City of Marlow.
5. The minimum rental period is one (1) day.
6. Rental of the Redbud Chapel or Community Center/Nutrition Center does not constitute sole usage of Redbud Park. Rental of any or all rooms in the Garland Smith Public Library conference center does not include usage of the library.
7. Smoking is prohibited within the interior of any city-owned building, and within 25 feet of any facility entrance. (O.S. § 21 Sec. 1247)
8. Renters and users shall confine activities to only those spaces approved for use.
9. Every individual renting the facility assumes liability for any and all damage to the building and/or equipment during the period of use.
10. No tables, chairs, or other equipment that is city-owned may be removed from the facility at any time.
11. Furniture may be moved by renter to accommodate the space, but shall be returned to its original space after use. Failure to return the space to its original form may result in loss of deposit. Moving of furniture is the responsibility of the renter.
12. All exit doors must remain operable and no part of any hallway, corridor or exit may be used in a way that obstructs its use as an exit.
13. The maximum occupancy is designated by the state fire marshal. Overcrowding any rented space is forbidden and may result in cancellation of the event and forfeiture of all fees paid.

14. The City of Marlow reserves the right to have staff attend any event held in any rented space.
15. Groups are responsible to see that all activities are properly controlled and supervised. Adequate adult supervision must be provided if group members are under 21 years of age.
16. Renters of any space are responsible for leaving the rented premises in a condition that is clean, orderly, and free of trash, debris or other unwanted materials. Failure to do so may result in forfeiture of any refundable deposit, assessment for any damages incurred, and denial of future use of any rental privileges.
17. All trash and other disposables shall be gathered in heavy duty **garbage bags to be supplied by the renter** and placed in the outside receptacle(s) of the rented space.
18. Renters of the facility assume responsibility for noise levels of their participants. Noise that disturbs surrounding properties will not be tolerated.
19. Any behavior deemed by authorized city staff to be disruptive in any way shall be cause for eviction of participants from the building and may be cause for possible legal action. In such cases, all fees and deposits will be forfeited by the renter.
20. The City of Marlow, its officials and employees, assume no responsibility for any personal property, equipment, or other items brought into the building.
21. The use of the any rented space does not in any way imply endorsement or sponsorship of any event by the City of Marlow. Any publicity shall be designed to clearly and accurately display the name of the sponsoring group.
22. No additional lighting or electrical modifications will be permitted unless approved by city staff.
23. All room or building decorations and fasteners must be prior approved.
24. **NO GLITTER, SPARKLES, SEQUINS OR CANDLES MAY BE USED FOR DECORATION.** No bird seed, rice or other loose material may be thrown inside the building.
25. The use of masking tape, cellophane tape, thumb tacks or other form of pointed fasteners to hang decorations by direct attachment to painted surfaces, wood, walls, or ceilings is prohibited. Additionally, renters will be responsible for the removal of any decorations and debris immediately after the conclusion of the event.
26. Kitchen access at the Garland Smith Public Library conference center and use privileges shall be granted with no additional cost; however, such use shall be subject to any scheduling restrictions deemed necessary by authorized city staff. The kitchen is to be used solely as a serving facility and no major food preparation is allowed. Dishes of any kind, utensils, cups, towels and the like are NOT available in this kitchen.
27. No food, drink, or serving utensils may be left in any rented kitchen space including freezers, refrigerators, or cabinets. Any items left in the kitchen or rented space shall be immediately disposed of.
28. There is limited access to the kitchen at the Community Center/Nutrition Center. Access is limited to the sink and ice machine.
29. Alcoholic beverages are forbidden on the property of the Community Center/Nutrition Center or Redbud Chapel.
30. Alcoholic beverages are allowed at the Garland Smith Public Library conference center under certain stipulations, and are subject to an additional rental fee.