

**GRAND RIVER DAM AUTHORITY
ECOSYSTEMS & EDUCATION CENTER
FACILITY USE PROCEDURES**

1.0 GENERAL PROVISIONS

1.1 Purpose. These procedures provide minimum standards and criteria for operation of the GRDA Ecosystems & Education Center in order to provide a clean, safe and comfortable environment for employees, tenants, and visitors.

1.2 Definitions. The following words or terms, when used in these sections shall have the following meaning unless the context clearly indicates otherwise:

“Authority” means the Grand River Dam Authority.

“Board of Directors” means the governing body of the Grand River Dam Authority.

“Event” means any meeting, gathering, reception, or other event held at the Facility by any person, entity, or organization other than the Authority, regardless of whether the event is authorized pursuant to a Rental Agreement or a lease.

“Event Coordinator” means the GRDA employee designated by the General Manager to be responsible for certain ministerial tasks related to the use of the Facility.

“Facility” means the Grand River Dam Authority Ecosystems & Education Center, located at 420 Hwy 28, Langley OK, 74350.

“Public Areas” mean those parts of the Facility generally open to the public, as determined by the Authority. The term “Public Areas” shall not include the Executive Conference Room, the Grand Hall, or parts of the Facility reserved for use by the Authority or Tenants.

“Renter” means any person, entity, or organization making temporary use of the Facility pursuant to a Rental Agreement with the Authority.

“Tenant” means any person, entity, or organization making use of the Facility pursuant to a long-term lease with the Authority.

2.0 GENERAL OPERATIONS

2.1 Hours of Operation. The Facility operating hours are from 8:00 a.m. to 4:45 p.m., Monday through Friday, excluding state holidays. Beginning Memorial Day weekend and ending Labor Day weekend, the Facility operating hours shall be extended to include 9:00 a.m. to 4:00 p.m. on Saturdays and Sundays.

- 2.2 Public Access.** Access to the Facility by members of the public shall be restricted to hours of operation and to Public Areas unless accompanied by an Authority employee, Tenant or Renter.
- 2.3 Tenant Access.** Tenants shall abide by any security measures required by the Authority. Tenants shall maintain with the Authority a current list of employees with authorization to access the Facility outside of standard hours of operation. Tenants using the Facility after hours shall not leave entrance doors open, or allow non-essential or unknown individuals to enter the Facility. Tenants shall escort after hours visitors at all times.
- 2.4 Security.** Persons in the Facility shall at all times comply with official signs of prohibitory, regulatory, or directory nature and with the lawful direction of law enforcement and other authorized individuals. The Authority reserves the right to remove from the Facility any person demonstrating unruly or disruptive behavior.
- 2.5 Custodial and Maintenance Services.** The Authority shall be responsible for the cleaning and maintenance of all areas of the Facility not reserved for the exclusive use of Tenants.
- 2.6 Tobacco Use.** In accordance with the Oklahoma Smoking in Public Places and Indoor Workplaces Act, Executive Order 2012-01, Executive Order 2013-43 and GRDA's Board Policy, the use of tobacco, electronic cigarettes and vaping devices is prohibited in the Facility. Smoking tobacco, electronic cigarettes and vaping devices shall not be permitted in outdoor areas.
- 2.7 Weapons.** No weapons of any kind shall be permitted in the Facility. This prohibition includes the possession of a concealed firearm by the holder of a valid concealed handgun license issued pursuant to the provisions of the Oklahoma Self-Defense Act. Exemptions may be granted for unloaded weapons used in education programs and living history demonstrations. The provisions of this section shall not apply to any peace officer or to any person authorized by law to carry a pistol in the course of employment.
- 2.8 Animals.** Animals are not permitted in the Facility. This prohibition does not apply to service animals or animals used by Authority employees in the performance of their jobs.

3.0 FACILITY RENTAL

3.1 Purpose. The provisions of this section govern the reservation of the Facility for Events.

3.2 Rental Space. Renter shall have use of the Grand Hall and kitchenette, lower level exhibition space, upper level exhibition space and patio. Video and Audio equipment may be provided upon request.

3.3 Eligibility. Permission for use of the Facility for Events may be extended when:

- The use is appropriate to the nature and purposes of the Facility and the Authority.
- The use does not violate any applicable federal, state, local law or Authority rule or policy.
- The use does not place persons or property at an unacceptable level of risk of harm or disturbance, damage, or injury.

Neither an organization nor an individual will be eligible to rent the Facility more than two times per month without the approval of the Board of Directors upon special application. .

3.4 Rental Agreement. Individuals, entities or organizations wishing to rent the Facility must first complete the Rental Agreement. The Rental Agreement once accepted by the Renter and approved by the Authority, shall constitute the sole contract between the Renter and the Authority. No verbal agreements regarding the use of the Facility shall be binding upon the Authority.

3.5 Scheduling. Scheduling for use of the Facility will be done by the Event Coordinator. Requests to rent the Facility must be made at least forty-eight (48) hours prior to the meeting or event. The Authority generally will not schedule events more than one (1) year in advance. For meetings or events reoccurring on a weekly or monthly basis, reservations may be made at the beginning of the calendar year. The Authority shall make its best effort to accommodate the requests, subject to availability. Events for the Authority shall take precedence over all others. The Authority reserves the right to cancel or modify a reservation at any time.

3.6 Rent. Rent for use of the Facility shall be in accordance with the Description of Space and Schedule of Rent then in effect. Rent shall be for the sole purpose of using the Facility space rented and the furnishings provided.

3.7 Cleaning and Set Up. Renter shall pay for room preparation and post-Event cleaning services for all Events at the Facility in accordance with the Description of Space and Schedule of Rent then in effect. Prior to the conclusion of an Event, the

Renter shall remove all materials used in conjunction with or created by the Event, and deposit all waste in an appropriate container.

3.8 Security. Security shall be required for certain Events at the Facility, if determined to be necessary by the Authority. The Security Charge shall be for the purpose of providing law enforcement services during an Event. Events which may require Security include:

- Events open to the public,
- Events at which alcohol is served,
- Events at which attendance is expected to be substantial, and
- Events which are scheduled to last past 10:00 pm.

3.9 Security Deposit. The Authority may require payment of a Security Deposit as a condition of use of the Facility for an Event.

3.10 Payment

3.10.1 General. All payments are to be made in accordance with these Procedures and to the Grand River Dam Authority, P.O. Box 70, Langley, OK 74350.

3.10.2 Reservation Deposit. A Reservation Deposit of \$100 is due at the time the Rental Agreement is signed. The deposit shall be credited to the rental fee due.

3.10.3 Payment in Full. Payment in full is required on the day of the Event. This payment includes all Rent and any additional charges.

3.10.4 Refunds. The Renter must cancel the Rental Agreement, in writing, at least thirty (30) days prior to the Event to obtain a refund of the Reservation Deposit. A full refund will be made if the Authority cancels the availability of the facility due to no fault of the Renter.

3.10.5 Penalty. If the Renter occupies the Facility beyond the scheduled rental time they will be required to pay the full hourly rate until they have completely vacated the building.

3.10.6 Cancellations. For cancellations less than 30 days before the Event date, the deposit will be forfeited.

3.10.7 Forfeiture. If the full payment due is not received in accordance with the Facility Use Procedures, the Event may be cancelled due to non-payment and the deposit shall be forfeited.

4.0 EVENTS

- 4.1 Purpose.** The provisions of this section shall apply to all Events at the Facility.
- 4.2 Event Location.** Activities will be confined to the room or combination of rooms dedicated to the Event. The number of attendees shall not exceed the maximum room occupancy.
- 4.3 Event Times.** Events shall be limited to the time period authorized. When possible, the Facility shall be made available approximately thirty (30) minutes prior to the scheduled start time of the Event. The Event location must be vacated by the scheduled ending time of the Event. In no case, shall an Event be allowed to conclude later than 12:00 a.m.
- 4.4 Physical Arrangements.** The Authority shall be responsible for arranging the necessary furnishings, such as tables and chairs, for Events. Furnishings shall not be moved except under the direction of the Event Coordinator. Furnishings shall not be brought into the Facility for an Event except under the direction of the Event Coordinator.
- 4.5 Decorations.** Stapling, taping or tacking of banners, decorations or other materials to any fixtures, furnishings or any area of the Facility is prohibited. No combustible materials, open flame, candles, sterno (electric sterno only), cooking or sautéing, chocolate fountains, water related displays, (such as fountains), smoke or fog machines are allowed in the Facility. No living plants or soil are allowed in the Facility. No tinsel, glitter, confetti, hay, hay bales, flower petals, rice, birdseed or soap bubbles may be used at the Facility. All decorations or items not owned by the Authority must be removed from the Event location by the scheduled ending time of the Event.
- 4.6 Catering.** The Renter will provide food, beverages, linens, china, silverware, and any other dining needs. All food and beverages must remain within the Event location.
- 4.7 Alcoholic Beverages.** Alcoholic Beverages are allowed at an Event only with the express written consent of the Authority. Alcoholic Beverages must be supplied and served only by a person or entity licensed in compliance with the State of Oklahoma liquor laws. No Alcoholic Beverages may be served or provided during the normal working hours of the Authority. Alcoholic Beverages are prohibited at Events open to the general public. All Alcohol Beverages must remain within the Event location.
- 4.8 Authority Personnel.** The use of the Facility for an Event shall not preclude the right of Authority personnel to be present in the location of the Event in the course of their employment.

4.9 Event Termination. The Authority's law enforcement personnel are authorized to immediately terminate any Event if, in their judgment, an unacceptable level or risk of harm or disturbance, damage, or injury to any persons or property has been reached, at which time fees and/or deposits may be forfeited.

DESCRIPTION OF SPACE AND SCHEDULE OF RENT
Effective January 10, 2018

Grand Hall:

Square Footage: 1920
Capacity with theater layout: 144
Capacity with classroom tables layout: 60
Capacity with reception layout: 120

Patio:

Square Footage: 1440

First Floor Exhibit Space:

Square Footage: 480

Lower Level Exhibit Space:

Square Footage: 480

Renters shall pay the amount of \$500 for the above facilities for the first 6 hours and \$50 per hour after 6 hours.

Renters shall pay a cleaning fee in the amount of \$50.00

In the event Security is required, Renter shall pay an additional \$50 per hour.

Reservation Deposit: \$100 due at time rental agreement is signed