



Meeting Room Reservation Policy

Regular Hours of Operation

- a) 8:00 AM to 5:00 PM Monday through Friday

Reservation Fees

The Well is happy to make available our meeting rooms for public use as gathering places to exchange ideas, access and share information and participate in programs created for public enjoyment, when The Well isn't using the space for its own programming. Meeting rooms are available free of charge, M-F, 8:00am-5:00pm for use by community organizations for educational, cultural and civic purposes. These events must be open to the public and free of charge for attendees. Events that are in conflict with The Well's public health mission may not be permitted use of the facilities.

- a) Meeting room reservations are for a maximum of 4 hours unless otherwise approved.
- b) Meeting room reservations must be made during normal hours of operation (see above).
- c) Reservation must be canceled with 7 days' notice.
- d) If any damage or loss occurs, the group using the room must pay for the repair or replacement of the items.
- e) Organizations are only able to book one meeting and one room at a time and may be reserved up to six months in advance.
- f) Failure to return the room back to its original condition will result in non-use of The Well meeting spaces in the future.
- g) Meeting rooms available include:

Event Hall	72 person (seated at tables, banquet style)	134 max
Upstairs Classroom	18 person (seated at tables, classroom style)	37 max
Downstairs Classroom	30 person (seated at tables, classroom style)	52 max
Market Hall	120 person (seated at tables, classroom style)	204 max

Event Rentals. Due to increasing demand of local meeting space for social purposes, The Well will prioritize meeting room reservations that are free and open to the public. Reservations for social



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events or meetings that are not open to the public (membership groups, birthday parties, baby showers, weddings, fundraisers) may be reserved for a facility rental fee, as noted below:

- a) Upstairs Community Room and Kitchen- \$1,500
- b) Market Hall- \$1,500
- c) Reservations for private social events must be made outside of normal business hours.
- d) Reservation blocks can be made for a minimum of 2 hours or a maximum of 8 hours. No reservation shall go past 10pm.

Payments

- a) Facility rental fee payments can be made by check, cash, or purchase order at the time of reservation. If paying by purchase order, payment must be received within 30 days of invoice.
- b) Organizations and individuals with an outstanding balance may not schedule future events until the balances are paid in full.
- c) If the event goes over the scheduled reservation time, The Well reserves the right to limit scheduling in the future.

Do's and Don'ts for all reservations

- a) No services or products may be bought or sold to the public through The Well's space, unless the organization obtains prior approval by The Well.
- b) The Well has tables, chairs and audio/visual equipment, available on a first come first serve basis and must be requested at the time of facility request to ensure availability. Set up of tables and chairs are the responsibility of the user. **The Well staff are not available to assist groups.** This includes arranging rooms, carrying supplies and cleaning. Rooms must be returned to their original state by the end of the allotted reservation time.
- c) Rooms must be cleaned and brought back to their original condition per the checklist provided by the end of the reservation period (no later than 10pm).
- d) Materials are not to be attached to walls or windows by any means (tape, nails, tacks, adhesives, command strips, etc.)
- e) No controlled substances or weapons are allowed on The Well property or in its facilities.



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- f) Smoking, vaping, and the use of tobacco products in any form, as well as the use of simulated tobacco products, is prohibited on The Well property. This prohibition includes buildings, grounds, and parking lots.
- g) Animals are not allowed in The Well buildings with the exception of service animals.
- h) Minor children may not be left unaccompanied in the building or surrounding groups during any events.
- i) Certain decorations will be prohibited including confetti, glitter, and open flames. Candles are allowed only if candles are enclosed in glass.
- j) One person must be designated as the day-of point of contact.

Cancellations and Changes

- a) The Well staff reserves the right to move groups to other rooms or cancel reservations when necessary.
- b) When the building is closed due to inclement weather, scheduled events will not be held and arrangements will be made to try and reschedule.
- c) In the event the reservation is canceled by the user, notice must be submitted in writing to The Well staff within seven days of the scheduled event or the deposit for the reservation will be forfeited.

Security and Access Control

- a) The Well reserves the right to require security for any events. When applicable, security will be provided through the Cleveland County Sheriff's Office, and a security fee of \$35/hr will be included in the reservation cost.
- b) The contact person for the event/meeting agrees that they will be present during the reservation period and will be the individual responsible for securing the building if the reservation is made outside of normal business hours.
- c) For after-hours events, a badge will be given to the event point of contact to access the building. This badge must be returned at the end of the event to the lockbox.

Alcohol, Food, Catering and Kitchen

- a) Food must be provided by an insured licensed caterer or a waiver signed.



- b) If the kitchen is reserved, the ovens and refrigerator may be used. The stovetop may not be used.
- c) The Well’s kitchen supplies may not be used.
- d) Alcohol may be served at events if the event is scheduled outside of The Well’s normal business hours (8:00am-5pm, M-F) and if the group hosting the event has a liquor license for the event. Alcohol may not be consumed on The Well property outside of this exception.

Disclaimer and Liability

The Well shall not be responsible for any injury or damage caused to persons or property as a result of the reserving individual/organization’s use of the Well facilities. Such individual or organization shall hold harmless, defend, and indemnify the Well for any claims or suits brought against the Well as a result of such use of the property. Any litigation to enforce the provisions of this policy or otherwise arising out of the individual/organization’s use of the Well facilities shall be brought exclusively in the District Court of Cleveland County, State of Oklahoma, and the reserving individual/organization hereby expressly agrees to same. The prevailing party in any such litigation shall be entitled to attorney’s fees from the non-prevailing party. This policy shall be interpreted by the laws of the State of Oklahoma.

Prior to execution of this agreement, and with prior notice to the reserving individual/organization, The Well reserves the right to amend or modify any provision of this Policy in its sole discretion.

*By signing this agreement, I acknowledge the rules and responsibilities listed above and understand if not followed, it will prohibit my use of meeting rooms in the future. For questions, please email TheWell@health.ok.gov.

Name /Organization	Date
<u>Room Reservation Request Form</u>	

1. Please check the room you would like to reserve:

- Event Hall- 72 person capacity
- Upstairs Classroom- 18 person capacity
- Downstairs classroom- 30 person capacity
- Market Hall- 120 person capacity



2. Date of room reservation: _____
3. Time of reservation: _____ am/pm to _____ am/pm.
4. Contact person name: _____
 - a. Phone number: _____
 - b. Email: _____
 - c. Organization: _____
5. Description of meeting or event. Please include anticipated number of attendees, number of tables and/or chairs needed and if AV/audio is needed (available on first come, first serve basis):

6. Is this event free for attendees and open to the public: yes/no
7. Is this a private, social event (please see policy for more information): yes/no

*This is a request form and filling it out does not guarantee your meeting or event date is reserved. A Well team member will contact you to confirm if your meeting or event is eligible and if the room requested is available.