



Owasso Community Center

301 South Cedar • Phone 918.272.3903 • Fax 918.272.1816
8 a.m. to 5 p.m. • Monday- Friday

AMENITIES & FEES

(SET UP, TEAR DOWN AND CLEANING TIME WILL BE INCLUDED IN YOUR RESERVATION)

RESERVATIONS – Administrative Fees & User Fees \$50 Administrative Fee per room

- Reservations may be made no more than 6 months in advance
- An administrative fee and a user fee is required at the time of reservation
- For week day evening events key/s are picked up the day of your event
- For weekend events keys are picked up during business hours on Wednesday and/or Thursday prior to your event

Rams Room 51' x 45' \$30 per hour

- Capacity -120 people with tables and chairs set up in a dining format or 225 people if set up in a meeting-style format with chairs only.
- Carpeted floor
- Large screen television and DVD player
- Upright Piano
- A recessed electrically controlled projection screen for presentations
- Eight foot tables and dining/folding chairs available
- Bring your own dishes, tableware, cups, tablecloths, coffee pot

Rams Room and Kitchen (2 administrative fees required) \$60 per hour

- Ceramic tiled floor
- Garbage disposal
- Two serving windows
- Ice machine, freezer, refrigerator, food warmer, stove and microwave available
- Bring your own cookware, dishes, tableware, cups, tablecloths, coffee pot, etc.
- Cleaning closet – mop, bucket, dustpan, broom

Timmy & Cindy Room 25' x 35' \$15 per hour

- Ceramic tiled floor
- Room Capacity 40-50
- Counter space at both ends of the room
- Two Sinks
- Bring your own dishes, tableware, cups, tablecloths, coffee pot etc.

Eagles Room 16' x 25' \$15 per hour

- Tiled floor
- Room Capacity 20-30
- Counter space
- Two Sinks

FACILITY & ROOM USE GUIDELINES

The Community Center is available to all citizens to rent and use for civic, family and other functions. Administrative fee/s and hourly rental fees are required to reserve a room for your event. The administrative fee is refunded following your event and is based on the following guidelines

- No decorations, posters, object shall be fastened to the fixtures, walls or ceilings.
- Decorations must be **table top style ONLY**. All decorations and personal effects brought in for the event must be removed. (Balloons, gift wrap, etc.)
- **Party glitter/confetti and lit candles are prohibited. (Battery operated candles ONLY)**
- Every room you use must be cleaned. A checklist is provided and must be completed after your event.
- Tables and countertops must be cleaned off.
- Tables and chairs must be returned to their **original places**.
- Floors must be swept and vacuumed.
- Tile areas must be mopped.
- Restrooms must be left clean – toilets flushed and trash emptied.
- All trash must be placed in trash receptacles on the south side of the center.
- All lights must be turned off. Foyer lights are left **ON** at night. Doors must be locked.
- The key/s must be placed in the KEY RETURN BOX outside the Business Office at the end of your event.
- Before leaving, the front doors must be checked from the outside to make sure they are secure.
- **Alcohol is not permitted in the Owasso Community Center.**
- **The Owasso Community Center is a city building and is a “smoke free” environment.**
Smoking is permitted 25 feet away from the building and must be in the paved & seated area provided on the North side of the Community Center.
- **All events must vacate the building and premises by midnight.**
- **Damage caused by you or your guest will be your responsibility.**