

**PORT DUNCAN COMMUNITY CENTER  
RENTAL AGREEMENT**

Revised Oct. 2020

The Community Center was built for use by the community. It is a nice asset and we need to preserve it to the best of our ability. Port Duncan Owners Association members who pay dues, and are current on those dues, fines, etc. are welcome to reserve the building for events with no deposit required. Port Duncan property owners, and others, who are not dues paying members are required to pay an upfront deposit of \$250 that will be returned after the event if there is no damage or any cleaning issues.

DATE OF ACTIVITY: \_\_\_\_\_

TYPE OF ACTIVITY: \_\_\_\_\_

ALCOHOL WILL BE SERVED (YES OR NO): \_\_\_\_\_ EST ATTENDANCE: \_\_\_\_\_

BUSINESS OR ORGANIZATION HOLDING EVENT: \_\_\_\_\_

PERSON RESPONSIBLE: \_\_\_\_\_

MAILING ADDRESS OF PERSON: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_

APPROXIMATE TIME BUILDING MUST BE: OPENED: \_\_\_\_\_ VACATED: \_\_\_\_\_  
(No later than midnight)

**RENTAL FEES (PER DAY)**

MEMBER IN GOOD STANDING	\$50
OTHER INDIVIDUALS	\$100 plus \$250 deposit
BUSINESSES	\$200 plus \$250 deposit
OTHER ORGANIZATIONS	\$250 plus \$250 deposit

This form and your check is due in the hands of the PDOA treasurer no later than 2 weeks ahead of the event. Should there be damage or cleaning expense it will be taken from the deposit or charged to the account of the members in good standing. Some wear, tear and inadvertent damage is expected but must be reported. The kitchen, bathrooms, floors, etc. are to be left clean. If the fireplace or grill are used they must also be cleaned up and cleaned out. Contact Marsha Winn at [mwinn334@gmail.com](mailto:mwinn334@gmail.com) or 316-641-5225 to arrange opening and closing.

I have read and understand my responsibilities: \_\_\_\_\_

Date: \_\_\_\_\_

Please mail this form and your check to: PDOA, 21 Grand Lake Dr. Afton, OK, 74331 or email the form to [PDOA2020@outlook.com](mailto:PDOA2020@outlook.com) to check availability of the building.