

December 5, 2014

**Tulsa County Medical
Society Foundation**

RENTAL GUIDELINES

The following Rental Guidelines apply to any and all rentals of the meeting facilities of The Tulsa County Medical Society Building (Space), located at 5315 South Lewis Ave., Tulsa, OK 74105. The Guidelines have been developed to insure that all rentals of the Space meet the charitable and community service purposes of Tulsa County Medical Society Foundation (the Owner of the facilities). The Guidelines are intended to facilitate the renting of the Space in accordance with the charitable and community service purposes of the Owner, to act as a supplement or addendum to the Short Term Rental Contract (Contract) executed by all Renters of the Space and to bind such Renters to the terms contained herein.

1. Rental of the Space is limited to those individuals and entities who require a meeting space, the use and purpose of which is in accordance with the charitable and community service purposes of Tulsa County Medical Society Foundation.. Renters must state the use and purpose of any Rental so scheduled and includes such statement on the Contract. All rental contracts are subject to review by the Board of Trustees of the Community Development Fund Trust.

2. The Tulsa County Medical Society (Manager) is authorized to act on behalf of and as agent for the Owner in all Rental transactions and aspects thereof.

3. The Rental Fee and the Security Deposit must each be paid in full to Manager at least seventy-two (72) hours in advance of the commencement of the Rental period. Failure to timely submit the Rental Fee and/or the Security Deposit may result in the Space being rented to another party.

4. Reservations of the Space for Rental may be made by depositing one-half of the Rental Fee (Reservation Fee) with Manager at any time. At the time of Rental, the Reservation Fee shall be applied toward the Rental Fee, which Rental Fee and Security Deposit must still be paid within the time limits set forth in Paragraph 3 hereof.

5. A Renter may cancel any reservation of the Space more than ten (10) days prior to the commencement of the seventy-two (72) hour period set forth in Paragraph 3 above, immediately preceding the commencement of the Rental period with a refund of the Reservation Fee, minus a \$75.00 cancellation fee. Should a Renter fail to timely cancel the reservation or to complete the rental transaction by paying the balance of the Rental Fee and Security Deposit within the time limits set forth in Paragraph 3 above, Renter shall forfeit the Reservation Fee.

6. Renters are permitted access to the Space and to those parts of the Building between the front door of the Building and the Space as are necessary to pass through to reach the Space, and to reach the bathroom or kitchen facilities as required. Renters must limit their use and access and that of any of Renter's guests or invitees to the permitted areas. Specifically, Renters and their guests or invitees are prohibited from entering any office areas, storage closets, HVAC closets, utility access or other parts of the Building. Except with permission, renters, their guests and invitees are also prohibited from changing any thermostat settings for heating or air-conditioning of the Space.

7. Renters, their guests and invitees are not permitted to and are specifically prohibited from accessing, looking at, reading or using any files, records, reports, or papers, whether in plain view or enclosed in

file cabinets, desk drawers or the like, including computer files or data, software, internet access programs, and long distance telephone lines.

8. Renters are ultimately responsible for the cleaning of the Space after its use, returning all furniture and equipment to their original positions, washing all used dinnerware in the dishwasher provided & storing dinnerware in their proper place, placing all trash or refuse, especially from any food or beverages served, in the outside dumpster provided for that purpose, leaving the Space in substantially the same condition as when rented, and turning off the lights in the Space, locking the exterior door and, if applicable, setting the security code for the building upon leaving.

9. Renters are responsible and liable for any damage to the Space caused by Renter, its guests or invitees. Renter's reimbursement to Owner for the repair of any such damage may be withheld from the Security Deposit. If the Security Deposit is not of sufficient value to reimburse Owner for such damage, Renter agrees to timely pay any additional amounts due to reimburse Owner for the repair of such damage upon Owner's demand.

10. Should Renter elect to serve any beverage containing alcohol in any concentration, Renter agrees to notify Agent of same at the time of signing the Contract.

11. Should Renter elect to serve any beverage containing alcohol in any concentration, Renter agrees to accept full responsibility for any acts, consequences or damages to persons or property, whether on or off the leased premises, resulting from or arising out of the serving of such beverages, and shall indemnify and hold both Owner and Agent, their officers, agents and employees, harmless from any and all claims, judgments, damages, penalties, fines, costs, expenses, liabilities or losses, direct or indirect, known or unknown, including without limitation, reasonable attorneys', consultants' and experts' fees and expenses suffered, paid, or incurred by Owner or Agent due to the serving of such beverages by Renter.



EVENT ORDER - 2nd Floor Date: _____ **Name:** _____

Hudson Community Center

Size: 1650 Square Feet

Capacity: 15 to 100 persons

Tulsa County Medical Society
 5315 South Lewis Ave
 Tulsa OK 74105
 Voice: 918-743-6184
 Fax: 918-743-0336
 email: tcms@tcmsOK.org

Check requirements below:

| Furnishings: | Describe Specific Requirements: |
|--|--|
| <input type="checkbox"/> 12 – 72” Round tables | _____ |
| <input type="checkbox"/> 32 – 24”x 96” rectangle tables | _____ |
| <input type="checkbox"/> 120 – fabric upholstered chairs | _____ |
| <input type="checkbox"/> Podium | _____ |
| <input type="checkbox"/> US & Oklahoma Flags | _____ |
| Amenities: | |
| <input type="checkbox"/> Catering Kitchen | _____ |
| <input type="checkbox"/> Commercial Refrigerator | _____ |
| <input type="checkbox"/> Warming Cabinet | _____ |
| <input type="checkbox"/> Commercial Dishwasher | _____ |
| <input type="checkbox"/> Staging table | _____ |
| <input type="checkbox"/> Cleaning supplies | _____ |
| <input type="checkbox"/> Commercial Coffee Maker | _____ |
| <input type="checkbox"/> China* | _____ |
| <input type="checkbox"/> Flatware* | _____ |
| <input type="checkbox"/> Glassware (stems & water)* | _____ |
| <input type="checkbox"/> Serving Utensils | _____ |
| <input type="checkbox"/> Tablecloths & Napkins** | _____ |
| <input type="checkbox"/> Stainless Chafers | _____ |

*Available for \$3.00 per person, includes china, silver and glassware

** See linen suppliers-page 8

| Rental Rates | Business Hours Rental: | After Hours Rental: |
|--|-------------------------------|----------------------------|
| | (8:30 a.m-4:00 p.m.) | |
| <input type="checkbox"/> TCMS Members – Business | \$100 | \$150 |
| <input type="checkbox"/> TCMS Members – Personal | \$150 | \$250 |
| <input type="checkbox"/> TCMS Administered Organizations | Exempt | \$100 |
| <input type="checkbox"/> Non-Profit 501(c)(3) | \$150 | \$200 |
| <input type="checkbox"/> For Profit, Public, Commercial | \$350 | \$400 |
| <input type="checkbox"/> Other, Not Specified Above | \$350 | \$400 |

EVENT ORDER - 2nd Floor Date: _____ Name: _____

Hudson Community Center

Size: 1650 Square Feet

Capacity: 15 to 100 persons

Tulsa County Medical Society
5315 South Lewis Ave
Tulsa OK 74105
Voice: 918-743-6184
Fax: 918-743-0336
email: tcms@tcmsOK.org

Check requirements below:

AV Rates:

- AV Package (Includes) \$50 _____
Retractable Projection Screen
Sound System
One lapel or handheld microphone
 - Remote LCD/VHS Projector \$100 _____
 - 35mm Slide Projector \$25 _____
 - Overhead Transparency Projector \$25 _____
 - Cassette Player \$25 _____
 - VHS Player \$50 _____
 - CD/DVD Player \$50 _____
 - Computer \$45 _____
 - Dry Erase/Flip Chart Stands \$ 5 each _____
 - Teleconference Equipment \$25 _____
 - Valet Parking (at cost of service) _____
 - After Hours Staff Support \$40 per hr _____
- (Required for non TCMS event – 2 hour minimum)*

Caterers must be approved by TCMS & may be required to provide proof of a bond or insurance certificate.

- Caterer** (provide name & telephone number) _____

- Alcohol to be served _____

Parking:

53 on-site spaces available after hours.
30 on-site spaces during business hours.

Any changes made to this event order may be subject to an additional service charge.

Facilities, including restrooms, are compliant with Americans with Disabilities Act.

NO SMOKING IN THE TCMS BUILDING OR ON THE GROUNDS.



EVENT ORDER**Date:****Name:****1st Floor****Simcoe Conference Room****Size:** 500 Square Feet**Capacity:** 2-14 persons

Tulsa County Medical Society
 5315 South Lewis Ave
 Tulsa OK 74105
 Voice: 918-743-6184
 Fax: 918-743-0336
 email: tcms@tcmsOK.org

Check requirements below:**Furnishings:**

- 15 foot board table
- 14 leather executive chairs
- sink
- icemaker
- elegant artwork & accessories

Describe Specific Requirements:

Amenities:

- Kitchen
- Refrigerator
- Dishwasher
- Staging cabinets
- Cleaning supplies
- Commercial Coffee Maker
- China*
- Flatware*
- Glassware (stems & water)*
- Serving Utensils
- Stainless Chafers

*Available for \$3.00 per person, includes china, silver and glassware

Rental Rates**Business Hours:
(8:30 a.m.-4:00 p.m.)****After Hours:**

| | | | |
|--------------------------|---------------------------------|--------|-------|
| <input type="checkbox"/> | TCMS Members - Business | \$50 | \$100 |
| <input type="checkbox"/> | TCMS Members – Personal | \$100 | \$200 |
| <input type="checkbox"/> | TCMS Administered Organizations | Exempt | \$100 |
| <input type="checkbox"/> | Non-Profit 501(c)(3) | \$100 | \$200 |
| <input type="checkbox"/> | For Profit, Public, Commercial | \$150 | \$300 |
| <input type="checkbox"/> | Other, Not Specified Above | \$150 | \$300 |

EVENT ORDER

Date:

Name:

1st Floor

Simcoe Conference Room

Size: 500 Square Feet

Capacity: 2-14 people

Tulsa County Medical Society
5315 South Lewis Ave
Tulsa OK 74105
Voice: 918-743-6184
Fax: 918-743-0336
email: tcms@tcmsOK.org

Check requirements below:

AV Equipment Rates

- AV Package (Includes) \$30 _____
Retractable Projection Screen
- Sound System
- Remote LCD/VHS Projector \$100 _____
- 35mm Slide Projector \$25 _____
- Overhead Transparency Projector \$25 _____
- VHS PLAYER \$50 _____
- CD/DVD PLAYER \$50 _____
- Laptop Computer \$45 _____
- On-site technical support \$40 per hour _____
- Dry Erase/Flip Chart Stands \$ 5 each _____
- After Hours Staff Support \$40 per hr _____

(Required for non TCMS event – 2 hour minimum)

Caterers must be approved by TCMS & may be required to provide proof of a bond or insurance certificate.

- Caterer** (provide name & telephone number) _____

- Alcohol will be served _____

Facilities, including restrooms, are compliant with Americans with Disabilities Act.

NO SMOKING IN THE TCMS BUILDING OR ON THE GROUNDS.



Any changes made to this event order may be subject to an additional service charge

LINEN SUPPLIERS:

Party Perfect Rentals 258-7368
Class Act 663-7997
United Linen 583-6202

CHINA:

Dinner Plates
Bread & Butter Plates
Salad Plates
Dessert Plates
Soup Bowls
Cups & Saucers

SILVER-PLATE FLATWARE:

Knife
Dinner Fork
Salad/Dessert Fork
Spoon
Soup Spoon
Butter Knife

GLASSWARE:

Wine
Champagne
Water

OTHER:

Serving Utensils
Stainless Chafers
Commercial Coffee Maker

DINNERWARE \$3.00 PER PERSON, INCLUDES CHINA, SILVER AND GLASSWARE