



## EWING-PERRYMAN FIRE HOUSE CONFERENCE FACILITIES

### Scheduling / Reservation Guidelines

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#### RESERVATIONS:

- Use of the Ewing-Perryman facilities is restricted to Jenks civic organizations, Homeowners Associations, and City Government only.
- No meetings are allowed at the Fire Station which includes children.
- All reservations must be processed through Jenks City Hall. If there are no scheduling conflicts with Fire Department functions or any other organization's request, the Fire Chief will be notified.
- A "Hold Harmless Agreement" is required from all applicants.
- There is no charge for the use of this facility by Jenks civic organizations, non-profit organizations, and Jenks City Government.
- The facility is to be left in the condition it was prior to the meeting. All trash is to be placed in a receptacle.
- Damages to the facilities or furnishings will be billed at 125% of the cost of replacement, including labor.



## EWING-PERRYMAN FIRE HOUSE CONFERENCE FACILITIES RESERVATION FORM

**City of Jenks**  
P.O. Box 2007 • 211 N. Elm  
Jenks, OK 74037  
(918) 299-5883

**Date of Application:** \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_ **Organization:** \_\_\_\_\_

**Type of Organization:** \_\_\_\_\_ **Organization Non-Profit (5013C)?**  YES  NO

**Organization Mailing Address:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Phone No.:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Alternate Contact Person:** \_\_\_\_\_ **Phone No.:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Reservation Date:** \_\_\_\_\_ **Reservation Time:** \_\_\_\_\_

### HOLD HARMLESS AGREEMENT

I, \_\_\_\_\_, in consideration of the City of Jenks allowing me to use the Conference Room at the Ewing-Perryman Fire Station do hereby for myself, my heirs and assigns, or as authorized on behalf of my organization as specified below, AGREE to release and hold the City of Jenks, its officers or employees harmless for any and all claims which I may have now or in the future resulting from the use of said Conference Room, the condition of the Conference Room, actions by fellow users of said Conference Room and entry upon City of Jenks property of use of said Conference Room. I understand that I assume all risks in association with the use of the Conference Room at the Ewing-Perryman Fire Station.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

#### FOR CITY USE

**Reservation Received:**

**Reservation Confirmed:**

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

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

By: \_\_\_\_\_

By: \_\_\_\_\_

If a scheduling conflict occurs, applicant will be notified.

Date Notified: \_\_\_\_\_ By: \_\_\_\_\_

If alternate date is requested by Applicant, annotate the changes on this form and initial: \_\_\_\_\_