

**Rotary District 6110**  
**Building and Equipment Use Policy**  
Revised June 16, 2016

**Purpose:**

The Rotary District 6110 office, located at 8209 E 63<sup>rd</sup> Place, Tulsa, OK 74133, is to be used to implement the business of the District and to the advancement of its Clubs, their vision and their projects.

Rotarians live by the Four-Way test, so answering the question for following this policy would be: **“Is it fair to all concerned?”**

**General Use:**

1. Completing the Application for Use of Facilities or Equipment and submitting such form to the District Administrator shall make all requests for use of the Rotary District 6110 facilities or equipment on a first-come, first-served status. Requests are to be received at least two (2) weeks prior to its intended use, with no exceptions.
2. Any use of the building must be coordinated with the District Administrator. **We share the building with another company so please honor their space by using only the agreed Rotary District 6110 meeting rooms.**
3. Gambling, illegal drugs, tobacco products, and weapons (commercial or homemade), in any form are prohibited on the grounds of the District’s facility.
4. No tape, tacks, nails or any other adhesive may be used on the walls, trim, ceiling or windows. Only temporary Post-it easel sheets are allowed on the walls during a visioning exercise. They should be removed following the meeting.
5. No candles, metallic confetti or glitter may be used.
6. Individuals or groups using the District’s facilities or equipment assume all responsibility for repair or breakage or damage.
7. Individuals or groups applying for use are responsible for supervising the activities and individuals attending or using the District’s facility or equipment.
8. All tables, A/V equipment, chairs, and etc., are to be set up and stored by those using the facilities.
9. Use of the kitchen appliances and utensils should be done with care.
10. **All food and beverages that are brought into the event should be removed immediately after use. Any opened alcoholic beverage containers shall be removed from the office premises. All trash is to be placed in the supplied garbage bags, then placed into the trash dumpster located at the north end of the parking lot.**

11. Applicant shall defend, indemnify and hold harmless Rotary District 6110 and Crimson Resources from any and all loss, injury (including death) or damage, or claim of loss, injury (including death) or damage, arising out of or resulting from the claims of any and all persons using the building, grounds, and/or equipment with all costs, including attorney's fees, incident to any such claim and/or the prosecution thereof.
12. Use of the facility and the District's A/V equipment at the District office by clubs or members of D6110 shall be at no charge. No equipment or furnishings are to leave the premises with no exceptions.
13. Facilities and equipment use priorities are as follows:
  - a) Rotary International, District 6110 officers, Zone Officers, and committee chairs.
  - b) Rotary District 6110 clubs.
14. Commercial use of the facility is prohibited.
15. Any extra-ordinary janitorial services required after premises are vacated will be charged at \$50.00 per hour and will be billed to the responsible party following the event.
16. A nonrefundable fee of \$50.00 will be charged for a club wishing to use the office for an event other than regular club board meetings, for example, Christmas party, Super Bowl Party, small social club events.

**Security of the building:**

With a refundable \$25.00 security deposit, payable to Rotary District 6110, an electronic key fob will be assigned to the responsible Rotarian for that event. The fob will arm/disarm the security system and lock/unlock the front door.

Once the event has been completed and clean up of the facility has been done, assure that the building is locked and the security system armed.

The assigned key fob is to be returned in person no later than the next business day. **The key fob is never to be left in the mailbox.** The deposit will then be returned to the issuer of the check.

**Rotary District 6110 Administrator Contact Information**

Terri Pollmiller  
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