



**The City of
Oklahoma City
Parks and Recreation Department**

Event Center Policies and Prices

420 W Main, Suite 210, OKC, OK 73012 • (405) 297-2691

Office Hours: Monday - Friday 8:00am to 5:00pm

E-mail: parkevents@okc.gov

South Lakes Event Center

- 4210 SW 119th St, OKC, OK, 73173. Near SW 119th and I-44
- Rentals are a 3-hour minimum at \$60/hour
- \$20.00 non-refundable processing fee
- \$200 cleaning/damages deposit
- Available to rent 7:00 am to 9:00 pm
- Fire code occupancy maximum is 150
- Main room is 2,000 sq. ft.
- Included equipment: 60" round grey tables (18), 6' long 36" wide rectangular tables (2), 150 plastic grey folding chairs-16" wide
- Kitchen amenities: Refrigerator, electric stove/oven, microwave, 3 sinks, 1 water fountain
- Restrooms: Men's- 1 stall, 1 urinal; Women's-2 stalls
- Heating/Air conditioning
- Access to electrical outlets
- Additional park amenities
 - 83 acre park is a premier location with 3 small shelters with 1 table each by playground, 1 large shelter with 3 tables, Large playground, Paved Trails, Close-to-Home Fishing (permit required) close to event center facility, 2 basketball courts with 2 small shelters with 1 table each, Skate Park, Soccer Practice Fields, Earlywine Golf Course close-by.
 - *These items are not included in the event center rental and are accessible by the public*

Wiley Post Event Center

- 2021 S Robinson Ave, OKC, OK, 73109. Between South Robinson & Walker Ave (North of SW 23rd St)
- Rentals are a 3-hour minimum at \$40/hour
- \$20.00 non-refundable processing fee
- \$200 cleaning/damages deposit
- Available to rent 7:00 am to 9:00 pm
- Fire code occupancy maximum is 150
- Main room is 2,400 sq. ft.
- Included equipment: 6' long 36" wide rectangular grey tables (29), 150 plastic folding chairs
- Kitchen amenities: Refrigerator, gas stove/oven, microwave, 3 sinks, 1 water fountain
- Restrooms: Men's- 1 stall, 1 urinal; Women's-2 stalls
- Heating/Air conditioning
- Access to electrical outlets
- Additional park amenities
 - 21 acre park is a premier location with one pavilion, playground, splashpad, volleyball court, Large playground, Paved Trails, and open fields.
 - *These items are not included in the event center rental and are accessible by the public*

Rental Policies

1. A contract may be revoked before or during an event and fees retained withheld for failure to comply to any policies of OKC Park Event Center's and the City of Oklahoma City.
2. Full payment, including deposit, is due at time of booking. Reservations will only be made in full-hour increments. Any areas used must be rented. Reservations must include set-up and clean-up time. Rental reservations as well as any changes to reservation times must be scheduled seven (7) calendar days in advance or may be subject to a \$20 late fee. Reservations are accepted one (1) year in advance. Any arrangements or publicity done before notification of contract approval will be at your own risk. All major credit cards accepted except American Express. Please make checks payable to: The City of Oklahoma City Parks and Recreation Department.
3. Deposits will be refunded if reserved areas and common areas are left clean and undamaged, the center is received by renter at scheduled start time of event, and the center is released to Event Center Host at scheduled end time of event. It takes approximately seven (7) to ten (10) days if paid by debit or by credit card, and approximately six (6) to eight (8) weeks after event date if paid by cash or check, contingent on successful acknowledgement and completion of the Event Deposit Checklist and Facility Use Acknowledgement. Checks will be made to the contract holder.
4. Cancellation refunds for Event Center rentals, minus the \$20.00 processing fee, will be given if a cancellation notice is received at the Parks Special Event Department at least seven (7) calendar days before the scheduled event. If the notice is less than seven (7) calendar days, an alternate date, within six (6) months, may be chosen at no additional charge, but no refund will be given. If no notice of cancellation is given, no refund will be given. Weather is unpredictable. Parks Administration reserves the right to determine the severity of inclement weather and the opportunity to reschedule. In case of severe inclement weather on the date of the rental, the applicant may call the emergency number on the contract at least one hour before the event and must call the Parks Administration office by the next business day to reschedule. An alternate date within one year must be chosen in fourteen calendar days. Refunds are not given for inclement weather.
5. If there is an issue with the facility that cannot reasonably be remediated in a timely manner the day of and prevents an event from occurring, as determined by the Park Events and Permitting staff member on site, the renter will not be allowed to hold the event that day and will either receive a full refund for the event or be allowed to reschedule the event for another date within one calendar year. This date must be selected and submitted for approval within 14 days from the original cancelled event date.
6. If there is an issue with the facility that cannot reasonably be remediated in a timely manner the day of but does not prevent an event from occurring, as determined by the Parks Events and Permitting staff member on site, such as the heat and air units malfunctioning, and the renter decides to continue with their scheduled event, the renter will receive a refund of half of their total rental amount for the event. In the case of a cancellation the renter will either receive a full refund for the event or be allowed to reschedule the event for another date within one calendar year. This date must be selected and submitted for approval within 14 days from the original event date.

7. Early entry and late stays are not permitted to renter, or anyone associated with the event. If additional time is needed, it must be reserved. If the event goes beyond the reservation time specified in the contract, the renter may be subject to forfeit the entire \$200 refundable deposit. Staff must be advised of departure time.
8. If renters are late to the opening at the start of their reservation time, they must contact the host (whose number is listed at the top of the "Event Day Information" email sent the week of the rental) and/or the Recreation Program Coordinator at 405-446-1696. The host will also attempt to reach out to the contact number provided for the renter. If no there is no response after 30 minutes from the start of the reservation time, the renter may be subject to forfeit the entire \$200 refundable deposit.
9. Tables and chairs are supplied in each event center and must be cleaned and returned to designated storage area undamaged.
10. Set up, clean-up, and trash removal are the responsibility of the renter during the reservation times only. The renter is responsible for leaving event center areas (kitchen, main hall, restrooms), reserved areas, grounds, and equipment clean, undamaged, and in original condition, including floors, countertops, oven, refrigerators, and microwaves. The renter is responsible for depositing trash in appropriate receptacles. Decorations, personal items, food items, and any trash must be removed from all reserved areas and common areas by the end the scheduled contract time. City staff is not responsible for any items left behind.
11. Only free-standing or weighted decoration/signage is allowed in the facility. The renter may not attach or hang anything to walls, ceilings, floors, doors, fountains, benches, or Park railing. Use of anything that can be considered trash/debris is strictly prohibited, including but not limited to glitter, bubbles, silly string, artificial flower petals, rice, birdseed, rhinestones, and confetti of any type, including balloons (inside or outside). Bounce houses are not permitted. Doorways and emergency exits cannot be blocked. Balloons may not be released in the Park. Water balloons are not permitted on park grounds. Nothing may be inserted into the ground in the park.
12. A designated representative may be appointed by the renter to facilitate the Event Center Acceptance Sheet. The contract holder is still liable for spaces rented and equipment used. It is the responsibility of the contract holder to ensure that all guests and subcontracted persons (e.g., bartenders, caterers, decorators, DJs) abide by all rules, regulations, and ordinances of Oklahoma City Parks and Recreation, and the City of Oklahoma City. Staff will not sign for, nor are they responsible for deliveries.
13. Glass bottles are not allowed per City ordinance. No person shall carry, transport, bring in, or use any glass bottle, including, but not limited to, beer bottles, water, or soft drink bottles, within any City Park or City-operated reservation; provided, however, the transport or use of glass bottles will be allowed within designated park areas and structures, and within designated areas of City-operated reservations, for special events when specified in a permit issued by the City of Oklahoma City. (City Ordinance Chapter 38, Article IV, Chapter 102).
14. Consumption of alcoholic beverages beer shall not be allowed upon any park road or upon any park parking lot, or in Dolese Youth Park. (Ord. Ch. 38-95)

15. The event cannot interfere with public use and enjoyment of the Park, nor have an adverse impact on Park property, nor prevent interference with normal Park maintenance. It is prohibited to cut, mutilate, destroy, or remove flora or fauna, site furnishings, or facility equipment on Park property. No blocking of sidewalks or interference with pedestrian or vehicular traffic may occur. Driving or operating motor vehicles including but not limited to cars, trucks, motor scooters, or carts, is not permitted on City Park property, other than roadways provided for vehicular traffic. Damage to the turf from vehicles, inflatables, or other sources would result in the retention of damage deposit, and the renter could be fiscally responsible for damage that exceed the damage deposit.
16. All renters are responsible for obtaining the proper licenses and meeting all requirements of City and State laws. Contracts are not transferable to other parties. It is understood and agreed that the contract being issued will be used for the personal use of the contract holder, who shall be held liable by the City if the event is not held in accordance with the description.
17. Open flames and incendiary devices are not permitted, including, but not limited to confetti cannons, color powder, smoke bombs, smoke machines, and fireworks of any type.
18. Smoking is not allowed on City property.
19. Private security is allowed for the renter at their own arrangement. To hire off-duty police officers for security, you may call the Oklahoma City Police Department (Special Events) at (405) 297-1144.
20. Renters must accept the facilities and the areas in the condition found. The City makes no warranty as to safety and usability of any facility beyond that afforded to the general public. Please report all damages or injuries to City staff on site.
21. Reservations are unavailable and the facility will be closed on all City holidays listed below. Holidays that fall on Sundays are observed on that day and the following Monday. Holidays that fall on Saturdays are observed on that day and the preceding Friday.

New Year's Day	January 1 st
Dr. M.L. King Day	Third Monday in January
Memorial Day	Last Monday of May
Juneteenth	June 19 th
Independence Day	July 4 th
Labor Day	1 st Monday in Sept.
Veteran's Day	Nov. 11 th
Thanksgiving (2 days)	4 th Thurs and Fri in November
Christmas (2 days)	Christmas Eve and Christmas Day