Will Rogers Gardens Policies and Prices

3400 NW 36th Street, Oklahoma City, OK 73112 ● (405) 297-1394
Office Hours: Monday - Friday 8:00am to 5:00pm
E-mail: haley.roberts@okc.gov

Ed Lycan Conservatory and Plaza

- Rentals are a 6-hour minimum at $175/hour.
- $300 cleaning deposit is required
- Open to the Public: Mon - Fri 8:00 am to 5:00 pm
- Available for rent during non-business hours only:
  Mon-Fri 5:00 pm to 11:00 pm and Sat-Sun 8:00 am to 11:00 pm
- Fire code occupancy maximum is 134
- Included equipment: 5ft round tables (10), 8ft rectangular tables (10), 134 white folding chairs
- Access to the Garden Exhibition Center public common areas, water fountain, restrooms, and shared kitchen with microwave, refrigerator, and oven
- **The Conservatory is not air conditioned.**

Garden Exhibition Center Hall

- Rentals are a 3-hour minimum at $100/hour.
- $300 cleaning deposit is required
- 5,500 sq ft - can accommodate up to approximately 250 people with tables and chairs.
- Included equipment: 5ft round tables, 8ft rectangular tables, chairs
- Built-in sound system and pull-down projector screen. Moderate amplified sound allowed. Hand-held and stand microphones and digital projector are available upon request on a first come, first served basis
- Includes use of prep room with microwave and refrigerator.
- Hearing loop installed for those with compatible hearing devices

Garden Exhibition Center Meeting Room 1 (Large)

- Rentals are a 2-hour minimum at $30/hour.
- 1,392 sq ft - can accommodate approximately 50 people with tables and chairs.
- Included equipment: 5ft round tables, 8ft rectangular tables, chairs
- Flat screen TV with HDMI ports, portable speaker, and microphone is available upon request if available.
- Includes shared kitchen with microwave, refrigerator, and oven.

Garden Exhibition Center Meeting Room 2 (Small)

- Free during business hours Monday through Friday 8:00 am to 5:00 pm for non-profit groups. Limited to one use per week. Room must be reserved.
- Rentals are a 2-hour minimum at $15/hour.
- 580 sq ft - can accommodate approximately 20 people with tables and chairs.
- Included equipment: 5ft round tables, 8ft rectangular tables, chairs
- Portable speakers and microphones are available upon request if available.
- Includes shared kitchen with microwave, refrigerator, and oven.

Charles E. Sparks Color Garden

- Rentals are a 3-hour minimum, available during park hours only at $100/hour.
- $300 cleaning deposit is required
- Equipment is not provided. Power and water are not provided in the Gardens.
- Noise level is expected to remain within City ordinance.

Margaret Annis Boys Arboretum

- Rentals are a 3-hour minimum, available during park hours only at $100/hour.
- $300 cleaning deposit is required
- Equipment is not provided. Power and water are not provided in the Gardens.
- Noise level is expected to remain within City ordinance.

Rental Policies

1. A Permit may be revoked before or during an event and entire $300 deposit withheld for failure to comply to any policies of Will Rogers Gardens and Exhibition Center 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 fourteen (14) calendar days in advance. Reservations are accepted one (1) year in advance. Any arrangements or publicity done before notification of permit 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, 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 permit holder.

4. 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 must call the Parks Administration office by the next business day to reschedule. An altern date within one year must be chosen within fourteen calendar days. Refunds are not given for inclement weather. For event centers and pavilions, no refund will be

issued for cancellations received less than 30 calendar days in advance of the event. There is a $50.00 cancellation fee for all event cancellations.

5. Early entry and late stays are not permitted to permittee, 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 permit, the permittee will forfeit the entire $300 refundable deposit. Staff must be advised of departure time.

6. Tables and chairs are supplied in each room and must be cleaned and returned undamaged on the equipment carts provided. Equipment carts are not to be used for anything other than designated equipment. Any loaned equipment that has been misplaced, damaged, or not returned in original working order (including electronics, such as microphones, TVs, remotes, projectors, HDMI cords, podiums, extension cords, and MiFi devices), will cause the permittee to forfeit the entire $300 deposit.

7. Set up, clean-up, and trash removal are the responsibility of the permittee during the reservation times only. Permittee is responsible for leaving shared areas (kitchen, lobby, restrooms), reserved areas, grounds, and equipment clean, undamaged, and in original condition, including floors, countertops, oven, refrigerators, and microwaves. Permittee 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 permit time. City staff is not responsible for any items left behind.

8. Only free-standing or weighted decoration/signage is allowed in the facility and the Gardens. Permitee may not attach or hang anything to walls, ceilings, floors, doors, furniture, planters, 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 inside balloons. Planters cannot be moved, decorated, used for storage, or rearranged. Bounce houses are not permitted. Doorways and emergency exits cannot be blocked. Balloons may not be released in the Park. Nothing may be inserted into the lawns or flower beds in the Garden.

9. A designated representative may be appointed by the permittee to facilitate the Event Deposit Evaluation and Check-in. The permit holder is still liable for spaces rented and equipment used. It is the responsibility of the permit holder to ensure that all guests and subcontracted persons (e.g., bartenders, caterers, decorators, DJs) abide by all rules, regulations, and ordinances of Will Rogers Gardens and Exhibition Center, and the City of Oklahoma City. Staff will not sign for, nor are they responsible for deliveries.

10. 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).

11. Alcohol is allowed according to Oklahoma State Law. It is a violation of Oklahoma State Law to serve alcoholic beverages to persons less than twenty-one (21) years of age. Consumption of

alcoholic beverages and low-point beer shall not be allowed upon any park road or upon any park parking lot, or in Dolese Youth Park. (Ord. Ch. 38-95)

12. Food catering is allowed and is the responsibility of the permit holder. Notify Will Rogers Gardens of use of a catering food truck prior to the event. Food preparation must be done prior to arrival. Power is not supplied in parking lots. Generators are not allowed. Food trucks are not allowed to sell on City Park property without a required and approved Special Event Permit and/or Point-of-Sale Permit application. Applications must be submitted a minimum of two (2) calendar weeks prior to the date of the event for review and approval. Applications submitted less than two (2) calendar weeks to the date of the event will not be accepted. For Special Events Permit and/or Point-of-Sale Permit information, call (405)297-2756.

13. 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.

14. All permittees are responsible for obtaining the proper licenses and meeting all requirements of City and State laws. Permits are not transferable to other parties. It is understood and agreed that the permit being issued will be used for the personal use of the permit holder, who shall be held liable by the City if the event is not held in accordance with the description.

15. Open flames and incendiary devices are not permitted, as well as, but not limited to grills, candles, smoke bombs, propane tanks, and fireworks of any type.

16. Smoking is not allowed on City property.

17. Children must always be accompanied by an adult, including in restrooms, common areas, and the Park.

18. Firearms are not permitted in the Exhibition Building and Conservatory.

19. Only ADA service animals permitted in the Exhibition Building and Conservatory.

20. Private security is allowed for permittee 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.

21. Permitee 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.

22. Reservations are unavailable and the facility will be closed on all City holidays listed below. Holidays that fall on Sundays are observed on the following Monday. Holidays that fall on Saturdays are observed the preceding Friday.

New Year’s Day
Dr. M.L. King Day
Memorial Day
Juneteenth
Independence Day
Labor Day
Veteran’s Day
Thanksgiving (2 days)
Christmas (2 days)