



The City of
OKLAHOMA CITY
Parks & Recreation Department

Will Rogers Gardens Exhibition Center

3400 NW 36th Street, Oklahoma City, OK 73112 • (405) 297-1392

Hours: Monday through Friday 8:00am to 5:00pm
(Available 5:00pm to 11:00pm by rental arrangement)

Garden Exhibition Center Hall

- Room rentals are a 2 hour minimum. \$50/first 2 hours. \$25 each additional hour and a \$20.00 non-refundable processing fee.
- \$300 refundable cleaning deposit.
- 5,500 square feet of space can accommodate up to approximately 250 people with tables and chairs.
- Included equipment: Tables: 35-60" Round, 22-8' Rectangular. 4 rolling carts and 225 chairs.
- Built-in sound system and ceiling-mount, 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-serve basis. No additional charge. Must be reserved.
- Access to public common areas; includes kitchen, prep room, lobby, water fountain and restrooms.

Garden Exhibition Center Meeting Room 1 (large)

- Room rentals are a 2 hour minimum. \$10/hour and a \$20.00 non-refundable processing fee.
- 1,392 square feet can accommodate approximately 50 people with tables and chairs.
- Included equipment: 9 - 8' tables and 75 chairs. (60" Round on request & if available)
- Flat screen TV with HDMI ports. Portable speaker system is available upon request at no charge if available. Other amplified sound not permitted.
- Access to public common areas; includes kitchen, prep room, lobby, water fountain and restrooms.

Garden Exhibition Center Meeting Room 2 (small)

- Free during business hours Monday through Friday 8:00am to 5:00pm. Limit one use per week. Room must be reserved.
- Room rentals are a 2-hour minimum. \$7/hour Monday through Friday 5:00pm to 11:00pm/Saturday and Sunday 8:00am to 11:00pm and a \$20.00 non-refundable processing fee.
- 580 square feet can accommodate approximately 25 people in chairs or 16 people with table and chair combination.
- Included equipment: 4 - 8' tables and 25 chairs. (60" Round on request & if available)
- Portable speaker system is available upon request. Other amplified sound not permitted.
- Access to public common areas; includes kitchen, prep room, lobby, water fountain and restrooms.

Rental Policies

1. Reservations will only be made in full-hour increments, and will only hold your requested date until the Permit is approved and paid in full. Any arrangements or publicity done before notification of approval will be at your own risk. Reservations must include set-up and clean-up time. It is the responsibility of the permittee to set-up and clean-

up their events. Any rooms used during shows, sales and other events must be rented in advance. Rental reservations must be scheduled fourteen (14) calendar days in advance. Changes to reservations must be submitted for approval fourteen (14) calendar days in advance of scheduled event date. Full payment is due at time of booking or time, date and space is forfeited.

2. A copy of the approved permit will be issued after receipt of the signed permit and facility rental fees. The permit must be available on site during the event for inspection by Police, Parks or other City officials. It is understood that this permit is being issued for the personal use of the individual to whom it is granted. It is understood and agreed that the person or persons having the event shall be held liable by the City if the event is not held in accordance with the description. Deposit may apply. Permits are not transferable to other parties.
1. A \$300 refundable event deposit is required for the Exhibition Hall when rented as a single-event use. Payment is due in full at the scheduling a reservation. . Deposit will be refunded approximately six weeks after your event date if paid by cash or check, debit or CC in 7 to 10 days contingent on successful acknowledgement and completion of the Event Deposit Checklist.
- 3.
4. A designated representative may be appointed by the permittee to facilitate the Event Deposit Checklist evaluation. It is required the same representative be present for the pre-event and post-event evaluation in order to receive the refundable deposit.
5. It is the responsibility of the permittee to remove all equipment and decorations used by the permittee, and to remove all trash and personal items within the scheduled permit time. Permittee may not affix or hang decorations or other items from walls or ceilings. Tables and chairs are supplied in each room and are to be returned as found. Other set up times must be scheduled, and will be subject to fees at the normal rates. Rented areas and reserved equipment are expected to be returned to original condition. Reserved areas and public common areas that have been damaged or left unclean, and are not in original condition per the Event Deposit Checklist, will cause the permittee to forfeit the entire \$300 refundable deposit. Reserved equipment that has been damaged, misplaced, or not in original working condition per the Event Deposit Checklist will cause the permittee to forfeit the entire \$300 refundable deposit. If the event goes beyond the reservation times specified in the permit, the permittee will forfeit the entire \$300 refundable deposit. A signed permit, Event Deposit Checklist and Acknowledgment Form is required to process refunds.
6. Cancellation refunds for Will Rogers Gardens and Exhibition Center rentals, minus \$20.00, will be given if a cancellation notice is received at the Will Rogers Garden Exhibition Center at least seven (7) calendar days before the scheduled event. If the notice is less than seven calendar days, an alternate date, within six 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. If weather conditions (freezing precipitation) prohibit the use of the Will Rogers Garden Exhibition Center rentals, an alternate date can be selected at no additional charge, or a refund, minus \$20.00, will be given. If the City cancels a reservation due to inclement weather, emergency conditions, etc., a full refund, including the \$20.00 processing fee, will be given. Notification of cancellation by the City due to weather or emergencies will be given by telephone call to the contact number provided in the rental agreement.
7. Food catering is allowed and is the responsibility of the permittee. Food trucks are not allowed to sell on City park property without a required and approved Special Event Permit and Point-of-Sale Permit application. Applications for a Special Event Permit and/or a Point-of-Sale Permit 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 in advance will not be accepted. Please contact Will Rogers Gardens for more information. Food preparation must be done prior to arrival. Power is not supplied in parking lots. Generators are not allowed. Please notify Will Rogers

Gardens of use of a catering food truck prior to the event.

8. 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)
9. No person shall carry, transport, bring in, or use any glass bottle, including, but not limited to, beer bottles or soft drink bottles, within any 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)
10. Children must be accompanied by an adult.
11. Only ADA service animals permitted in the building.
12. Smoking is not allowed anywhere within the building or within twenty (20) feet of entrances or exits. (Oklahoma Statutes, Title 21, Section 1247.)
13. No firearms permitted in the building.
14. No open flames permitted.
15. All permittees are responsible for obtaining the proper licenses and meeting all requirements of City and State laws.
16. To hire off-duty police officers for security, call the Oklahoma City Police Department (Special Events) at (405) 297-1144. Private security is allowed by permittee by own arrangement.
17. The building is closed on all City holidays:

New Year's Day	January 1
Dr. M.L. King Day	3 rd Monday of January
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1 st Monday in September
Veteran's Day	November 11
Thanksgiving (2 days)	4 th Thursday and Friday in November
Christmas (2 days)	Christmas Eve and Christmas Day

Holidays that fall on Sundays are observed on the following Monday. Holidays that fall on Saturdays are observed the preceding Friday.

Please make checks payable to: The City of Oklahoma City Parks and Recreation Department.

Contact Information: Will Rogers Gardens and Exhibition Center
3400 NW 36th Street
Oklahoma City, OK 73112
Phone: (405) 297-1392
E-Mail: Curley.Conley@okc.gov

Will Rogers Gardens Ed Lycan Conservatory and Plaza

Open to the Public: Monday to Friday 8:00am to 5:00pm
(Available 5:00pm to 11:00pm by rental arrangement)

Conservatory and Plaza

- Rentals are a 3-hour minimum. \$300/first 3 hours. \$100 each additional hour and a \$20.00 non-refundable processing fee.
- A refundable \$300 cleaning deposit is required.
- Available for rent during non-business hours only: Monday-Friday 5:00pm to 11:00pm and Sat-Sun 8:00am to 11:00pm.
- Fire code occupancy maximum is 134.
- Included equipment: 10 - 60" round tables, 10-9' rectangle tables, and 150 white folding chairs.
- Access to the Garden Exhibition Center public common areas; including kitchen, prep room, lobby, water fountain and restrooms.

Rental Policies

2. Reservations will only be made in full-hour increments, and will only hold your requested date until the Permit is approved and paid in full. Any arrangements or publicity done before notification of approval will be at your own risk. Reservations must include set up and clean up time. Event set-up and clean-up is the responsibility of the permittee. Rental reservations must be scheduled fourteen (14) calendar days in advance. Changes to reservations must be submitted for approval fourteen (14) calendar days in advance of scheduled event date.
3. Payment is due at time of making a reservation or time, date and space is forfeited.
4. A copy of the approved permit will be issued after receipt of the signed Facility Use Acknowledgement Form and facility rental fees. The permit must be available on site during the event for inspection by Police, Parks or other City officials. It is understood that this permit is being issued for the personal use of the individual to whom it is granted. It is understood and agreed that the person or persons having the event shall be held liable by the City if the event is not held in accordance with the description. Permits are not transferable to other parties.
5. Standby reservations for alternate locations (Rose Gardens and Arboretum and/or Will Rogers Gardens Exhibition Center) must be paid in full at the time of reservation. Cancellation policy applies.
6. A \$300 refundable event deposit is required for the Ed Lycan Conservatory and Plaza when rented as a single-event use. Payment is due at time of booking. Deposit will be refunded approximately six weeks after your event date if paid by cash or check, debit or CC in 7 to 10 days contingent on successful acknowledgement and completion of the Event Deposit Checklist.
7. A designated representative may be appointed by the permittee to facilitate the Event Deposit Checklist evaluation. It is required the same representative be present for the pre-event and post-event evaluation in order to receive the refundable deposit.
8. It is the responsibility of the permittee to remove all equipment and decorations used by the permittee, and to remove all trash and personal items within the scheduled permit time. Permittee may not affix or hang decorations or other items from walls or ceilings. Tables and chairs are supplied in each room and are to be returned as found. Other set up times must be scheduled, and will be subject to fees at the normal rates. Rented areas and reserved equipment are expected to be returned to original condition. Reserved areas and public common areas that have been damaged or left unclean, and are not in original condition per the Event Deposit Checklist, will cause the

permittee to forfeit the entire \$300 refundable deposit. Reserved equipment that has been damaged, misplaced, or not in original working condition per the Event Deposit Checklist will cause the permittee to forfeit the entire \$300 refundable deposit. If the event goes beyond the reservation times specified in the permit, the permittee will forfeit the entire \$300 refundable deposit. No fresh or artificial flower petals or plant parts, bubbles, bird seed or rice may be thrown during an event. Dried lavender is acceptable. It is the responsibility of the permittee to remove all trash, equipment and decorations used by the permittee within the scheduled permit time. Other set up times will be subject to fees at the normal rates. A signed permit, Event Deposit Checklist and Acknowledgment form is required to process refunds.

9. Cancellation refunds for Will Rogers Gardens Ed Lycan Conservatory and Plaza rentals, minus \$20.00, will be given if a cancellation notice is received at the Will Rogers Garden Exhibition Center at least seven (7) calendar days before the scheduled event. If the notice is less than seven calendar days, an alternate date, within six 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. If weather conditions (freezing precipitation) prohibit the use of the Will Rogers Garden Ed Lycan Conservatory and Plaza rentals, an alternate date can be selected at no additional charge, or a refund, minus \$20.00, will be given. If the City cancels a reservation due to inclement weather, emergency conditions, etc., a full refund, including the \$20.00 processing fee, will be given. Notification of cancellation by the City due to weather or emergencies will be given by telephone call to the contact number provided in the rental agreement.
10. Food catering is allowed, and is the responsibility of the permittee. Food trucks are not allowed to sell on City park property without a required and approved Special Event Permit and Point-of-Sale Permit application. Applications for a Special Event Permit and/or a Point-of-Sale permit 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 2 weeks in advance will not be accepted. Please contact Will Rogers Gardens for more information. Food trucks are allowed only as a hired caterer for the event. Food preparation must be done prior to arrival. Power is not supplied in parking lots. Generators are not allowed. Please notify Will Rogers Gardens of use of a catering food truck prior to the event.
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. No person shall carry, transport, bring in, or use any glass bottle, including, but not limited to, beer bottles or soft drink bottles, within any 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)
13. Children must be accompanied by an adult.
14. Only ADA service animals are permitted inside the building.
15. Smoking is not allowed anywhere within the building or within twenty (20) feet of entrances or exits. (Oklahoma Statutes, Title 21, Section 1247.)
16. No firearms permitted in the building.
17. No open flames permitted.

18. All permittees are responsible for obtaining the proper licenses and meeting all requirements of City and State laws.
19. To hire off-duty police officers for security, call the Oklahoma City Police Department (Special Events) at (405) 297-1144. Private security is allowed by permittee by own arrangement.
20. The building is closed on all City holidays:
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| New Year's Day | January 1 |
| Dr. M.L. King Day | 3 rd Monday of January |
| Memorial Day | Last Monday in May |
| Independence Day | July 4 |
| Labor Day | 1 st Monday in September |
| Veteran's Day | November 11 |
| Thanksgiving (2 days) | 4 th Thursday and Friday in November |
| Christmas (2 days) | Christmas Eve and Christmas Day |

Holidays that fall on Sundays are observed on the following Monday. Holidays that fall on Saturdays are observed the preceding Friday.

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Will Rogers Gardens and Arboretum

Seasonal Hours: October through March 8:00am to 5:00pm
April through September 8:00am to 8:00pm

Rose Garden and Arboretum Rental

- Rentals are a two-hour minimum, available during park hours only. \$75/first 2 hours. \$37.50 each additional hour and a \$20.00 non-refundable processing fee.
- Tables and chairs not provided. Electricity is not supplied. Noise level is expected to remain within City ordinance.

Rental Policies

1. Reservations will only be made in full-hour increments, and will only hold your requested date until the permit is approved and paid in full. Any arrangements or publicity done before notification of approval will be at your own risk. Reservations must include set-up and clean-up time, and is the responsibility of the permittee. Any rooms used during shows, sales and other events must be rented in advance. Rental reservations must be scheduled fourteen (14) calendar days in advance. Changes to reservations must be submitted for approval fourteen (14) calendar days in advance of scheduled event date. Payment is due at time of making a reservation or time, date and space is forfeited.
2. A copy of the approved permit will be issued after receipt of the permit and facility rental fees. The permit must be available on site during the event for inspection by Police, Parks or other City officials. It is understood that this permit is being issued for the personal use of the individual to whom it is granted. It is understood and agreed that the person or persons having the event shall be held liable by the City if the event is not held in accordance with the description. Permits are not transferable to other parties.
3. Standby reservations for alternate locations (Rose Gardens and Arboretum and/or Will Rogers Gardens Exhibition Center) must be paid in full at the time of reservation. Cancellation policy applies.
4. It is the responsibility of the permittee to remove all equipment and decorations used by the permittee, and to remove all trash and personal items within the scheduled permit time. Other set up times must be scheduled, and will be subject to fees at the normal rates. Rented areas and reserved equipment are expected to be returned to original condition. No fresh or artificial flower petals or plant parts, bird seed or rice may be thrown during an event. Bubbles or dried lavender is acceptable. A signed permit, Event Deposit Checklist and Facility Use Acknowledgment Form is required to process refunds.
5. It is prohibited to cut, mutilate, destroy, or remove flora and fauna, site furnishings, or facility equipment on park property. Permittee may not affix or hang decorations or other items from walls, arbors, plants and site furnishings, gazebos and fountains. Flowers or other materials may not be placed in the fountains.
6. Cancellation refunds for Will Rogers Gardens Ed Lyman Conservatory and Plaza rentals, minus \$20.00, will be given if a cancellation notice is received at the Will Rogers Garden Exhibition Center at least seven (7) calendar days before the scheduled event. If the notice is less than seven calendar days, an alternate date, within six 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. If weather conditions (freezing precipitation) prohibit the use of the Will Rogers Garden or Arboretum, an alternate date can be selected at no additional charge, or a refund, minus \$20.00, will be given. If the City cancels a reservation due to inclement weather, emergency conditions, etc., a full refund, including the \$20.00 processing fee, will be given. Notification of cancellation by the City due to weather or emergencies will be given by telephone call to the contact number provided in the rental agreement.

7. The permit grants the permittee the right to hold the event in a specific area of the park. The general public cannot be prohibited from use of the park. The location of the permittee' s event will be approved by the Natural Resources Division Manager to minimize the adverse impact upon the park property and prevent interference with normal park maintenance. Permits may be revoked if the event interferes with public use and enjoyment of the area.
8. Sound amplification may not be directed out of the park area. Electricity is not available in the Gardens. Generators are not permitted.
9. Driving or operating motor vehicles such as cars, trucks, and motor scooters (but not limited to these specifically) is not permitted on City park property other than roadways provided for vehicular traffic.
10. No blocking of sidewalks and no interference with pedestrian or vehicular traffic may occur. A street permit must be obtained if the event requires the use of a City street or roadway. Call (405) 297-2890 for more information on street permits for special events.
11. Applications for a Special Event Permit and/or a Point-of-Sale Permit 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 2 weeks in advance will not be accepted. Please contact Oklahoma City Parks and Recreation Main Office at (405) 297-3882 for more information.
12. No person shall carry, transport, bring in, or use any glass bottle, including, but not limited to, beer bottles or soft drink bottles, within any 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)
13. 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)
14. Children must be accompanied by an adult.
15. No open flames permitted.
16. All permittees are responsible for obtaining the proper licenses and meeting all requirements of City and State laws.
17. To hire off-duty police officers for security, call the Oklahoma City Police Department (Special Events) at (405) 297-1144. Private security is allowed by permittee by permittee arrangement.

Please make checks payable to: The City of Oklahoma City Parks and Recreation Department.

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