



OCC Member Facility Use Request

Please read OCC's Facility Use Guidelines before completing this form
Note: OCC Facilities are NOT available to For-Profit and/or Political Organizations.

Name: _____

Address: _____
Street City State Zip Code

Phone No.: _____

Email Address: _____

General Information

Event Title: _____

Event Purpose: _____

Describe the nature of this event (birthday, concert, conference, festival, worship service, etc.)

When

Event Date(s): _____

Event Start Time: _____ Event End Time: _____

Time required for:

Set Up: _____ Hrs _____ Mins Tear Down: _____ Hrs _____ Mins

General Facility Needs

How many people do you anticipate attending? _____

Note: If you need to use the kitchen, it must also be reserved.

Equipment Needs

Please indicate any of the following items that may be needed:

Tables (number needed)

Round (seat 6 – 8) _____

Rectangular

6 ft. _____

8 ft. _____

Bistro _____

Seminar _____

Chairs (number needed) _____

Portable Projector & Screen _____

Portable Audio System _____

Lapel Mic _____

Hand Held Mic _____

Mobile White Board _____

TV _____

DVD Player _____

Please submit this form, along with the attached Affirmation, to the OCC Facility Coordinator at:

_____.



FACILITY REQUEST FORM AFFIRMATION

I affirm that:

1. I understand that OCC’s facilities, property and equipment may only be used for purposes consistent with the Church’s doctrinal beliefs as reflected in the Bible and the Church’s Statement of Faith, including its Wedding Guide.
2. To the best of my knowledge, my intended usage does not conflict with OCC’s doctrinal beliefs or practices, and I commit to promptly disclose any potential conflict of which I am aware or become aware to church staff.
3. I am not aware of any beliefs that are professed by me that conflict with OCC’s religious teachings as reflected in the Bible and the Church’s Statement of Faith, including its Wedding Guide. I agree to promptly disclose any potential conflicts to the church staff.
4. I have read and understood the OCC Facility Use Guide and agree to abide by the rules set out therein.
5. I understand that I will be responsible for any damages to the church facilities and/or equipment resulting from this proposed use of the facilities.
6. I understand that upon approval of my facilities use request, I will need to provide a deposit of \$50 within five (5) business days, and the balance, if any, will be due two weeks prior to the event.

Signature: _____

Printed Name: _____

Date: _____