



# Facility Use Request OCC Member

**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 \_\_\_\_\_

Kitchen \_\_\_\_\_

Please submit this form, along with the attached Affirmation, to the OCC Member Event Scheduler at:

Okolona Christian Church  
10801 Faithful Way  
Louisville, KY 40229

Or

Email to: [memberevent@okolonacc.org](mailto:memberevent@okolonacc.org)



## 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: \_\_\_\_\_