

General Information

Event Title: _____

Event Purpose: _____

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

Is this a ticketed event? ____ Yes ____ No

If Yes, what are the ticket prices and how will they be sold? _____

How will it be promoted? _____

Who is the target audience? _____

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? _____

Space needed:

Do you need one large gathering space and/or smaller breakout rooms.

Large Gathering Room(s)—How many? _____

Smaller Breakout Room(s)—How many? _____

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

How many exhibitor spaces are needed? (an exhibitor space is equal to a 6 x 10 footprint with an 8-foot table): _____

Equipment Needs

For Main Auditorium skip this section and proceed to next page

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 _____

Are there media elements that require the use of the video screens (graphics, lyrics, etc.)?

List here: _____

Is there a desire to use video cameras for image magnification? _____

Are there any specific lighting needs? _____

Main Auditorium – Audio/Stage/Video/Lighting Needs

Please describe the nature of the presentation elements and what kind of audio needs are necessary? (# of mics, instruments, monitors, etc.)

How much clear space is needed on the stage?

Are there media elements that require the use of the video screens (graphics, lyrics, etc.)

Is there a desire to use video cameras for image magnification?

Are there any specific lighting needs? If so, please describe.

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

nonprofitevent@okolonacc.org



FACILITY REQUEST FORM AFFIRMATION

I, on behalf of the Organization that I represent, 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 organization's 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 or by my organization 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.
7. I understand that I will need to provide a Certificate of Insurance naming OCC as an additional insured.

Name of Organization: _____

Signature: _____

Printed Name: _____

Title: _____

Date: _____