



OKLAHOMA CITY
COMMUNITY FOUNDATION
Helping you help the community

P.O. Box 1146 • Oklahoma City, OK 73101 • 405/235-5603 • fax 405/235-5612
www.occf.org

Community Room Use Policy and Request Form–Lunches, Dinners, Receptions (May 16, 2011)

The Oklahoma City Community Foundation is pleased to make the Community Room available for charitable organizations associated with the Community Foundation to utilize for luncheon and evening receptions and dinners. The room is appropriate for meals to be served by caterers and will seat up to 100 for a dinner or about 200 for a reception (unseated). The Community Room is not available for fund-raising or political events.

Set-up and clean up of the room and the supporting areas must be accommodated within the normal staffing responsibilities of the Community Foundation. Tables and chairs are available and can be provided in one of several pre-determined configurations. Audio-visual equipment is available but usage is limited to Community Foundation staff and or others who have been specifically authorized by the Community Foundation IT director.

Food and drink for meals and receptions must be provided by a licensed caterer that has been previously approved by the Oklahoma City Community Foundation. A list of approved caterers is available. Use of the kitchen facilities is limited to licensed caterers. No alcohol may be served except by a licensed caterer. The caterer should provide all tableware, table coverings and all serving equipment other than the appliances available in the serving kitchen. The caterer will be responsible for clean-up of the kitchen facilities, the tables and chairs, and all of the serving areas utilized in the Community Room and the Gallery. Cleaning equipment will be available.

Decorations in the Community Room and Gallery should be limited to those that can be placed on tables or serving areas. Nothing should be attached to the wall. No candles will be allowed on tables. Outside audiovisual or sound-equipment requiring electrical service and risers, stages and other facilities from the outside should be minimal. All outside decorations and equipment should be removed at the conclusion of the event.

The Community Room is available during normal business hours. If use of the room extends after 5:00 P.M., security provided by Community Foundation security contractor will be required. Organizations are asked to limit the time period for their functions during normal business hours to 3 hours. The building is not available before 7:30 A.M. Use of the room on week-ends is currently not available. Organizations are asked to conclude the use of the building, including clean-up by caterer by 11:00 P.M.

Parking during normal business hours is limited to a small lot located to the east of the main building and on-street parking along Broadway. Parking next to the building is utilized during the day by Community Foundation staff, trustees, and donors. Parking after normal business hours is available in the adjacent lot and other near-by locations.

The charge for the use of the Community Room and kitchen for a meal or reception event during normal business hours will be \$150. Events that occur outside normal business hours will be charged \$250. Use of the Community Room outside normal business hours requires that security be provided. The Community Foundation will arrange for this security when the room reservation is made. The minimum charge for security for meetings that occur after normal business hours is \$80. If Community Foundation staff are required to

operate audiovisual equipment, an additional charge will be made. Organizations will be billed for room use and security charges.

Smoking is not allowed in any part of the Oklahoma City Community Foundation building.

Community Room Request Form-Lunches, Dinners and Receptions

Organizations interested in using the Community Room may complete the following request form and submit it to the Community Foundation Office. Requests will be considered on a weekly basis and will be coordinated with other events planned in the building. Requests may not be made for more than two events per organization in a calendar year. Requests will not be confirmed for more than 90 days ahead of the scheduled event.

Name of Organization_____

Contact Person for the event_____

Contact Information_____

Date and Time Period Requested_____

Description of Event_____

Will alcohol be served? _____

Expect number of attendees_____

Room Set-Up Preference_____

(See attached diagram for seating options)

Audio Visual Needs_____

Caterer and Contact information_____

On-Site Person Responsible for Event_____

Does the organization have an endowment fund/scholarship fund at the Oklahoma City Community Foundation_____.

Please mail or fax the request form to: Sarah Pool, P.O. Box 1146, 73101 or 405/235-5612.

Approved Caterers for Oklahoma City Community Foundation Facilities:

Larry Brannon
719 NE 18 Street
Oklahoma City, OK 73105
528-4918

The Prairie Gypsies, Inc.
B.J. White
411 NW 30th
Oklahoma City, OK 73118
525-3013

Nonna's, LLC
P.O. Box 890790
Oklahoma City, OK 73189
235-4410

Aunt Pittypat's Parlor, Inc.
Maggie Howell
1515 N. Portland Ave.
Oklahoma City, OK 73107-1523
942-4000