



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—Meetings and Presentations

(January 10, 2008)

The Community Room of the Oklahoma City Community Foundation is available for charitable organizations associated with the Community Foundation to utilize for meetings and educational presentations. The room is appropriate for business meetings of boards or committees, short-duration training and presentation sessions, and small receptions for awareness-building or networking.

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. Organizations using the space will be asked to return it to its original configuration, to remove all trash and other materials related to the building, and to clean all table tops, counter tops and chairs if any food or drinks are provided. Food and drinks should be limited to those that are pre-boxed and prepared and do not require refrigeration.

Use of the kitchen facilities is limited to licensed caterers and is not included in this request form. Please see the form for Events and Receptions. No alcohol may be served except by a licensed caterer.

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.

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.

There is no fee for use of the room during normal business hours if there is no food served. If a meal is served or if the use of the space exceeds 3 hours, there will be a charge of \$100 for general clean-up and maintenance. If the meeting occurs after normal business hours there will be a charge of \$100 unless Community Foundation staff members are present for the entire meeting. Additional charges for security and operation of audiovisual equipment may be made if required. The minimum charge for security for meetings that occur after normal business hours is \$80. Organizations will be billed for room use and security charges.

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 Meeting Activities_____

Expect number of attendees_____

Room Set-Up Preference_____

Audio Visual Needs_____

Food or Beverage Plans_____

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.