

United Life Spiritual Center

3332 N Meridian Ave
Oklahoma City, OK 73112,
(405)-946-6753

Request for Use of Facilities

Today's Date _____

Individual or Name of Group _____

Address _____

Date(s) of Activity _____ Hours (from – to) _____

Set up Time Needed (Date and Time) _____

Estimated Attendance _____

Contact Person _____ Telephone Number (Day) _____

Telephone (Evening) _____ Email address _____

Website _____ Fax # _____

Deposit _____ Date _____

Total COST _____ Due by _____

Will Food be served? _____ Name of Caterer _____

Space Requested

- Sanctuary
- Social Hall
- Kitchen
- Solarium
- Board Room
- Library
- Small Classroom _____

Equipment Needed

- Tables, How many _____
- Chairs, How many _____
- Sound System/Technician _____
- Other, Please Specify _____
- _____
- _____

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CONTRACT

FINANCIAL AGREEMENT WITH THE CHURCH

I, _____, THE PERSON OR REPRESENTATIVE OF THE GROUP REQUESTING USE OF THESE FACILITIES AGREE TO THE FOLLOWING TERMS AND CONDITIONS WITH UNITED LIFE CHURCH

Please read before you sign,

The date and time for the facility use is scheduled on the church calendar and is committed to that date and time. If for any reason the event is canceled, or changes are needed, I agree to contact the church office to arrange for any changes or special needs. I agree to stay within the time frame for which the facility has been reserved. I agree to pay the additional hourly rate if the scheduled time is exceeded.

If this is an ongoing group meeting, not requiring a church staff person, you are welcome to adjust the air or heat to meet your needs. Please turn off the lights and return the air/heat back to setting you found it.

If you will be in the building when there is not a church staff person in attendance you will be responsible for making arrangements for picking up a key and responsible for securing the building and returning the key when appropriate.

If your group is to be an on going meeting and/or workshop, we will need to renegotiate this contract at the end of six months.

By signing this contract, I agree to the above provisions as well to abide by all Facility Use Regulations contained in a separate document, which includes payment of any damage or loss of property. I accept responsibility for ensuring that caterers, event volunteers and staff, subcontracting vendors and guests comply with the Facility Use Regulations.

Name _____ Address _____

Signature _____ Date _____

Church Representative _____ Date _____

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Facility Use Regulations and Guidelines

1. The church facilities are available for classes, workshops, weddings, memorials and also for church related activities such as team meetings, choir rehearsals, practitioner meetings, etc. **Anyone who wishes to use the space must complete a “Request for Use of Facilities and/or Equipment” form and submit it to the church office a minimum of two weeks in advance of the event and/or activity.**
2. Events such as weddings, workshops, receptions (i.e. large events) require at least 30 days notice.
3. All classes and workshops that are offered to the United Life Church community **must be approved in advance** by the Education Team prior to submission of the request for use of the facility. Scheduling of space for such events must be coordinated with the church calendar.
4. Non-church related events and/or activities are assessed a fee for use. Please review the facilities fee schedule for the member and non-member rates. **If you are a non-profit organization you will be assessed the member rate.**
5. Alcohol is **not** permitted on the premises for any event. A champagne toast is permitted per wedding reception.
6. Smoking is not permitted in the building or near the building entrances. Smoking is permitted beside the building to the south or in the center garden area.
7. **Food and beverages are prohibited in the sanctuary.** Bottled water is acceptable.
8. Animals are not allowed in the building except certified “assistance dogs.”
9. An additional cost will apply if the applicant requires the use of the sound equipment for non-church related events and/or activities. Use of sound equipment requires a sound technician.
10. Specifications related to events and activities must be coordinated through the church office. Specifications could include use of piano, keyboards, availability of VCR, set-up of room with chairs and tables, etc.
11. If a key is assigned to a person, that person is responsible for safeguarding the premises and insuring that guests, vendors and volunteers involved in the event respect the space. Any damage to the property and/or loss of equipment resulting from an event or activity will be the full responsibility of the person in charge.
12. All decorations must be pre-approved by the church office and removed from the premises after the event. It is not permissible to use tape or tacks on walls or other surfaces with one exception: tape may be used on unpainted brick walls. Any decorations brought in for the event must be taken away at the end of the event.
13. Practitioners wishing to use any part of the facility for church related practitioner work must coordinate space use with the church office.
14. Practitioners and other members wishing to use the space to conduct outside business ventures will be assessed the member rate.
15. Any group except one using the facility for a wedding is responsible for the clean up and removal of all trash generated by the event. An additional fee may be charged if ULC has to perform additional cleanup.
16. Absolute care and attention must be given to the use of candles. Candles may not be left burning unattended or overnight under any circumstance, except for the eight day candle in the Sanctuary.
17. The person in charge of the activity is welcome to adjust the air or heat to meet the needs of the group. Be aware that your group may not be the only group covered by a particular heating or air conditioning unit. Please turn off the lights and return the air/heat back to its fuel conservation mode upon leaving.

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Facilities Use Fee Schedule - (Limited to Space Rental)

	<u>Member Rate</u>	<u>Non-Member Rate</u>
<u>Sanctuary</u>		
8 hours	\$200	\$300
6 hours	150	250
4 hours	100	200
Per Hour	65	75
<u>Social Hall</u>		
8 hours	\$100	\$300
6 hours	75	225
4 hours	50	150
Per Hour	25	60
<u>Kitchen</u>		
Per event	25	60
<u>Solarium, Council Room, Library, Small Classroom</u>		
8 hours	\$25	\$100
6 hours		80
4 hours		60
per hour		20

Note: Global Heart teams are exempt from facilities use fees. Non-profit organizations use Member Rates.

A deposit of \$100 (or the fee for the use of the space, whichever is less) is required at the time of application. This deposit is non-refundable. All fees are due two weeks before the event.