

United Life Spiritual Center
3332 N Meridian Ave., Oklahoma City, OK 73112
(405) 946-6753

Request for Use of Facilities
UNITED LIFE CLASSES

Today's Date _____

Name of Class _____

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

Set up Time Needed (Date and Time) _____

Estimated Attendance _____

Person in Charge _____

Telephone Number (Day) _____ (Evening) _____

Email address _____ Website _____ Fax # _____

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 _____

OTHER DETAILS and SPECIAL NOTES _____

Cleaning and/or set-up Crew needed: _____ Who _____ Notified _____

Sound and Lights assistance needed: _____ Who _____ Notified _____

Flyers Needed: _____ Who _____ Notified _____

Advertising Needed _____ Who _____ Notified _____

Messenger Article _____ Who _____ Notified _____

Communications Committee Notified _____

Calendar Updated _____

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FINANCIAL AGREEMENT

TUITION TO BE PAID BY CLASS PARTICIPANTS: _____

REGISTRATION COSTS: _____

COPYING COSTS: _____

OTHER COSTS: _____

PERCENT OF NET TO BE PAID TO CHURCH: _____

PERCENT OF NET TO BE PAID TO INSTRUCTORS: _____

INSTRUCTORS:

NAME _____

NAME _____