

**United Life Spiritual Center**  
3332 N Meridian Ave  
Oklahoma City, Ok 73112  
(405) 946-6753  
**Request for Use of Facilities**  
**WORKSHOPS**

Today's Date \_\_\_\_\_

Title of Workshop \_\_\_\_\_

Presenter \_\_\_\_\_

Address \_\_\_\_\_

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 # \_\_\_\_\_

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 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OTHER DETAILS and SPECIAL NOTES \_\_\_\_\_

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

Sound and Lights assistance needed: \_\_\_\_\_ Who \_\_\_\_\_ Notified \_\_\_\_\_

Lodging Needed: \_\_\_\_\_ Who \_\_\_\_\_ Notified \_\_\_\_\_

Flyers Needed: \_\_\_\_\_ Who \_\_\_\_\_ Notified \_\_\_\_\_

Advertising Needed \_\_\_\_\_ Who \_\_\_\_\_ Notified \_\_\_\_\_

Messenger Article \_\_\_\_\_ Who \_\_\_\_\_ Notified \_\_\_\_\_

Communications Committee Notified \_\_\_\_\_

Calendar Updated \_\_\_\_\_

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**CONTRACT**

**FINANCIAL AGREEMENT WITH THE CHURCH**

I, \_\_\_\_\_, **THE PRESENTER OF THE ABOVE EVENT AGREE TO THE FOLLOWING TERMS AND CONDITIONS WITH UNITED LIFE CHURCH UPON PRESENTATION OF SUCH EVENT:**

**TRAVEL TO BE PAID BY:** \_\_\_\_\_

**COSTS TO BE PAID BY:** \_\_\_\_\_

**PUBLICITY TO BE HANDLED BY:** \_\_\_\_\_

**FEES TO BE SPLIT BETWEEN CHURCH AND PRESENTER:** \_\_\_\_\_

**FEE TO BE PAID TO CHURCH:** \_\_\_\_\_

*Please read before you sign,*

The date for the event is scheduled on the church calendar and is committed to that date. We expect the same commitment from the Event/Workshop Leader. If for some reason the event is canceled, or changes are needed, the leader is requested to contact the church office to inform them of the changes or special needs.

The time reserved is also of equal importance. When the workshop is set up for certain hours, we request that the Leader stay within the reserved time frame. Often our facility is heavily scheduled and timing of events is based on information given at time of reserving space. When the Leader goes over and beyond time, this can cause conflict and/or fee must pay additional hourly fee to our employees. Your cooperation in this manner is appreciated.

By signing this contract, you 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. You are responsible for ensuring that caterers, event volunteers and staff, subcontracting vendors and guests comply with the Facility Use Regulations.

Presenter Name \_\_\_\_\_ Presenter Phone \_\_\_\_\_

Presenter 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.