



APPLICATION TO RESERVE FACILITIES & EQUIPMENT AT OCF

Please fax, mail or bring your completed form to the OCF offices.

Event/Purpose of Use: _____ **Max # of People Expected:** _____

Dates and Times: Start Date: _____ Day of Week: _____

Stop Date: _____ Time In: _____ Time Out: _____

Contact Person(s) for this event: _____

Phone: _____ Cell/Pager: _____

Room(s) Requested:

- | | |
|---|--|
| <input type="checkbox"/> Sanctuary/Auditorium | <input type="checkbox"/> Prayer Room (restore to original setup) |
| <input type="checkbox"/> High School Room (restore to original setup) | <input type="checkbox"/> Cry Room (restore to original setup) |
| <input type="checkbox"/> Jr High Room (restore to original setup) | <input type="checkbox"/> Coffee Kitchen (clean up, take out trash) |
| <input type="checkbox"/> BIG KITCHEN (clean up, take out trash) | <input type="checkbox"/> Main Lobby (clean up, take out trash) |

Children's Classroom(s) Requested: *NOTE: Children's classrooms 3, 4 and 6 are set up with child-sized chairs and lower tables. It is easier for adults to set up (and restore) **Room 5** (Young Adults classroom) or **Room 7** (5th & 6th grade classroom) as both have adult-sized chairs and tables.*

- | | |
|---|---|
| <input type="checkbox"/> Nursery (must supply approved childcare) | <input type="checkbox"/> Rm 3: 4's-K (restore to original setup) |
| <input type="checkbox"/> Rm 5: Young Adults (adult-sized setup) | <input type="checkbox"/> Rm 4: 1 st /2 nd grade (restore to original setup) |
| <input type="checkbox"/> Rm 7: 5 th /6 th grade (adult-sized setup) | <input type="checkbox"/> Rm 6: 3 rd /4 th grade (restore to original setup) |

Room(s) Requested in Upstairs Office Area:

- | | |
|--|---|
| <input type="checkbox"/> Big Conference Room | <input type="checkbox"/> Conference Table by the Copier |
| <input type="checkbox"/> Conference Table in Pastors' area | |

Equipment, Personnel or Training Needed:

- | | |
|--|--|
| <input type="checkbox"/> PowerPoint (requires computer operator) | <input type="checkbox"/> Overhead Projector |
| <input type="checkbox"/> Sound (requires an OCF soundperson) | <input type="checkbox"/> TV - with VCR or DVD? (Please Circle) |
| <input type="checkbox"/> DVD/Video in Aud or HS room (need training) | <input type="checkbox"/> Podium or music stand (i.e., to lead meeting) |
| <input type="checkbox"/> Training to use Coffee Kitchen coffee maker | <input type="checkbox"/> Other: _____ |

CLEANUP & EXIT:

- All rooms: Empty trash cans and carry trash to outside trash-bin (corner of church parking lot).
- Return ALL rooms to original setup. Turn out lights in classrooms and children's restrooms as you leave.
- Please mop up liquid spills immediately! AND – Please call and leave a voice message at 310-414-4555 if we need to do a more in-depth cleaning. Thanks for helping us keep our church clean!
- Lock up (check all exterior doors - they must be closed firmly) & set alarm (if you're the last one here)

Person Responsible for Cleanup/Lockup: _____ **Phone:** _____

Do You Need A Key? Yes* _____ No _____ **Key must be returned immediately after event.*

Do you know how to lock up the church and set the alarm? (if needed) Yes _____ No _____

We are usually able to "OK" your application when you apply. However, to avoid conflicts of room usage, this application will be reviewed. An OCF staff member will notify you only if there's any problem with your request.

Reviewed By: _____ Copies To: _____