

Reservation Information

Please e-mail the completed form to developmentoffice@oakwood.edu

Date of Application: _____ (mm/dd/yyyy) Event Date: _____ (mm/dd/yyyy)

Please submit your request at least 14 days prior to your event. This will increase the likelihood of availability and allow time to make appropriate arrangements. All forms must be completed before reservation can be processed.

Name of Event: _____

Organization: _____

Billing Address: _____

Authorized Contact: _____ Contact Email: _____

Contact Phone: _____ Second Contact: _____

PAYMENT

Cash Check #: _____ (Must be received 14 days prior to event)

Visa/Master Card/AMEX Account #: _____ Exp. Date: _____

Reservation Fee: \$ _____ Balance: \$ _____ Dep.: \$ _____

of People: _____ Start Time: _____ AM PM End Time: _____ AM PM

Set up Date/Time: _____

What type of Event will this be?

- Conference Class Professional Meeting
- Religious/Worship Service Banquet Party (Anniversary, Birthday, Retirement)
- Other (Please describe): _____

Will food be served at this event? Yes No

If yes, please select a caterer from the approved list of food providers.
(Please note: Serving meat or meat products and alcohol is prohibited on campus.) Food ordered by outside entity must be delivered by said entity.

USAGE

ALL FACILITIES –50% OF RENTAL FEE IS DUE TO RESERVE FACILITY. A CASH DEPOSIT of \$100.00 IS REQUIRED FOR USE OF ALL FACILITIES – DUE 7 DAYS BEFORE EVENT. IF FACILITY IS RETURNED TO ORIGINAL CONDITION AFTER YOUR OCCUPANCY, DEPOSIT WILL BE REFUNDED IN 5-7 WORKING DAYS. (SEE THE FACILITY CLEANING CHECKLIST FOR DETAILS).

CANCELLATION FEE - \$50.00 Non-refundable cancellation fee is due if notified 7 days prior to event, AFTER 7 days \$100.00 will be charged for cancellation.

BCBLC – refundable cash deposit of \$80.00 for use of remote control and AV cords.

Authorized Signature of Renter

Date

Reservation Information

Scheduling Coordinator Signature

Date

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EVENT DETAILS

Please check the appropriate box(es) and provide information as needed for your event.

All events require self set-up and break-down

Athletic Department

- Ashby Gymnasium Basketball Court Score Clock
 Tradeshow/Booths

Tennis Court Natatorium (Swimming Pool) * *Lifeguard assignments are determined by the Athletic Department;*

Lifeguard usage is charged at \$35/hour for EACH Lifeguard. (min. of 2 hrs.)

- Athletic Fields

BCBLC

- Powell Auditorium Remote Control & AV Cords
 Small Classroom Large Classroom

B & T Building

- Presidential Dining Room
 Full Auditorium
 Technician Microphone Cordless Microphone
 Large Section of Auditorium Small Section of Auditorium
 Classrooms__ Presidential Board Room
 Computer Lab A (Rm. 226 – 36 computers) Computer Lab B (Rm. 214 – 27 computers)

Carter Hall

- Chapel Sound System

Edwards Hall

- Chapel

Holland Hall

- Multipurpose Room Kitchen

Lawrence Jacobs Historic Silos Plaza

Leroy & Lois Peters Media Center

- OUBN Studio Editing Studio

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Millet Activity Center (MAC)

- Kitchen Technician Microphone Screen & Projector

Moran Hall

- Auditorium Sound System

Moseley Complex

- Chapel Classroom

Wade Hall

- Multipurpose Room Kitchen Sound System

West Oaks

- Clubhouse Dining Area

4920 Building

- Multipurpose Room 1
 Multipurpose Room 2
 Kitchen

Unity Pond /Covered Pavilion

- Grills

Other Facility: _____