

# Reservation Information

Please return the completed form to the Blake Center Customer Care Center or email to [mbattles@oakwood.edu](mailto:mbattles@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

\_\_\_\_\_  
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 \_\_\_\_\_
- Computer Lab A (Rm. 226 – 36 computers)
- Computer Lab B (Rm. 214 – 27 computers)
- Presidential Board Room

**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:** \_\_\_\_\_