

# Facility Use Application

Event

Organization

Contact Name

Phone

Email Address

Second Contact

Phone

Email Address

Date(s) of Activity

Estimated Attendance

Start Time

End Time

## Type of Activity

☐ Class/Workshop   ☐ Lecture   ☐ Meeting   ☐ Other \_\_\_\_\_

## Desired Room Configuration *(Demo Kitchen Classroom or Multi-purpose Room Only)*

☐ Board Room   ☐ U-Shape   ☐ Hollow Square   ☐ Theater/Lecture   ☐ Other \_\_\_\_\_

## Equipment Needs

☐ Sound System   ☐ Podium   ☐ Internet   ☐ Projection Screen & Projector

Limited A/V resources are subject to availability. Sound system not available in every room. A THD A/V technician must be onsite to operate the A/V equipment and will occur an additional expense. The A/V equipment cannot be used without permission. Any laptop or other equipment being used should be brought in a few days early to test for compatibility.

## Will there be food/beverage?   ☐ Yes   ☐ No

The kitchen cannot be used to prepare food; however, it can be used to prep or set up. The dishes, glassware, silverware, pots/pans or any other utensils in the kitchen cannot be used. A licensed caterer is required for groups over 15 or purchased food items from a licensed vendor can be used. We encourage the use of disposable supplies when using the kitchen facilities. No alcohol is allowed. No smoking is allowed on the premises or property.

## Cost

The cost will be assessed based on the needs and space requested. Security, A/V support and janitorial personnel require a per-hour fee for each service required. All fees will be determined, agreed to in writing, and paid 48 hours in advance of the event.

## Reservation Agreement

This application is made with the understanding that the sponsoring organization will comply with applicable facility rules and regulations and with the Tulsa Health Department's regulations established for such events. Organizers are encouraged to review these rules before reserving. The sponsoring agency will be charged for all identifiable costs (supplies, damages, etc.) incurred by Tulsa Health Department in association with this event. The sponsoring organization will not publicize this event until the Facility Use application has been approved, and a written fee agreement has been signed.

Authorized Signature

Date

\*Facility request form must be received at least four weeks before event date.

\*No decorations may be used that will mar surfaces. Only blue masking tape permitted.

**You may submit this application by clicking the "Submit Application" button to the right or by mailing to:**

Tulsa Health Department North Regional Health & Wellness Center

Attn: Marcus Anderson

5635 N. Martin Luther King Jr. Blvd.

Tulsa, OK 74126

**Submit Application**

## Additional Comments, Instructions, Drawings, Etc.



**TULSA HEALTH**  
Department