

8580 South Howell Avenue • Oak Creek, Wisconsin 53154 • (414) 768-5840 • Fax: (414) 768-5842

I have read and understand the conditions of this request form.

**OAK CREEK COMMUNITY CENTER
FACILITY USE REQUEST FORM
AVAILABLE MONDAY THRU THURS.
NO SATURDAY'S**

Organization: _____

Contact Person: _____

Phone Number: _____ Number of people: _____

Address: _____

E-Mail Address: _____

Must list **EVERY DATE**: _____ Arrival: _____ Depart **8pm**

Purpose of Meeting _____

The Center provides space and room for local organizations and non-profit groups for a free or at a reduced rate. We do this with the following requirements:

Group must be local non-profit or service group

- 1) **Must have group tax exempt number** _____, **mission statement or by-laws of their organization**
- 2) Meetings must be within the hours that The Center is open
- 3) Free room rentals are available Mon.-Thur. 8am-8pm
- 4) Group takes assigned room with the existing set-up, if you request a specific set-up, there is a \$60 room fee for the Club and Social, \$168.75 for 1/3 of the ballroom
- 5) Room must be left clean, if floor gets dirty, ask for vacuum, skirts and linens to be on tables
- 6) The Center request 1 hour of volunteer time be given for every 4 hours of use
- 7) The Center reserves the right to cancel or move your group if you have not paid any room fee
- 8) You are responsible for calling The Center to verify the availability
- 9) There will be absolutely no carry-in of any food or drink of any kind. This is for insurance purposes and will be enforced regardless of how simple the food or drink may be. If you choose food and beverage from our menu, there is a 18% service fee. Policy consistency must be enforced.
- 10) OCCC reserves the right to the amount of time to be here due to the huge demand of the rooms
- 11) **If more than two weeks have been missed, you will be cancelled and the room will be rebooked. Please call The Center if you are canceling your meeting.**
- 12) **If you have any questions, please contact Tina at the number listed above.**