



# Facility Use Request

Today's Date \_\_\_\_\_ \*ALL information must be filled out!!!!

Name \_\_\_\_\_ E-mail \_\_\_\_\_

Phone (home) \_\_\_\_\_ (work) \_\_\_\_\_ (cell) \_\_\_\_\_

Liberty Church Member? Yes / No

Event/Activity/Purpose for Request \_\_\_\_\_

Liberty Church sponsored event? Yes / No      Number expected at this event? \_\_\_\_\_

Reason for event \_\_\_\_\_

Will there be minors at this event? Yes / No      If Yes, Child/Adult Ratio? \_\_\_\_\_

Date(s) Requested \_\_\_\_\_ Time \_\_\_\_\_ - \_\_\_\_\_

ONE TIME or RECURRING (please circle)      If recurring, start & end dates \_\_\_\_\_ ---- \_\_\_\_\_

**Reservations are on a first come first serve basis.**

**All requests/reservations are subject to periodic cancellation due to the priority of church ministry/activities**

Person responsible for **set-up** \_\_\_\_\_ cell phone # \_\_\_\_\_

Email \_\_\_\_\_

Person responsible for **clean-up** \_\_\_\_\_ cell phone # \_\_\_\_\_

Email \_\_\_\_\_

- I have read and agree to abide by the Building Usage Guidelines.
- I have read and will follow the Post-Event Clean-Up checklist.
- I agree to the Fees Schedule and *have attached all related fee's and deposits*, if applicable.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**You will receive notification on the status of your request within 5 business days and up to 3 weeks.** *Your request may have to be reviewed by the Liberty Church management team that meets every couple weeks. All keys must be returned within 3 days of end date of request or a FEE will be assessed for key replacement.*

**Please Fax 1st 2pages of this document to: 918-461-9318 or email to: esundene@libertytulsa.org**

**Do not write in space below – For Office Use Only**

SLT Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Contacted by: \_\_\_\_\_ Date: \_\_\_\_\_

Additional Notes: \_\_\_\_\_



**Worship Center (\$100 for 2 hours, \$25 each additional hour + \$100 deposit):**

*\*Special Arrangements need to be made for sound and lighting.*

**Equipment:**

- Overhead Projector                       Podium
- Sound System                                 Other \_\_\_\_\_
- Seating for how many people? \_\_\_\_\_

**Rooms**

*\*Non-Church functions and Non-members(\$50 an hour) + \$100 damage/cleaning deposit*

**Liberty Church Members - each room is \$25 per hour with a \$100 deposit.**

- **User of room is responsible for setup, teardown and cleaning of room(s) used and will be charged for incomplete cleanup or damage to the facility out of the \$100 deposit.**

- Fellowship Hall (40 chairs, 4 tables, \*must reserve TV/DVD)
- Conference Room (20 chairs, 4 tables, \*TV/DVD available)
- Worship Arts Room (40 chairs, one 60" round table, \*must reserve TV/DVD)
- Hospitality Room (2 couches, dining table and chairs)
- Room 106 - room outside of Worship Center doors. (20 chairs, 4 tables, whiteboard)

**Gym Members:** Up to 2 hrs. is \$50 - Additional hours \$25 each + \$100 deposit

**Non-Members:** \$100 an hour - Additional hours \$100 each + \$100 deposit

*\*ALL USERS are responsible for removing ALL trash (in cans), setup, teardown of tables/chairs and cleaning of GYM FLOOR when finished. (Birthday Party for members - \$50)*

**\*Users will be charged for any incomplete cleanup and damage to facility out of the \$100 deposit.**

- Large basketball goals
- Small moveable basketball goals
- 6-foot Tables                                How many? \_\_\_\_\_
- Chairs    How many? \_\_\_\_\_
- 6ft. Round Gray Table                    How many? \_\_\_\_\_

Please list activities/sports you will be playing in the gym during the activity: \_\_\_\_\_

*\*Because of sensitive alarm system and fire equipment located in the gym, certain activities/sports are not allowed due to the possibility of damage. Soccer, baseball, softball and volleyball are not allowed in gym.*

**Fields (please pick up trash and park in the marked lots):**

- Baseball Diamond                       North side of property line
- East side of Soccer Field               Area Behind Backstop near storage shed/garage
- West side of Soccer Field               Field next to playground

**Kitchen (kitchen use and fees are handled through Kitchen Ministry Team):**

- Basic Use—Access to refrigerator, ice machine, counter tops and sink with no use of freezer, cooking, warmers or dishwashing equipment.
- Team Assisted Use— For church related functions and staffed by volunteers but supervised by a Kitchen Team member.
- Full Kitchen Team Support—For church related functions to be fully staffed by trained Kitchen Team members.

**PLEASE SUBMIT THIS FORM  
WITH RELATED FEES**