Facility Room Rental and Fee Request Form

Office of Facilities Management
Phone (405) 682-1611 Ext. 7554 | Fax (405) 682-5862
rentals@occc.edu

REQUESTED BY		DATE	
NAME OF ORGANIZATION		FOR-PROFIT NON-PROFIT STATE FEDERAL OTHER	
ADDRESS	CITY/ZIP		STATE
PHONE NUMBER	EMAIL ADDRESS		
DATE(S) ROOM(S) REQUESTED			
PURPOSE OF USE			
PROJECTED ATTENDANCE	WILL ATTENDEES BE CHARGED A FEE TO ATTEND? YES NO		

Room(s) Requested (check the setup style for each room requested - OCC=max occupancy)

COLLEGE UNION 1 1,490 SF / OCC: 70	REQUESTED	SETUP	A/V NEEDED	START TIME	END TIME
COLLEGE UNION 2 1,495 SF / OCC: 70	REQUESTED	SETUP	A/V NEEDED	START TIME	END TIME
COLLEGE UNION 3 2,225 SF / OCC: 90	REQUESTED	SETUP	A/V NEEDED	START TIME	END TIME
GENERAL DINING AREA 7,195 SF / OCC: 618	REQUESTED	SETUP	A/V NEEDED	START TIME	END TIME
RAISED DINING AREA 2,065 SF / OCC: 90	REQUESTED	SETUP	A/V NEEDED	START TIME	END TIME
CLASSROOMS VARIABLE	REQUESTED	# OF CLASSROOMS	A/V NEEDED	START TIME	END TIME
LIBRARY 407A/B 1420 SF / OCC: 75	REQUESTED	SETUP	A/V NEEDED	START TIME	END TIME

Additional Resources

Catering - All renters wishing to have catering services must utilize OCCC Dining Services. Bringing in outside food and drinks is prohibited unless authorized by OCCC.

ADDITIONAL EQUIPMENT NEEDED YES NO	IF YES, PLEASE SPECIFY (PODIUMS, MICROPHONES, LINENS, ETC.)
CATERING NEEDED? YES NO	IF YES, PLEASE SPECIFY
COMMENTS/SPECIAL REQUESTS	