

Reservation #: _____

Reservation Request for OIE Program Center

Event Date: _____ Start Time: _____ End Time: _____

Event Title: _____

Sponsoring Group (no acronyms): _____

Contact Name: _____ Phone: _____

Email: _____

Requested Space: The program center can be used as a whole or divided in half by a temporary divider into two smaller rooms (Program Center North and Program Center South).

_____ Program Center _____ Program Center North _____ Program Center South _____ Kitchen*

Number of Attendees: _____

Seating Configuration: (maximum capacity: 50 chairs)

____ Auditorium ____ Conference ____ Classroom ____ Family ____ Reception

____ Other (please describe) _____

Tech Equipment needed: ____ Projector ____ 5'x5' screen ____ Laptop

Will this event be catered? ____ Yes ____ No

Additional Comments: _____

OIE Program Center Hours: Monday-Friday: 4:300-9:00 PM Saturday: Closed Sunday: 4:00-8:00 PM

OFFICE USE ONLY

Date received: _____

After reviewing the above request and discussing the policies of my area with the group, I:

____ Authorize access in the area requested

____ Deny request for access

Signature: _____ Date: _____

*** Rules for Use of Program Center Kitchen**

Groups, organizations and individuals using the OIE Program Center Kitchen must read and agree to the following:

- ◆ Pre-event: label food and store in proper location
- ◆ Bring any necessary supplies to cook, bake or eat with, as OIE has a very limited supply of utensils and dishes
- ◆ End event at scheduled time (including clean-up)
- ◆ Leave kitchen and function areas clean, including:
 - Washing dishes and tables used
 - cleaning counters and stovetop
 - mopping kitchen floor
 - vacuum (if needed)
- ◆ OIE provides dish detergent and other cleaning supplies
- ◆ Do not leave any food in ovens or on top of stove
- ◆ Bring containers and/or plastic wrap for any leftovers or take-away
- ◆ Do not leave anything behind – anything left in the fridge or in the OIE Program Center becomes the property of OIE and may be discarded

Groups and organizations that do not respect the above Rules of Use may be denied further use of the OIE Program Center.

"I agree that my group or organization will respect and follow the Rules of Use."

Signature of responsible individual: _____ **Date:** _____

Name of responsible individual: _____

Name of organization: _____