

## Junior League of Tulsa Facility Rental Application

\*Name \_\_\_\_\_

Home Phone Number \_\_\_\_\_

\*Cell Phone Number \_\_\_\_\_

Work Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

\*Address \_\_\_\_\_

\*City \_\_\_\_\_

\*State \_\_\_\_\_ \*Zip Code \_\_\_\_\_

\*Email Address \_\_\_\_\_

Organization \_\_\_\_\_

\*Co-Sponsored \_\_\_\_\_ Yes \_\_\_\_\_ No

\*Non-Profit \_\_\_\_\_ Yes \_\_\_\_\_ No

IRS Number \_\_\_\_\_

\*Type of activity (please include a detailed description of the activities taking place): \_\_\_\_\_

\*Equipment Needed: \_\_\_\_\_

\*Will food/beverages be served? \_\_\_\_\_ Yes \_\_\_\_\_ No

\*Will alcohol be served? \_\_\_\_\_ Yes \_\_\_\_\_ No

Estimated attendance: \_\_\_\_\_

\*Open to Public: \_\_\_\_\_ Yes \_\_\_\_\_ No

\*Responsible Person's Name on day of event: \_\_\_\_\_

\*Phone #: \_\_\_\_\_

\*Email: \_\_\_\_\_

Room(s) Requested: \_\_\_\_\_ McFarland \_\_\_\_\_ Tribune \_\_\_\_\_ Zarrow \_\_\_\_\_ Mabee

\*Set-up Time Requested: \_\_\_\_\_

\*Program Start Date/Time: \_\_\_\_\_

\*Program End Date/Time: \_\_\_\_\_

\*Departure time after clean up: \_\_\_\_\_