



8580 South Howell Avenue

Oak Creek, Wisconsin 53154

(414)768-5840

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NON-PROFIT ORGANIZATION FACILITY-USE REQUEST FORM

I have read and understand the conditions of this request form

Today's Date: _____ Contact Person: _____

Organization: _____

Tax Exempt Number: _____

Phone Number: _____ Number of people: _____

Address: _____

E-Mail Address: _____

Must list EVERY DATE: _____

Purpose of Meeting _____

OCCC is open late on Thur. evenings till 8pm

The Center provides complimentary space and meeting rooms for local non-profit groups. We do this with the following requirements:

- 1) Must call The Center for availability
- 2) Your group takes the room as is, if you need chairs or tables, you are responsible for set-up, without disrupting our other clients
- 3) Room must be left as you found it, e.g. ask for vacuum if the floor gets dirty
- 4) The Center reserves the right to cancel or move your group to a different space at anytime
- 5) There will be absolutely no carry-in of any food or drink of any kind.
- 6) **If more than two reservations have been missed, with no cancellation call, or less than 24 hrs. notice, your future reservations will be cancelled**
- 7) IF CHILDREN WILL BE PRESENT AT MEETINGS, THEY ARE TO STAY IN THE ROOM WITH YOU
- 8) If you have any questions, please call the number listed above

www.occenter.com

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