



Junior League of Tulsa Facility Rental Application
3633 S. Yale Ave.
Tulsa, OK 74135
918-663-6100

Name:		Home#:	Cell #:
Address:		Work #:	Fax #:
City:	State:	Zip:	Email:
Organization:	Co-Sponsored:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Non-Profit: IRS Number:
Type of activity (please include a detailed description of the activities taking place):		Equipment Needed:	
Will food/beverages be served?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Will alcohol be served?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Estimated attendance:	Event Insurance:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Open to Public:
Responsible Person's Name on day of event:		Phone #:	Email:
<u>Room Requested:</u>	Date of Event:	Set-up Time Requested:	Program Start Time:
McFarland <input type="checkbox"/> Tribune <input type="checkbox"/> Zarrow <input type="checkbox"/> Mabee <input type="checkbox"/>			Program End Time:

For internal use only:

Deposit received?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Balance Due:
Final payment received?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Security required? Yes <input type="checkbox"/> No <input type="checkbox"/>
Insurance provided?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Security notified? Yes <input type="checkbox"/> No <input type="checkbox"/>
Person responsible for opening on day of event:	Signed contract rec'd?	Yes <input type="checkbox"/> No <input type="checkbox"/>