

**OAK RUN FACILITIES ROOM REQUEST**  
**THIS REQUIRES ORHA BOARD APPROVAL**  
**(PLEASE PRINT CLEARLY)**

**ORGANIZATION:**

**REQUEST #**  
**(scheduler only)**

**ROOM REQUESTED:**

**Day & Date Requested:**

**Alternate Choice (Location/Day/Date):**

**Frequency of Event (Please Circle):** One Time Weekly Monthly Bimonthly Other?\_\_\_\_\_

**EVENT TIMING : Set - Up / Decorate Start Time:**

**Event Start Time:**

**End Time (includes Clean-up):**

**Alternate Time Choices: Setup:**

**Start:**

**End:**

**FUNCTION TYPE:**

**No. Expected:**

**(Private Party, type: i.e., birthday, anniversary, Christmas, Hanukkah, etc.)**

**BYOB: Yes No Kitchen: Yes No Sound System: Yes No**

**Note: if Kitchen and/or sound equipment is needed, contact the Director-On-Duty 5 days prior to event!**

**Ticket Sales: Yes No Please list dates/time/location requested below.**

1.

2.

3.

4.

**Requester's Name (Print):**

**Date Submitted:**

**Phone:**

**Requester's Signature:**

**E-mail Address:**

**\*\*\* Please be aware that you and your organization are totally responsible for leaving the room you are requesting in the condition you found it whether or not you have a caterer or cleaning service: For a Kitchen request to be accepted, you must also read and sign the reverse side.**

**SCHEDULER'S COMMENTS:**

**Scheduler's Signature**

**Date Approved:**

# CONDITIONAL USE STATEMENT FOR THE KITCHEN FACILITIES

The privilege to use the kitchen facilities has been granted contingent upon acceptance and agreement to fulfill the following duties upon completion of your event.

**TRASH:** To be bagged and removed to the dumpster upon completion of the event. Aluminum cans should be dropped off at the recycle center by the RV lot. Clean plastic garbage bags are to be placed in ALL emptied containers.

**COFFEE MACHINE:** To be wiped clean of all drips and splashes.

The area under the machine, as well as adjoining sink, is to be cleaned.

**APPLIANCES:** All appliances must be washed thoroughly. Stove tops, ovens, and adjacent areas must be grease free. Grills are to be cleaned and oiled. Grease traps are to be emptied.

Refrigerators and freezers are to be wiped clean and

**ALL PERISHABLE ITEMS REMOVED.** Counter tops, doors, and all surfaces are to be wiped clean.

**UTENSILS, POTS AND PANS:** All utensils, pots and pans must be washed in hot

soapy water, dried and returned to their proper storage area.

**TILE FLOOR:** Is to be swept and damp mopped.

**TOWELS:** Not supplied by the ORHA Board - do not leave in kitchen to dry.

**CLEANING MATERIALS:** All materials must be returned to the utility closet after being properly cleaned. Scouring pads and soap are not to be stored on sink shelves.

**CATERERS:** If a caterer is used, the individual, club or organization granted the privilege of kitchen use has **FINAL RESPONSIBILITY** for compliance with all kitchen cleanup rules. If the Director on Duty finds non compliance, the authorized requester will be contacted to complete the cleanup properly.

**CATERERS SHOULD PROVIDE GROUP WITH CERTIFICATE OF INSURANCE OR THEIR FLORIDA TAX NUMBER.**

In the event of non compliance, the requester will be contacted for appropriate action. If sufficient or adequate cleaning is not **IMMEDIATELY** taken care of by the requester, ORHA will hire someone to do the cleaning. If the requester does not reimburse ORHA for the incurred costs in a timely fashion, they will lose all subsequent meeting privileges until the bill is paid.

**SIGNATURE:**

**PHONE:**