



a program of tuls oklahomans for human rights



tulsa oklahomans for human rights

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tohr.org
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ROOM RESERVATION POLICIES & PROCEDURES

HOURS AVAILABLE

Tuesday - Friday: 6:00 - 9:00 PM
Saturday: 3:00 - 9:00 PM

RESERVATION PROCEDURE

- Review Policies and Procedures
- Complete application and submit to Facility Manager
- Sign facility usage agreement and submit to Facility Manager
- Finalize Reservation with Facility Manager

DAYS NOT AVAILABLE

The Tulsa GLBT Community Center is closed as follows:

- New Years Day (January 1)
- Martin Luther King, Jr. Day (third Monday in January)
- Memorial Day (last Monday in May)
- Day before and day of Tulsa's Pride Parade & Festival (2nd Friday and 2nd Saturday in June)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving Day (fourth Thursday in November)
- Day after Thanksgiving
- Christmas Eve (December 24)
- Christmas Day (December 25)
- New Years Eve (December 31)

GENERAL INFORMATION

- All organizations / groups belonging to or accepting of the Northeast Oklahoma GLBT allied community are welcome to use the Tulsa GLBT Community Center.
- The Tulsa GLBT Community Center is operated completely by volunteers and funded with donations.
- A minimum two (2) week reservation time is required. This is required for scheduling purposes.
- A Facility Usage Agreement must be signed prior to event or long-term use of Tulsa GLBT Community Center.
- **Clean-up:** Rooms must be left in the same condition as found; i.e.: trash emptied, tables/chairs arranged as prior to event, general room pick-up, etc.
- **Advertising:** Please use the Tulsa Gay, Lesbian, Bi & Transgender (GLBT) Community Center" on all posters, fliers, e-mail notices, etc.
- **All** fliers, posters, etc. to be displayed on the community bulletin boards are to be submitted to the TOHR Board

Secretary for approval and posting.

- **Storage:** Groups and/or organizations utilizing the Center are required to keep supplies, etc. off-site due to limited storage space.
- Alcoholic beverages served with permission by the board of directors
- Groups and organizations are responsible for their own supplies. This includes, but is not limited to, ice, cups, beverages, table-service, etc. TOHR is not responsible for leftovers, etc. from any regular and/or special event.

SPECIAL DATES OF THE YEAR

Special dates are dates in great demand by the GLBT allied community. In order to ensure usage of the Center during and around special dates (Winter holidays, Halloween, etc.) reservations are encouraged to be submitted a minimum of 3 months in advance.

PRIORITY OF RESERVATION

Use of spaces (with reservation form) are on a first-come-first basis, however, in cases of competing uses, priority is as follows:

1. TOHR programming - programs produced by TOHR and/or the Tulsa GLBT Community Center, a program of TOHR.
2. TOHR partner programming - programs by organizations in collaboration with TOHR.
3. Other Non-profit use / events
4. For-profit rentals and individuals

FEES

The TOHR Board of Directors have adopted the following use fee guidelines for the Tulsa GLBT Community Center.

<u>Room</u>	<u>Use fee (pass the hat)</u>
Community Room.....	\$25 / 2 hours
Living Room.....	\$15 / 2 hours
Fireplace Lounge.....	\$10 / 2 hours

Community Organizations may opt to pay a yearly fee of \$75 for ongoing center use.

Use of any equipment (except copier) in the Tulsa GLBT Community Center and/or belonging to TOHR is complimentary with reservation. In case of competing users, use of the large-screen TV and VCR/DVD players are based on earliest reservation time.

All Northeast Oklahoma GLBT allied community non-profits are eligible for a 50% discount use fee.

This policy is subject to change without notice.