



HQ Building Procedures

Business Hours Space Reservation and Utilization Procedures

- OKCNP nonprofit member organizations may utilize available spaces at no charge during business hours. OKCNP business hours are Monday-Thursday, 8:00am-5:00pm, and Friday, 8:00am-3:00pm.
- OKCNP nonprofit tenants may utilize available spaces within their property of tenancy at no charge both during and after business hours.
- OKCNP nonprofit member organizations and nonprofit tenants will be provided unique user access to the online reservation system to review available spaces during business hours and submit reservations online. Parameters will be placed on user access levels that will restrict reservations of training rooms to OKCNP staff and tenant organizations only.

Guidelines for free usage during business hour:

- Arrival - Meetings should begin no earlier than 8:30am, but set up can begin at 8:00am. Please plan to arrive early to arrange the room to meet your specific needs. Parking is only allowed in marked spots.
- Departure - Meetings should end no later than 4:45pm (2:45pm on Friday), followed by user cleaning of the room and returning the room to the same configuration it was prior to your meeting. Trash may be left in trashcans. Any OKCNP staff member will be happy to direct you to needed cleaning supplies. An additional cleaning fee of \$250 may be charged if areas require cleaning beyond normal end of day janitorial service.
- OKCNP nonprofit member organizations shall only reserve and rent spaces for their own use and shall not reserve spaces for the use of other organizations, corporations, or individuals.

After Hours Special Event Reservation and Utilization Procedures

- Reservations for afterhours events, must contact Will Towler at [redacted] to receive direct assistance and pricing information for utilization of OKCNP spaces. A 2-week notice is required for any afterhours booking.
- In order to protect OKCNP's federal 501c3 designation, space utilization for events will be considered on a case-by-case basis.
- OKCNP reserves the right to refuse service to any organization or individual at its sole discretion.



- **Prohibited Items Include:** Candles, open flames, and incense burners, confetti, silly string, glitter, sunflower seeds, concealed weapons, or weapons of any kind.

Food and Beverages

- Authorized individuals/organizations utilizing OKCNP spaces are responsible for coordinating their own food and beverage needs, including delivery, setup, and cleanup. An additional cleaning fee of \$250 may be charged if areas require cleaning beyond normal end of day janitorial service.
- OKCNP does offer complimentary access to a coffee maker and coffee supplies along with a limited supply of ice.
- Alcoholic beverages are allowed with obtainment/presentation of the applicable permits. Such permits to serve or sell alcohol are the sole responsibility of the utilizing individual/organization and must be provided to OKCNP prior to the scheduled event.
- Utilizing individuals/organizations are required to ensure that alcoholic beverages are only served to those 21 years of age or older, and that individual consumption is moderated to protect the safety of their guests and others, as well as protect OKCNP assets.

Insurance and Indemnification

- The individual/organization authorized for space utilization shall be liable for all claims for personal injury and property damage arising out of, or related to, the use of the premises.
- The individual/organization authorized for space utilization agrees to indemnify and hold harmless Oklahoma Center for Nonprofits and its affiliate companies, members, officers, employees, agents, guests, and invitees from any and all liability, loss, cost or expense (including reasonable attorneys' fees) arising out of any action or proceeding with respect to personal injury, death, damage to property or loss of property resulting from the use of the premises by the individual/organization, its members, officers, employees, agents, guests, or invitees.
- The individual/organization authorized for space utilization will be responsible to Oklahoma Center for Nonprofits and its affiliate companies for any damage to the premises or to any equipment or furnishings therein caused directly or indirectly by use of the premises by the individual/organization and/or its invitees.



A Certificate of Liability Insurance listing OK Center for Nonprofits Properties OKC, Inc. as additionally insured is required prior to space utilization.

Certificate of Liability Insurance should be issued to:
OK Center for Nonprofits Properties OKC, Inc.
701 N Lindsay Ave
Oklahoma City, OK 73104

Use of Technology

- Space utilizing individuals/organizations may use OKCNP technology equipment within the current program configurations only.
- OKCNP's technology equipment should not be altered, adjusted, unplugged, moved or removed under any circumstances. If equipment assistance is required, please contact your OKCNP staff representative.
- The utilizing individual/organization will be liable to OKCNP for any costs incurred to reprogram, repair or replace any equipment lost or damaged through their use of the premises.
- Access to OKCNP's IT/Equipment room is strictly prohibited.

Cancellation

- Space utilization reservations needing to be cancelled or changed should be entered using the online reservation system or by notifying the proper OKCNP staff representative as soon as possible.
- After hours reservations and event cancellations must be communicated to the proper OKCNP staff representative no later than 14 days prior to the scheduled usage to avoid a cancellation fee.
 - 14 days for full refund
 - 7 days for 80% refund
 - Within 7 days 50% refund
- In cases of inclement weather, OKCNP staff representatives will attempt to contact the individual/organization authorized for space utilization to advise of a facility closure, but organizers are also encouraged to email and call your OKCNP staff representatives to verify facility availability.



Special Event Agreement

OKCNP @ Headquarters Building

701 N. Lindsay Ave., Oklahoma City, OK 73104

Contact: Will Towler | | 405-724-9358 | |

booking@okcnp.org

OKCNP @ Chesapeake Community Plaza

720 W. Wilshire Blvd. Suite 101, Oklahoma City, OK

73116 Contact: Will Towler | | 405-724-9358 | |

booking@okcnp.org

OKCNP @ Legacy Plaza

5330 East 31st Street, Suite 200, Tulsa, OK 74135

Contact: Will Towler | | 405-724-9358 | |

booking@okcnp.org



Oklahoma Center for Nonprofits Meeting Room Agreement

Contact Information:

Organization Name: _____

Contact person for event: _____

Email for contact person: _____

Phone #: _____

Cell Phone #: _____

Special Event Information:

Select Location:

OKC – Headquarters Building - 701 N Lindsay Ave, Oklahoma City, OK 73104

- Training Rooms that seat 32-96 in classroom seating (3 rooms of 32 seats available), 10-seat conference rooms, private meeting rooms, walk-in coworking suite

- TV Monitors for Presentations, Microphones, Speakers, Cameras

- Refrigeration, Coffee Pot, Ice Machine, Microwave, Double Oven, Warming Ovens, Vending Area, Restrooms

OKC - Chesapeake Plaza - 720 W. Wilshire Blvd. Suite 101, Oklahoma City, OK 73116

- Training Room with seating for up to 36 in classroom seating, 6-seat conference room

- LCD Projector with HDMI in Training Room

- Refrigeration, Coffee Pot, Restrooms



- Tulsa – Legacy Plaza, 5330 East 31st Street, Suite 200, Tulsa, OK 74135**
- Training room seats 50 in classroom seating, 12 and 60-seat conference rooms
 - LCD Projector
 - Refrigeration, Coffee Pot, Microwave, Vending Area, Restrooms

Purpose of Event: _____

Estimated Event Attendance: _____

Requested Meeting/Event Space: _____

Date of event: _____

Set up time: _____ **Start time:** _____ **End time:** _____

Will food and drinks be served during the meeting? Yes * No

Will alcohol be served during the meeting? Yes * No

*User is responsible for organizing all food/beverage delivery, set-up, and clean-up.

AV Equipment Information:

Are there additional technology needs not listed in the room provided?

An OKCNP staff person will be happy to assist you in starting the AV equipment, making any necessary changes, or if it is not working properly. Please ask for assistance.



Oklahoma Center for Nonprofits Special Event Agreement

- If you need the temperature adjusted during the meeting please contact an OKCNP staff person.
- The authorized Individual/Organization shall be liable for all claims for personal injury or property damage arising out of, or related to, the use of the premises. The Individual/Organization agrees to indemnify and hold harmless Oklahoma Center for Nonprofits from any and all liability, loss, cost or expense (including reasonable attorneys' fees) arising out of any action or proceeding with respect to personal injury, death, damage to property or loss of property resulting from the use of the premises by the Individual/Organization, its members, officers, employees, agents, guests and invitee.
- The Individual/Organization will be responsible to Oklahoma Center for Nonprofits for any damage to the premises or to any equipment or furnishing therein caused directly or indirectly by the use and occupancy of the premises by the Individual/Organization and/or invitees.
- Oklahoma Center for Nonprofits requires a copy of your Certificate of Liability Insurance.
- Oklahoma Center for Nonprofits charges the following rates for use of meeting spaces.

CENTER MEMBER PRICING

Available Spaces	Business Hours	After Hours
Coworking Desk	Free	N/A
Private Room	Free	N/A
Conference Room	Free	\$25/hour
Training Room	Free	\$50/hour
Event Space	N/A	\$100/hour

REGULAR PRICING

Available Spaces	Business Hours	After Hours
Coworking Desk	\$10/hour	N/A
Private Room	\$10/hour	N/A
Conference Room	\$25/hour	\$50/hour
Training Room	\$100/hour	\$125/hour
Event Space	N/A	\$200/hour

***A 2-week notice is required for any *afterhours* booking. *Afterhours* bookings with fewer than 50 expected guests include a \$25 facility fee. *Afterhours* bookings with 50 expected guests include a facility fee of \$50 plus \$1 for each additional guest over 50.**



I have reviewed and agree to abide by the Oklahoma Center for Nonprofits Special Event Agreement.

Print Name: _____ **Title:** _____

Authorized Signature: _____ **Date:** _____

Email signed and completed form and the Certificate of Liability Insurance to
booking@okcnp.org

Once the signed and completed form and Certificate of Liability Insurance is received.
The availability of the room will be confirmed via confirmation email or a phone call to
the contact person listed on the form.