



ABC Classroom Facility Use Policy Form

ABC welcomes the use of the ABC Classroom Facility by ABC of Oklahoma members in good standing.

Review the policies below. A completed Classroom Facility Use Reservation Form must be approved by ABC management staff prior to use of facility. There is no reservation fee but donations are gratefully accepted to offset utilities, wear and tear.

Basic Reservation Information

Reservations for classrooms are required. Classroom use is subject to ABC's policies and at the discretion and sole approval of ABC management staff. Rooms are available on a first-come, first-serve basis.

ABC's normal business hours are 8:00am to 5:00pm, Monday through Friday. Use of the classrooms outside these hours MUST be pre-arranged. If your company representative is provided a key to the facility it must be returned promptly after the event.

Advise ABC in advance if you need an overhead projector. To use ABC's projector your computer must have an HDMI port. If sound is required the user must provide their own speakers.

Advise attendees to park and enter classrooms at the back of the building. Do not block overhead doors.

Any damage to the ABC facility, furnishings or equipment will be the responsibility of the company using ABC's facility.

The ABC Building is a smoke free facility.

Associated Builders & Contractors of Oklahoma

1915 N. Yellowwood Ave.

Broken Arrow, OK 74012

Phone: (918) 254-8707

Fax: (918) 252-5949

Email: btaylor@abcokla.org

Emergency Phone Numbers:

Becky Taylor: (918) 638-1094

Carl Williams: (918) 695-3936

Setup & Cleanup

Appoint a company representative to arrive at ABC ahead of schedule to do any set up and cover tables with plastic if you will have any food.

Before leaving the building, user agrees to clean up the facility by returning all tables and chairs to an orderly manner, remove all food items, place trash in receptacles, sweep/mop any spills, etc. Also, check and return thermostats (all 3) to correct settings, turn off lights and fans in restrooms, and verify building is secured before leaving.

Food & Beverages

ABC does not supply food or beverages.

You may have food delivered/catered. Please advise any delivery company to deliver to the back of the building.

You may bring your own non-alcoholic beverages. You will need to get pre-approval from ABC if you are going to have any alcoholic beverages in the ABC building.

Tables MUST be covered in plastic if you will have food - NO EXCEPTIONS. ABC will provide the plastic for the setup person from your company to cover the tables.

Conflict of Interest

It is against ABC policy and in conflict of interest for any member to use the ABC facility and hire an outside trainer for classes offered by ABC in its normal course of business. Classrooms may not be used by any firm conducting a for profit class for their sole benefit.



ABC Classroom Facility Use Reservation Form

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Review the ABC Classroom Facility Use Policy Form. A completed Classroom Facility Use Reservation Form must be approved by ABC management staff prior to use of facility.

ABC Member Company: _____

Contact: _____

Phone: _____ Email: _____

Event Planned (brief description): _____

Event Date: _____ Event Time: _____ to _____

If outside 8am to 5pm arrangements must be made.

Estimated number of Attendees: _____

Company Representative that will be on site the day of event: _____

This is the person you designate to open the building, set up and clean up the room.

Cell Phone: _____ Email: _____

Will you need an overhead projector? Yes No

If yes, your laptop must have an HDMI port. If your presentation has sound, bring speakers.

Will you serve food at your event? Yes No

I have read and understand the ABC Classroom Facility Use Policy Form. I hereby agree that my company will reimburse ABC for any damages incurred while using the ABC Facility.

_____ signature

_____ date

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FOR ABC USE ONLY:

Approved by: _____

Date: _____