

## **Holy Spirit Room Guidelines - Wedding**

- Smoking and alcoholic beverages are prohibited on the campus of Oral Roberts University.
- The facilities are available to rent for receptions only to those associated with Oral Roberts University. Prospective bride or groom must either be a student, alumnus, employee, or dependent of an employee of the university.
- The seating capacity of the Holy Spirit Room is 350. The room is handicap accessible via the entry doors on the South side of Christ's Chapel.
- A Facility Services Staff member will be present in the building during the times that it is rented.

This staff member will be able to answer any questions that may arise.

- Flame burning candles may not be used.
- Nothing should be attached with tacks, nails or tape to the walls or the furniture.
- The use of white poster putty will be allowed but must be completely removed by those renting the facility immediately after the event.
- Rice and confetti may not be used. Birdseed may only be thrown outside the building.
- Holiday lights may not be used in decorating the room.
- Dancing is not permitted.
- Tablecloths are not provided and will need to be furnished by the wedding party.
- Use of any ORU audio visual equipment or sound equipment is prohibited without the consent of an ORU Audio Services Technician.