The University of Oklahoma
University Housing and Food Services
Couch Restaurants Space Reservation Form

- Use of the reserved premises shall commence between the hours of 11:00 a.m. and 7:00 p.m. Monday through Thursday, 11:00 a.m. to 2:00 p.m. on Friday and 4:00 to 7:00 p.m. on Sunday. All equipment must be removed by ending time.
- The solicitation of funds for philanthropy efforts and OU Student Groups will be handled on a case by case basis.
- All food and beverage distributed at the event must be purchased through University Housing and Food Services, supplied by the generous donation of Coca-Cola Company, or approved by University Housing and Food Services.
- Advertisement for the event shall be limited to the campus community. (All advertisements must be approved by Residence Life via the Publicity Request Form)
- Organization will be required to strictly enforce state law.
- Alcohol on the premises is strictly prohibited.
- Organization is responsible for the behavior of those attending.
- Security may be required upon review of the description of the event.
- Couch Restaurants will provide ONE 8ft folding table per each registered organization utilizing Couch Restaurants for an event as part of the reservation process, and two chairs. On a case-by-case basis, the management staff of Couch Restaurants may agree to grant you/your organization use of more than one table. Please be respectful and courteous regardless of the number of tables granted for your use.
- Reserved tables, by default, will be placed outside of Couch Restaurants.
- Registered organizations or campus departments may request to reserve a table inside Couch Restaurants, but only one group may use this inside space per day.
- In the event of inclement weather (excessive cold, excessive heat, rain, sleet, snow), Couch Restaurants may permit outside tables to be relocated inside.
- No more than four individual groups may utilize space outside of Couch Restaurants at a given time and reservation space is first come, first-served.
- Up to two groups may use space outside of the Home entrance, and up to two groups may use space outside of the View entrance.
- Failure to comply with the Student Code of Responsibility and Conduct, the Community Living Guide, and the provisions outlines in this document as well as those outlined by the Director of OU Housing and Food Services may result in the organization and/or individual being charged with student code violations.
- Registered Student Organization or OU campus departments interested in utilizing other areas within Couch Restaurants (Davenport's, Home, View or Sizzle Dining Rooms) must direct those specific requests to Arthur Drain, Manager of Couch Restaurants, for further reservation details and associated cost details.
- Facilities cannot be reserved more than one month in advance, but requests for reservation should be submitted at least 72 business hours in advance.
- Groups will be notified of confirmation or denial for space within 24 business hours of accurately submitted Space Reservation Form.
Revised 9/14/2011

The University will provide the Organization with a bill listing any charges for damages and cleaning after the event. Organization will pay the University for all unpaid charges within ten (10) days after receipt of the bill.

Organization agrees that if it fails to pay the charges or any part thereof in accordance with this agreement, or if the Organization violates any other provisions of this agreement, all remaining obligations of the University under this agreement shall, at the option of the University be terminated. In any case, all amounts owing to the University, hereunder, which are past due, shall be subject to a service charge of 1.5% per month, constituting an annual percentage rate of 18%.

Organization shall have breached this agreement and be considered in default hereunder if the Organization fails to pay the fee when due or fails to perform or comply with any of the covenants or conditions of this agreement. In the event of breach of this agreement by the organization, the University shall have the right to cancel and terminate this agreement. On termination, the University may recover from organization all damages resulting from the breach including, but not limited to, collection costs, court costs and attorneys’ fees. University shall have any and all other rights and remedies as provided by law.

If requested by University, Organization shall obtain and maintain a policy of liability insurance for itself and all of it’s participants in the program which said policy shall protect University against liability for injury and death of persons or loss or damage to property occurring in, on, or about the premises or in connection with the activity. The liability insurance policy shall provide for a minimum coverage as specifically required by University Housing and Food Services. At least one (1) week prior to the commencement of date, organization shall provide University with a certificate of insurance evidencing such insurance and naming University as an additional name insured. Under no circumstances shall Organization be permitted to occupy the premises without providing a certificate of insurance. The University must be given written notice one (1) week prior to the cancellation or modification of said insurance.

No persons or organizations will be excluded from the use of University Housing facilities for reasons related to race, sex, handicap, age, orientation, veteran status, national origin, religion, or political affiliations.

Organization agrees that all participants are under the direct and complete supervision and control of the Organization. Organization shall be responsible for their conduct and activities. The University assumes no responsibility in this regard. As such, Organization is liable for all damages resulting from participant utilization of the facilities. Organizations will also reimburse the University for all damages to facilities of the University resulting from use of those facilities by organization and/or its participants.

In addition, the terms and conditions of this agreement do not require the University to relinquish its control of its facilities to organization. The University retains the right to require Organization, or any of its participants, to leave the University premises if the University feels that circumstances require it. The University assumes no responsibility for loss or theft of personal property, or damage to personal property of Organization or any of its participants.

The University assumes no liability whatsoever for any property placed by organization in University buildings on University properties.
Organization agrees as an express condition of this agreement to save, hold harmless, defend and indemnify the University, its representatives, agents, servants, and employees (University) from all liabilities, claims for damage, and all suits therefore, by reason or property of Organization, its agents or employees, Organization’s program participants, or third persons, from any cause whatsoever while any of said person or property are in or on said premises or any part thereof, or for any injury to any person or property occasioned by use of said premises or any activity carried on by Organization.

Organization is required to adhere to all University policies, regulations, guidelines, and all local, state and federal laws concerning health, safety, and public order. Failure to comply with regulations may result in forfeiture of the privilege of using University facilities and services, or termination of this agreement. University regulations include but are not limited to the Student Code of Responsibility and Conduct and the Community Living Guide which are available upon request, and the “Facilities Use Agreement Guidelines.”

This agreement is not binding until countersigned by the University.

We, the undersigned, do hereby enter into this space reservation, as witnessed by our signatures below.

Name of Organization   Authorized Representative for Organization

Telephone Number   Email Address   Date

Organization Advisor   Telephone Number   Email Address   Date

Please return completed application to Walker Center, Rm. 126 attn: Marketing, Monday through Friday, 8 a.m. – 5 p.m.

FOR OFFICIAL USE ONLY
Request Approved_______ Denied_______ Date_____________
Person requesting contacted by Email___________ Date Contacted_____________

Insurance information provided, if applicable? _________________
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Requests for the use of Couch Restaurants may be made by registered student organizations and must follow the guidelines in the “University of Oklahoma Couch Restaurants Space Reservation Form.” Facilities cannot be reserved more than one month in advance. Housing groups have priority.

This space reservation agreement is made and entered into this _____ day of ___________________, 20____, by and between The Board of Regents of the University of Oklahoma, 1406 Asp Avenue, Norman, Oklahoma, 73019, hereinafter called University and __________________ hereinafter called Organization. The University agrees to provide facilities as listed below and the Organization agrees to compensate the University for those facilities in accordance with the terms and conditions listed below.

University agrees to allow Organization the use of the following premises located in the City of Norman, Cleveland County, State of Oklahoma (please circle one):

Table Space, outside of Couch Restaurants

Table Space, inside of Couch Restaurants

The use of the premises shall commence on ___________________, 20____, at ________(time), and terminate on ___________________, 20____, at ____(time), unless sooner terminated as hereinafter provided. Organization shall surrender the premises to University immediately upon termination of the use period.

Check all of the following that you would like to provide at the event, if any:

___ DJ  ___ Speaker  ___ Dance
___ Film  ___ Music  ___ Other (Description) ___________________

Expected Attendance: __________________________

Description of Event: __________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

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