JThe University of Oklahoma
University Housing and Food Services
Facilities Use Agreement Guidelines
PLEASE KEEP THIS SHEET FOR REFERENCE

- Use of the reserved premises shall commence between the hours of Noon and 9:00 p.m. Sunday through Thursday and Noon to 11:00 p.m. Friday and Saturday. All equipment must be removed by ending time. If you are requesting before noon please provide an explanation.

- In addition to this form the organization must complete the University of Oklahoma Special Events request form through Risk Management and review their policy. All large events with inflatables or tents or other objects must be approved by the Risk Management and the University of Oklahoma Housing and Food Services.

- If hosting an event with animals - only 5 are allowed – see Special Events request form regarding exotic or domestic animals.

- Weather emergency response plans are required for events in case of severe weather. For questions regarding emergency preparedness contact lteel@ou.edu or (405) 325-3063.

- Vehicles, large and heavy objects, staking into the ground, etc. which may damage the water sprinklers and other physical structures and landscape of the area are prohibited.

- If staking is required the utility lines must be clearly marked – see Special Events request.

- All staging and equipment must be placed on the Basketball Court.

- The selling of goods is strictly prohibited, as well as the solicitation of funds.

- 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.

- A representative from the Office of Student Affairs, an off-campus advisor, or a graduate advisor must be present throughout the activity.

- Advertisement for the event shall be limited to the campus community. (All Advertisement must be approved by Residence Life.)

- Organization will be required to strictly enforce state law. If security is required contact rjvoeller@ou.edu or (405) 325-1717

- 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.

- Electricity and other needs that are supplied by Facilities Management must be arranged through Facilities Management (325-4421). Payment arrangements must be made with Facilities Management. Attendance of 50 or more requires additional trash receptacles. Please arrange with Facilities Management. H&F does not supply tables and chairs. Please make arrangements with Facilities Management to have tables and chairs delivered prior to your event.

- For large events with more than 95 expected guests proof of insurance must be provided. Contact thartley@ou.edu or (405) 325-5433 for information.

- Failure to comply with the Student Code of Responsibility and Conduct, the Community Living Handbook, and the provisions outlines in this document as well as those outlined by the Director of University Housing and Food Services may result in the organization and/or individual being charged with student code violations.
Revised 11/5/2015
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. Contact information on the first page.

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.
Revised 11/5/2015
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 Handbook 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 facilities agreement, as witnessed by our signatures below.

Name of Organization       Authorized Representative for Organization

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Organization Advisor Signature       Telephone Number       Email Address       Date

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

$75/day fee x ____________day(s) requested = Amount Paid $___________
Receipt Number ______________
Date Paid ______________

Insurance information provided, if applicable? _________________
The University of Oklahoma
University Housing and Food Services
Facility Use Agreement

Requests for the use of housing facilities may be made by registered student organizations and must follow the guidelines in the “University of Oklahoma Facility Use Agreement.” Facilities cannot be reserved more than two weeks in advance. Housing groups have priority.

This facility 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 (check one:)

___ Adams Walker Mall   ___ A/W Mall Basketball Court
___ Cate Social Lounge  ___ Cate East Volleyball Court
___ Cate West Volleyball Court  ___ Center Lobby
___ Adams Johnson Basement  ___ The Rock Garden
___ Adams McCasland Basement

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 will occur at the event:

___ DJ   ___ Speaker   ___ Dance   ___ Stage
___ Film   ___ Music   ___ Inflatables   ___ Food/drinks
Other __________________________

Expected Attendance: _______________________

Description of Event: ____________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

The fee for facilities use shall be $75.00 per program session, per day, per location. Payment must be made in advance when request is submitted to appropriate office for approval. Payment must be in form of cash, cashier’s check, money order, or departmental transfer. Personal checks will not be accepted.

All cancellations must be made at least 48 hours in advance to the appropriate office to receive a refund. No refunds will be made for events canceled less than 48 hours in advance.