J.J. RHYNE COMMUNITY ROOM
FACILITY USAGE GUIDELINES

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# Table of Contents

- Availability .................................................................................................................................................. 2
- General .......................................................................................................................................................... 2
- Anne and Henry Zarrow School of Social Work Affiliate Groups .............................................................. 2
- Other Groups ............................................................................................................................................... 2
- Hours .......................................................................................................................................................... 3
- Safety and Security ...................................................................................................................................... 3
- Features ........................................................................................................................................................ 3
- Parking ...................................................................................................................................................... 4
- Accessibility .............................................................................................................................................. 4
  - Non-Discrimination ................................................................................................................................. 4
- Smoke-free ............................................................................................................................................... 4
- Rules of Use ............................................................................................................................................... 4
  - Entertainment ........................................................................................................................................... 4
  - Printed Materials ................................................................................................................................... 4
  - Publicity ................................................................................................................................................ 4
  - Photography .......................................................................................................................................... 4
  - Setup and cleanup ................................................................................................................................. 5
- Electronic Audio/Visual Presentation Equipment and Internet Connectivity ........................................... 5
- Decorations ............................................................................................................................................... 5
- Catering and Alcohol ............................................................................................................................... 5
- Deliveries ............................................................................................................................................... 5
- Liability .................................................................................................................................................... 5
- Rental Rates ........................................................................................................................................... 6
- Videorecording Rates ............................................................................................................................... 6
- Event Scheduling .................................................................................................................................... 6
**AVAILABILITY**
Facilities are subject to availability and to the restrictions and priorities indicated below.

*General*
All events held at the J.J. Rhyne Community Room at the Anne and Henry Zarrow School of Social Work must be requested in advance through the Zarrow Hall Event Manager. Each event is required to comply with these guidelines, the Facility Usage Agreement, and University policies and procedures.

*Anne and Henry Zarrow School of Social Work Affiliate Groups*
The J.J. Rhyne Community Room is available to School of Social Work student organizations, and professors. These groups will be given first priority for the use of facilities. These groups will be required to pay any direct costs associated with their events, but they will not be subject to the room fee. Additionally, these groups are required to make all reservations and arrangements with the Event Manager, and to comply with reservation policies as well as the policies of the University.

*Other Groups*
The J.J. Rhyne Community Room is also available to other groups (University and non-University) for meetings and events which have a connection to the university missions of teaching, research and scholarship, and outreach and extension. Examples of allowable events include seminars, professional meetings, trade shows and exhibitions, meetings of civic organizations, and social events. All events are subject to approval or rejection on a case-by-case basis by facility management.

Other groups will be accorded second priority for the use of the facilities. These groups will be required to pay a room usage fee as well as any direct costs associated with their events.

*A deposit of one-half the amount of the usage fee will be required at the time a reservation is accepted, provided the reservation is made more than 30 days prior to the event. The second-half of the usage fee is due 10 days prior to the event.

*Payment of the full usage fee will be required at the time the reservation is made if the reservation is made within 10 days of the event.

*If the full usage fee is not paid by 10 days prior to the event, the reservation will be canceled. (What will happen to the money that has already been paid?)

*If the event organizer cancels an event within 10 days of its scheduled date, the usage fee will be held as credit against future bookings.*
*If the event is cancelled by the Anne and Henry Zarrow School of Social Work Event Manager for any reason out of the control of the School, either a mutually agreed upon alternate date will be reserved, or the amount of usage fee paid to that point will be fully refunded.

**Hours**

Reservations for the J.J. Rhyne Community Room can be made during workday hours, as well as evening and weekends, pending availability. Requests will be reviewed by the Event Manager on a case-by-case basis. When booking an event, please allow time for event set-up and clean up. Normal work day hours are Monday – Friday 8:00 am – 5:00 pm.

**SAFETY AND SECURITY**

All event attendees must follow the safety and security policies of the University of Oklahoma. All decorations and electrical equipment must comply with standard safety and fire codes. The number of people in the space may not exceed the following number(s) determined by the fire marshal.

*140 chairs arranged in theater rows

*112 chairs with 14 tables arranged in rounds

Tables size: (5 ft.wide)

Event organizers are responsible for working with the Event Manager to control the movement of their guests.

**FEATURES**

- Comfortable seating for 130 people theater style/ 104 reception layout
- Touch panel controls
- Polycom for a/v conferencing
- Surround sound system
- Wireless Internet
- 50 inch Plasma Screens
- Dell Laptop is available upon request
- Technical Assistance Available
**PARKING**
Event parking needs should be discussed with the Event Manager prior to your event. The Event Manager will make available visitor permits or arrange alternative parking with OU Parking Services.

**ACCESSIBILITY**
The Anne and Henry Zarrow School of Social Work is an accessible facility.

**NON-DISCRIMINATION**
The Anne and Henry Zarrow School of Social Work, in compliance with all applicable federal and state laws and regulations, does not discriminate on the basis of race, color, national origin, sex, sexual orientation, genetic information, age (40 or older), religion, disability, political beliefs, or status as a veteran in any of its policies, practices, or procedures.

**SMOKE-FREE**
The Anne and Henry Zarrow School of Social Work is a smoke-free facility. The use of tobacco, including cigarettes and smokeless tobacco, is prohibited on the grounds. The University of Oklahoma is committed to providing its students, employees, and visitors with a healthy, clean, and safe place to work, live, and learn. A tobacco-free campus protects everyone from the health dangers of secondhand smoke and is in compliance with Governor Fallin’s July 1, 2012 executive order.

**RULES OF USE**

*Entertainment*
The Event Manager must approve all arrangements for entertainment.

*Printed Materials*
The Event Manager must approve the content of invitations, posters, and promotional materials prior to printing, mailing, and/or distribution. Violations may result in the cancellation of the event.

*Publicity*
Any scheduled events that draw media attention must be approved by the Event Manager to ensure compliance with the requirements of the University of Oklahoma.

*Photography*
All photography, video, and other multimedia capture must comply with all university of Oklahoma policies.
Setup and cleanup
The event organizer will review plans for event set-up and cleanup with the Event Manager. The Event Organizer is responsible for any damage to their own property or any property belonging to the Anne and Henry Zarrow School of Social Work.

Electronic Audio/Visual Presentation Equipment and Internet Connectivity
Event organizers desiring to use AV equipment during an event must utilize the equipment and technical staff provided by the School of Social Work. To utilize the presentation equipment installed in the Community Room or to obtain internet connectivity while in the building will require the assistance of the Event Manager. All audio-visual and presentation needs must be coordinated with the Event Manager 14 days prior to the event.

Decorations
Signs, banners, and other décor may not be used without prior approval from the Event Manager. All decorations must be removed at the conclusion of the event. The event organizer will be responsible for any and/or all damages to the J.J. Rhyne Community Room or other parts of the Anne and Henry Zarrow School of Social Work by actions of the organizer or guests.

Catering and Alcohol
Event organizers must make their own catering arrangements, which should be approved by the Event Manager. No Alcohol is permitted on these premises.

Deliveries
The Event Manager must be notified of any/all deliveries to be made to the School of Social Work for an event. The Event Manager will exercise due care but assumes no liability for items received, shipped, stored, or transferred at the request of the event organizer.

LIABILITY
The event organizer shall be responsible for the activities and actions of their guests and agents. The Event Organizer shall indemnify, hold harmless, and defend the University and any of its officers, members, employees, volunteers, agents and representatives, employees, directors, officers or agents from any and all fault, liabilities, costs, expenses, claims, demands or lawsuits arising out of, related to or connected with the Event Organizer’s use of and presence on the property. The Event Manager reserves the right to inspect and control all functions. The School of Social work will not assume responsibility for the damage to, or loss of any merchandise or personal property.

Any violation of the above policies and procedures may result in loss of rental privileges.
RENTAL RATES

**J.J. Rhyne Community Room – ROOM 145**

Square Footage: 1,822 (27 ft by 63.8 inches in length)
Capacity with theater layout: 130 people
Capacity with reception layout: 112 people

**Student rates:** $50.00 - for each 4 hour block of time
**University rates:** $100.00 – for each 4 hour block of time
**Non-university rates:** $200.00 - for each 4 hour block of time

*Technical assistance and additional labor (including setup) @25.00 per person hour (This fee applies after normal work hours and on weekends)*

A late fee of $50.00 will be charged on any fee’s not paid within 30 days of your event. If you don’t cancel your reservation you will be charged the late fee.

**OU Departments**

If you are paying with a JV transfer, please provide the Event Manager a copy of the transfer, to avoid the $50.00 late fee.

## EVENT SCHEDULING

**Reservations**

To reserve a date for the J.J. Rhyne Community Room at the Anne and Henry Zarrow School of Social Work, contact the Diane Freeman, Event Manager at (405)325-2822 or email dkkfreeman@ou.edu. The event manager will place a tentative hold on the date for two weeks. Once the Event Manager has received the signed Usage Agreement form and deposit, the date will be confirmed. The event date will be released if the signed Facility Usage Agreement and deposit are not received by the deadline given in the Usage Agreement.
Name of Event: 

Date of Event: 

Time of Event: 

Setup of Room:  

☐ Theater  ☐ Rounds

Multimedia Needs: 

Catering, décor, deliveries, etc.: 

The event organizer has read and agrees to comply with the policies and procedures detailed in the Anne and Henry Zarrow School of Social Work Facility Usage Guidelines, the terms of which are incorporated into agreement. The event organizer will pay the School of Social Work the usage fee for the event. One-half of the event organizer’s building usage fee of _____ is enclosed; said payment will hold the organizer’s desired date until sixty days prior to the event. Event organizer will remit the balance of _____ on or before _____ in the form of: ☐ check or ☐ credit card (select one) or ☐ credit JV Transfer

________________________________________  __________________________________________  __________
Authorized Signature of Event Organizer  Title  Date

________________________________________  __________________________________________  __________
Authorized Signature of the Anne and Henry Zarrow School of Social Work  Date

Event Organizer Contact Information:

Address: 

________________________________________  __________________________________________  __________________________________________
Phone  Fax  Email