GUIDELINES FOR RESERVING FACILITIES
for Runs, Biathlons, Triathlons, Walks, Bicycle and Wheelchair Races

- University facilities include all grounds, structures and property owned by the Board of Regents of the University of Oklahoma.

- Events of this nature require extensive coordination throughout campus and may also involve coordination with the City of Norman and potentially the federal government, depending upon the location.

- It is recommended that planning begin for such an event no less than six months prior to the preferred date for the event.

- Any group interested in considering such an event must prepare a detailed, written overview (including a course map) of their proposed event and submit it to each of the departments listed below for consideration and input.

- Written approval (paper or electronic) must be received from each relevant organization below by the director of Student Life (for Registered Student Organizations or Student Affairs departments) or the Real Estate Operations office (for all other groups) for final consideration.

- No organization should assume approval of the event until they have been notified in writing of such approval by the director of Student Life (for Registered Student Organizations or Student Affairs departments) or the Real Estate Operations office (for all other groups).

- No publicity for the event may begin until final approval has been obtained.

- OU may require additional security, at the planning group’s expense, for an event such as this. Inquiries as to the need for additional security should be directed to OUPD.

- Any participant in an event of this nature, occurring on the University of Oklahoma Campus, will be required to complete an On Campus Waiver and Release of Liability Form. These are available from Student Life and Risk Management.

STUDENT LIFE
Student Life coordinates facility use requests for Registered Student Organizations and Student Affairs Departments and will provide a copy of The University of Oklahoma Risk Management Policy for Registered Student Organizations.

- Student Life
  - Oklahoma Memorial Union, Suite 370
  - Phone: (405) 325-3163 / Fax: (405) 325-7493

REAL ESTATE OPERATIONS
Real Estate Operations coordinates facility use requests for departments and groups other than Registered Student Organizations and Student Affairs departments.

- Real Estate Operations
  - 3200 Marshall Ave., Suite 220
  - Phone: (405) 325-6041 / Fax: (405) 325-7172

PUBLIC AFFAIRS
Public Affairs coordinates the dates of major campus events, approves publications and the use of the University name or logos. An event of this nature should not conflict with any major campus event.

- Public Affairs
  - Whitehand Hall, Room 319
  - Phone: (405) 325-1701 / Fax: (405) 325-7607
RISK MANAGEMENT
Risk Management determines the University’s insurance requirements for any event occurring on the University of Oklahoma’s property.
- Risk Management
  NEL, Room 112
  Phone: (405) 325-2981 / Fax: (405) 325-7238

POLICE
If the event will take place only on University of Oklahoma streets and property contact OUPD:
- OUPD (University of Oklahoma Police Department)
  2775 Monitor Avenue
  Phone: (405) 325-2864 / Fax: (405) 325-5122

If the event will take place on both City of Norman streets and University of Oklahoma streets and property contact both OUPD and Norman Police Department (NPD)
- OUPD
  2775 Monitor Avenue
  Phone: (405) 325-2864 / Fax: (405) 325-5122
- NPD
  201-B W. Gray Street
  Phone: (405) 321-1600 / Fax: (405) 366-5329

CART (Cleveland Area Rapid Transit)
CART manages the OU/Norman transit system. Any activity which could impact transit routes must be cleared through CART.
- CART
  731 Elm Avenue
  Robertson Hall 304
  Phone: (405) 325-CART(2278) / Fax: (405) 325-1357

RECREATIONAL SERVICES
Recreational Services is responsible for Huston Huffman Center, the intramural fields and the swim complex.
- Recreational Services
  Main Office: Huston Huffman Center
  Phone: (405) 325-3053 / Fax: (405) 325-1357

HEALTH DEPARTMENT
If the event will serve food or beverage, it must be approved by the Health Department. All persons serving approved items must carry a valid food handlers’ license.
- Cleveland County Health Department
  250 12th Ave. NE, Norman, OK 73071
  Phone: (405) 321-4048 / Fax: (405) 329-1273

TRADEMARK LICENSING
Any requests to use University-related logos, names, images, or other trademarked items on any publicity or merchandise for the event must be approved by the University of Oklahoma Trademark Licensing office.
- Office of Trademark Licensing
  180 West Brooks, McClendon Center for Intercollegiate Athletics
  Phone: (405) 325-8547 / Fax: (405) 325-4151

File: Guidelines for Runs Biathlons Triathlons Bicycle and Wheelchair Races – Revised 8/05/10