2014 Football Game Day
SOLICITATION REQUEST FOR
REGISTERED STUDENT ORGANIZATIONS

Return this completed permit to the Student Life office, OMU 370, no less than TEN (10) BUSINESS DAYS PRIOR TO GAME DATE. Solicitation requests may require approval through several different departments depending on location requested, type of activity, type of set-up requested, etc. Allow appropriate time for approval and provide all information requested on the form. Student organizations are responsible for contacting the Student Life office to confirm approval of this request. Locations will be assigned by the Student Life office based on availability. For further information, email Student Life at rso@ou.edu.

A non-refundable solicitation fee of $25 is required for each game day. Payment must be made upon approval of this request. Additionally, a refundable $100 facility use deposit, in the form of an expense transfer or check must be presented to the Student Life office upon approval of this request. The deposit will be used in the event the reserved facility requires extra clean-up or if the facility is damaged. If necessary, additional charges will be assessed and a form of payment will be negotiated.

No publicity of solicitation should take place until receipt of written confirmation.

Registered Student Organization _____________________________________________________________

Name of Student Organizer ______________________________ OU ID # _________________________________

Game Day Phone # ______________________________ E-mail _________________________________

Name of Faculty/Staff Adviser _____________________________________________________________

Game Day Phone # ______________________________ E-mail _________________________________

Please check the box(es) for the requested dates and indicate the preferred location:

☐ Saturday, Aug 30
☐ Saturday, Sept. 13
☐ Saturday, Oct. 18
☐ Saturday, Nov. 8
☐ Saturday, Nov. 22
☐ Saturday, Dec. 6

Please indicate your preferred location:

________________________________________

Locations are reserved according to availability and are very limited in number. Preferred locations will be accommodated if possible but are not guaranteed. Registered student organizations may only reserve one game day location.

Purpose of Solicitation (What will the money be used for?) _____________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

CONTINUED ON THE OTHER SIDE
Sportswear: Describe what will be sold:

__________________________________________________________

Any items with OU logos/University name must have prior approval from the OU licensing office. A trademark licensing request form may be obtained from Student Life, Oklahoma Memorial Union room 361.

Vending Food/Drinks

All food/drink service must meet the standards of the Cleveland County Health Department (CCHD) and be approved by them before approval by the Student Life office. CCHD Food/Beverage Approval Request Forms are available at the Student Life office, OMU 370. For detailed information on Temporary Food Establishment Requirements, contact CCHD at 321-4048.

Only approved food/beverages may be served. For a complete list of approved beverages, contact Student Life office, OMU 370 or call 325-4415.

FACILITIES MANAGEMENT NEEDS: Student organizations are responsible for contacting Facilities Management (325-3060) AFTER approval of request to make specific arrangements and to coordinate costs/payment for these services.

The signatures below indicate that these individuals have read and agree to comply with The University of Oklahoma Facility Use Policy for Student Organizations, and recognize they may be held individually responsible for any violation of the Facility Use Policy, Student Code or other University policy, state, local or federal law committed by the student organization or any of its members or officers.

Signature of Student Responsible for Event

Signature of Faculty/Staff Adviser Responsible for Event

----------------------------------------------------------------------------------- FOR OFFICE USE ONLY -----------------------------------------------------------------------------------

Action:  □ Approved / / by (SL staff member’s name): ________________________________

□ Approved / / / with restrictions: ________________________________________________

by (SL staff member’s name) ____________________________________________________

□ Not Approved / / / by (SL staff member’s name): ________________________________

for the following reason __________________________________________________________

________________________________________________________________________________ Date _____________________________

Student Organization notification by (SL staff member’s name) ________________________ on / / /