

**The University of Oklahoma Norman Campus
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 such event on any part of campus property will be required to utilize one of three pre-approved routes.
 - Written approval (paper or electronic) must be received from each relevant organization below and by either 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 a *Waiver and Release of Liability Form*. These are available from Student Life and Risk Management.
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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

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
510 E. Chesapeake Street
Phone: (405) 325-CART(2278) / Fax: (405) 325-7490

FITNESS AND RECREATION

Fitness and Recreation is responsible for Huston Huffman Center, the Recreation Fields and the Murray Case Sells Swim Complex.

- Fitness and Recreation
1401 Asp Ave. Room 170, Huston Huffman Fitness Center
Phone: (405) 325-3053 / Fax: (405) 325-1365

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
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

REAL ESTATE OPERATIONS

Real Estate Operations coordinates facility use requests for departments and groups *other than* Registered Student Organizations and Student Affairs departments. Some locations on campus will require coordination with Real Estate Operations.

- Real Estate Operations
3200 Marshall Ave., Suite 130
Phone: (405) 325-6041 / Fax: (405) 325-6944