OKLAHOMA MEMORIAL UNION
The University of Oklahoma

POLICIES AND PROCEDURES FOR
Registered Student Organizations and University Departments

The Oklahoma Memorial Union provides a wide range of services, activities and facilities for the students, faculty, staff, alumni, University community, and guests of the University. Consistent with the stated mission and purpose of Oklahoma Memorial Union, and to ensure maximum, efficient and fair use of the Oklahoma Memorial Union, the following policies govern the reservations and use of the facilities. Under the guidance of the Director of the Oklahoma Memorial Union, the Reservations and Catering Department is responsible for all room reservations and coordination of all services related to these reservations.

INTERIOR & EXTERIOR FACILITY RESERVATIONS
Interior and exterior space adjacent to the Union shall be reserved through the Union Administrative Office and is assigned in the order requests are received. Student organizations are required to have a valid student ID to reserve the room. In order to receive University or student pricing, space must be reserved for official University business. Since space in the Oklahoma Memorial Union is in high demand, requests should be submitted as far in advance as possible; however, recurring use of the facility on a weekly or daily basis may be booked for the current semester only. The *deadline for submitting a reservation is three full working days prior to the event* (Example: If an event is planned for Monday, the request needs to be submitted no later than 5 p.m. the Wednesday before). Activities taking place in the Union may not include unnecessarily risky activities for the safety of guests and preservation of Union resources; unnecessarily risky activities include any type of contact sport. The Union reserves the right to move any group to another space; however, every effort will be made to provide comparable space and services. The Will Rogers room may be rented between the hours of 11 a.m.–1 p.m., Monday-Friday for events sponsored by University departments only; all groups are welcome to rent this space during other times.

PHYSICAL ARRANGEMENTS
The Union will supply podiums, chalkboards, and easels on a complimentary basis upon request. Audiovisual equipment and pianos are available for rent. Pianos are tuned every other month; however, customers may request that a piano be tuned at an unscheduled time for an additional fee. *Setup and equipment needs should be requested at least three full working days prior to the event*. Requests are assigned in the order they are received; therefore, late requests cannot always be honored due to equipment, staff and time limitations. If equipment is not available, the customer will be notified. *Equipment is for use inside the Oklahoma Memorial Union only*; equipment is not available for rental use outside of the Oklahoma Memorial Union. Price quotations given for room rental, technical fees, and/or audiovisual rentals more than three months in advance are subject to change.
ROOM CONDITIONS AND TIMES AVAILABLE
Meeting rooms will be available approximately one-half hour before the scheduled event. The condition of all meeting rooms and multi-purpose rooms in the Union is checked before and after each event. **Furniture in any of the rooms should not be removed or rearranged.** Any adjustments in room arrangements should be made through the Reservations and Catering Department or the Building Manager by calling (405) 325-2121 during regular business hours and (405) 255-1294 after-hours and on weekends. Courtesy phones, available to contact Union staff, are located on the first floor at the north end in the foyer and at the south end near the elevator, on the second floor at the south end in front of Meacham Auditorium and in Beaird Lounge, on the mezzanine in the George Sutton Foyer, and on the third floor at the north end across from the Regents room. Persons and organizations using the space are held responsible for leaving the room in the same condition in which it was found. **Student organizations and University departments may not sponsor outside groups, contractors, vendors, or organizations.** Soliciting or distributing information is only permitted by reserving a booth or room and is not permitted elsewhere in or around the Union.

BOOTH SPACE
Booth space on the first floor of the Union is available for the distribution of information regarding University events. Booth space shall be reserved through the Union Administrative Office and is assigned in the order requests are received. Student organizations must have a valid student ID to reserve booth space. Booth space is available to registered student organizations for a nominal daily fee and University departments at no charge. Groups must sign-in at the Union Administrative Office upon arrival each day. If items will be sold at the booth, the organization must apply for a solicitation permit in the Union Administrative Office (see below). **Posters and/or other materials including literature must be confined to the booth area and may not be attached to the wall or other places throughout the building. The use of tape, nails, staples or tacks is strictly prohibited.** Any damage to the building surfaces will result in a damage fee being charged to the group and possible loss of booth privileges. Persons staffing the booth must stay behind the table. Special permission from the Union Administrative Office must be obtained for sales or distribution of food or beverages. **Student organizations and University departments may not sponsor outside groups, contractors, vendors, or organizations.** Soliciting or distributing information is not permitted in or around the Union without renting a booth or room.

MEACHAM AUDITORIUM TICKET BOOTH
The Meacham Auditorium ticket booth is available for reservation by registered student organizations and University departments to sell or distribute tickets for University events. A solicitation permit is required for its use (see below). Literature and flyers may only be distributed from reserved booth space.

UNIVERSITY SOLICITATION PERMIT
A solicitation permit is required when student organizations or University departments are collecting money for ticket sales of University related events, subscription sales of official University of Oklahoma publications or sale of other approved items. The solicitation permit form must be completed and returned to the Union Administrative Office, and a nominal daily fee will be charged. Purchase order or payment must be received prior to the event. Any items
with the OU logos or University name must have prior approval from the OU Office of Trademark and Licensing. For permission to use logos, contact OU Marketing and Promotions, 3545 Gaylord Family-OK Memorial Stadium or call (405) 325-7811.

NON-UNIVERSITY VENDORS & CONTRACTORS

Student organizations and University departments may host Non-University vendors or contractors to sell merchandise when the organization or department rents a room for official OU use and the selling is supplemental to the event, not the primary use of the room (i.e., room may be rented for guest speaker and guest speaker is allowed to sell his book, or room may be rented for a conference and supplemental conference materials may be sold). All Non-University vendors and contractors must be pre-approved by the Union Administrative Office. Any Non-University vendor or contractor may be asked to leave the Union at the Union Administrative Office’s discretion. Sales of food or beverages will not be permitted.

As the Oklahoma Memorial Union is a State entity, no fundraising for political parties, campaigns, or candidates may take place in our facility. If the public at large (versus the University community) is invited to a political event, non-university pricing must be charged, per IRS regulations.

PARKING CENTER

Access to the Parking Center is available 24 hours a day, seven days a week. If leaving between the hours of 8 a.m. and 1 a.m., Monday through Saturday, or 1 p.m. – 1 a.m. on Sunday, an hourly rate will be charged. To make special arrangements for guest parking, hourly passes may be purchased or the entire garage may be rented through the Union Administrative Office. The Parking Center will be closed to the public on home football game days and when the Union hosts special events.

DECORATING POLICY

All decorations must adhere to the Oklahoma Memorial Union and University of Oklahoma decorating policies found at www.ou.edu/risk/forms.htm. It is the intent of these policies to protect our customers by adhering to fire safety regulations. All decorations must be preapproved by the Union Administrative Office.

• The use of flammable materials, such as straw, hay and evergreens is prohibited.
• No torches or lanterns are allowed on Union premises, including exterior space.
• No crepe paper, tissue paper, paper ribbon, glitter or confetti can be used.
• Lighting devices using open flame, such as tiki lamps, oil lamps and torches are not allowed.
• Candles may be used if they are enclosed in a tip-resistant, noncombustible container, and the flame is ½” below the top of the container.
• Anything in an aerosol can is prohibited (Example: spray glue, spray paint, etc.)
• No items can be attached to the walls or hung from the ceiling. The use of tape, nails, staples or tacks is strictly prohibited. Any damages to the building surfaces will result in a damage fee.
• Alteration of existing Union decoration is prohibited.

Any violation of the above rules will result in a damage charge and/or loss of rental privileges.
SIGNS AND POSTERS
Temporary signs and posters may be placed on the bulletin board in the Union. The bulletin board will be cleaned on the 1st and 15th of each month. The Union will immediately remove signs placed on doors, glass, and walls. Damage to any Union building surface will result in a damage fee charged to the group or person.

PROMOTIONAL TABLE TENTS
Any student organization or university department wishing to place table-top advertising in the Oklahoma Memorial Union dining spaces must submit a request to union@ou.edu at least three weeks prior to the time they wish to have them displayed. Requests should be made early, as only a certain number of advertisements will be allowed during a given time. The request should include the dates requested and a digital copy of the advertising to be displayed. No advertising can be displayed for more than one week (this includes weekends) at a time. Advertising must be for events sponsored by registered student organizations or University departments. Priority will be given to events that will take place in the Union.

All advertising will be placed in the Union’s table top displays and must be four inches (wide) by nine inches (tall) in dimension. It is the responsibility of the requesting organization to place the advertisements in the displays and promptly remove them once the requested time is over. Failure to remove advertising from table top displays will affect future consideration of advertising requests.

The union reserves the right to change this policy and remove any table top advertising at anytime.

MEACHAM TECHNICIAN
A Meacham technician is required during all times Meacham Auditorium is in use. An hourly fee will be charged for the technician.

SECURITY PERSONNEL
Security is required for student events that fall under the Student Affairs “Open Social Event Policy” located at www.ou.edu/studentlife and student dances, or it can be arranged at the host’s request. All security must be arranged through the Union Administrative Office. The Oklahoma Memorial Union will employ one security person per 50 people attending the function, at prevailing rates and the Union’s discretion. The organization or department will be charged for any fees involved. The Union reserves the right to require an additional number of security officers for any event.

CATERING
Arrangements for catering and refreshments must be coordinated through the Union Administrative Office at least three full working days prior to the event. Pursuant to existing contracts, University Catering provides exclusive catering services for the Union. No outside food or beverages are allowed. Violation of this policy will result in a fine and/or loss of rental privileges. Any catering price quotation given more than three months in advance may be subject to change.
STUDENT ORGANIZATION MENU
The Student Organization Menu is only available to registered student organizations holding events in the Union. No deliveries outside the Union are provided with the student menu. Unless prior arrangements are made with the Union Administrative Office, items from the Student Organization Menu must be paid with a student organization account purchase order or the organization’s checking account three full working days prior to the event. Contact the Union Administrative Office or visit www.union.ou.edu for current menu and pricing information; prices and items change each semester.

CATERING GUARANTEE
A final guarantee (number of attendees) for catered events must be given to the Union Administrative Office three complete working days before the event. (Example: if an event is planned for Wednesday, the guarantee must be in no later than noon the Friday before. A final guarantee for events held on Monday must be given by noon on the Wednesday prior to the event.) If no guarantee is received, preparations will be made for the total number estimated at the time the menu was ordered. The final charges will be for no less than the guaranteed number. If it is necessary to setup additional space at the time of the function, an added setup charge may be applied. Any addition to the guarantee less than three full working days prior to the function will result in an additional charge of $1.50 per person.

CATERING CANCELLATION POLICY
Cancellations must be made two full working days prior to the event. Cancellation 25-47 hours prior to the event will result in a 30% cancellation fee based upon the final guarantee. Cancellation 24 hours or less prior to the event will be charged 100% of the order.

STATE AND FEDERAL TAXES
State and federal taxes will be charged when applicable.

CATERING OUTSIDE THE UNION
University Catering services are available outside of the Union and off campus in the Norman area. Charges will be assessed for deliveries on and off campus.

DELAY IN SERVICE
An additional labor charge may be assessed if the serving time or departure time is delayed more than 30 minutes through no fault of the Union or University Catering. This will be figured on a per hour fee for the total number of staff covering the event.

ALCOHOL SERVICE
Arrangements for alcohol service must be coordinated through the Union Administrative Office at least two weeks prior to the event. Pursuant to existing contracts, the University Club, Inc. provides exclusive alcohol catering services for the Union. The serving of alcoholic beverages will comply with the laws of the State of Oklahoma. Alcohol service will stop at midnight, and the license holder reserves the right to refuse alcohol service to any individual or
group. Under the laws of the State of Oklahoma, **no alcohol may be brought into or taken out of the building by a customer at any time. Student organizations requesting alcohol service at events must follow the Student Affairs’ Student Alcohol Policy.** All applicable sales and mixed beverage taxes will apply.

**ALCOHOL AT STUDENT EVENTS**

The following policies have been developed to ensure the responsible approach for the use of alcohol at events at the Oklahoma Memorial Union. Strict adherence of Oklahoma State law will be enforced by the University Club, Inc., OMU personnel, and security providers. Student organizations requesting alcohol service at events are subject to the University of Oklahoma's Student Alcohol Policy found at [www.ou.edu/studentlife](http://www.ou.edu/studentlife).

*The serving of alcoholic beverages will comply with the laws of the State of Oklahoma.*

*No one under the age of 21 years will be served any alcoholic beverage.*

*The University Club, Inc. reserves the right to refuse alcohol service to any individual or group.*

*Anyone who is intoxicated or is demonstrating negative behavior will not be served an alcoholic beverage and may be asked to vacate the premises.*

*An "Alcohol Event Notification Form" found at [www.ou.edu/studentlife](http://www.ou.edu/studentlife) must be completed, signed by the student organization’s advisor, and turned into Student Life.*

*Events where alcohol is being served is restricted to Friday and Saturday nights.*

*Arrangements for alcohol service must be made through the Union Administrative Office and Student Life. Requests for alcohol service must be made at least two (2) weeks prior to the event.*

*All security must be arranged through the Union Administrative Office. The Union will employ one person for every 50 people attending the event at prevailing rates. The Union may require an additional number of security officers for an event, at our discretion.*

*Procedures for identification and determination of a student's age will be performed by the hired security guard. This will be conducted in an area adjacent to but separate from the sale of alcoholic beverages.*

*A driver's license with a photo identification and birth date is required to obtain a wristband to purchase alcoholic beverages. The security guard may require an additional form of identification at his discretion.*

*Wristbands will be applied immediately after proof of age is ascertained. Alcoholic beverages will not be sold to any one not wearing a wristband. Only guests with wristbands will be served alcoholic beverages.*
*Guests may purchase only one drink at a time.

*No "all you can drink" or "open bar" events will be allowed. Cash bars only.

*Any group serving alcoholic beverages is required to provide non-alcoholic beverages and some type of food provided by University Catering.

*The consumption of alcoholic beverages will be contained to the area in which the event is occurring.

*The sponsoring student organization must designate a sponsor or advisor to supervise the event at which alcohol is served. This person must be at least 21 years of age, be responsible for the management of the event, and must be present at all times. The designated person must check-in with the bartender before the event starts and once each hour for the duration of the event.

*The sale of alcoholic beverages will end 1.5 hours before the event is scheduled to end or by 12 a.m., whichever comes first.

*Under no circumstances may publicity mention the serving of alcoholic beverages.

*Special service charges will apply in the event the reserved space requires an extra clean-up, non-customary set-up, or if the facility is damaged in any way.

SPECIAL SERVICE CHARGES
Special service charges will apply in the event the reserved space requires an extra clean up, non-customary setup, or if the facility is damaged in any way. Charges will be assessed for excessive litter, and therefore, unusual cleanup caused by decorations and/or literature. **Tape, nails or tacks cannot be put on any surface of the Union building.** Any damage to any surface will result in a damage fee, and the offending item will be immediately removed.

OVERTIME
A charge of $75 per hour will be applied to any group or function requiring the room(s) to remain open after 3 a.m., or any portion thereof (Example: If you event ends at 3 a.m. or later, you will be charged the overtime fee).

HOLIDAY CHARGES
There will be an additional 25% service charge applied to the total bill for events scheduled on official University holidays. A University holiday schedule is available in the Union Administrative Office upon request or can be found at [www.hr.ou.edu/benefits/LeaveHolidays.asp](http://www.hr.ou.edu/benefits/LeaveHolidays.asp).

PAYMENT OF SERVICE
A purchase order or full payment of the total estimated cost of the function is required **three full working days in advance of the event.** Any additional charges for room rental, food, alcohol, technical fees, audiovisual rentals or damages not covered by an advance payment must be paid within 30 days after the function. **Any reservation request submitted by an**
organization or department with an outstanding debt will automatically be rejected. The balance must be paid in full before the request will be processed. Failure to pay the account in full will result in the account being turned over to University Collections.

Payment for booth space must be made at the time group signs-in at the Union Administrative Office upon arrival each day. If group does not pay for booth space upon signing-in, group will not be permitted to rent booth space that day.

FACILITY CANCELLATIONS AND NO-SHOW POLICY
The person who reserved space must contact the Union Administrative Office to cancel a reservation. A 48-hour notice of cancellation is necessary to avoid service charges. Any student organization that makes a reservation in the Union and fails to honor that reservation by not cancelling it within 48 hours of the scheduled event will be notified of their first no-show violation. A second no-show violation will place the organization on probation. A third no-show will result in suspension of the organization from reserving space in the Oklahoma Memorial Union for the remainder of the present semester and the next semester. If a booth reservation is cancelled less than 48 hours before the scheduled date or if the organization does not honor the reservation, the rental fee will not be refunded.

CANCELLATIONS DUE TO INCLEMENT WEATHER
When the University is closed due to inclement weather, events in the Oklahoma Memorial Union hosted by University departments and registered student organizations and University Catering orders will automatically be cancelled. University departments and registered student organizations will not be charged for room rental fees and food orders on inclement weather dates.

Every effort will be made by the OMU reservationists to contact groups that have events scheduled. Groups may also call 325-2121 to speak to a reservationist or leave a voice mail message. Voice mail is checked by OMU staff on a regular basis throughout the day.

If the event is rescheduled for a later date, the full rates for room rental and food will be charged for the rescheduled date’s event.

LIABILITY
The sponsor or advisor shall be responsible for the activities and actions of their guests and agents. The sponsoring group is responsible for any and all damages. The Union reserves the right to inspect and control all functions. The Union will not assume responsibility for the damage to, or loss of, any merchandise or personal property.

Some types of events require liability insurance. Please check with your advisor and review the Risk Management Policy for Student Organizations found at www.ou.edu/studentlife.