The University of Oklahoma
Jim Thorpe Multicultural Center

MISSION STATEMENT: Under the supervision of the Office of Student Life, the Jim Thorpe Multicultural Center (JTMCC) is designed to create an educational and/or social awareness environment regarding issues of diversity for University of Oklahoma students, along with meeting the facility needs for University of Oklahoma registered student organizations.

Consistent with the stated mission and purpose of the Jim Thorpe Multicultural Center, and to ensure maximum, efficient and fair use of the JTMCC, the following policies and procedures will govern the reservation and use of this student facility. Violation of the below stated policies and procedures may result in the termination of privileges.

POLICIES & PROCEDURES

The use of the JTMCC is reserved exclusively for all approved UOSA administrative organization/registered student organization meetings and events as well as Student Life events.

Hours of Operation
- Regular hours of operation are Monday through Thursday, 5:00 p.m. to 11:00 p.m. The facility will be closed on all University of Oklahoma recognized holidays, campus emergencies (i.e. snow days), during the last week of scheduled classes and finals week each semester.
- Any requested use of the facility after 11:00 p.m. OR on Fridays, Saturdays or Sundays, must have prior approval at least five (5) business days in advance from Student Life.
  - Weekend event approval is contingent on the availability of JTMCC staff and subject to additional fees.
  - Per the Co-curricular policy, NO event may take place after midnight Sunday through Thursday.

Reservation Procedures
- All meeting and programming space in the JTMCC is coordinated and approved through Student Life (see Fee Schedule for appropriate fees).
- The Fee Schedule is attached for reference.
- All areas approved for reservation may NOT be booked more than one semester in advance.
- All requests for use of the JTMCC facility MUST submit a RESERVATION REQUEST FORM to Student Life at least five (5) business days in advance of the event (reservations are not complete or confirmed until the requesting student has been sent a facility approval confirmation by Student Life).
- When requesting facility usage, please include set-up / break-down / cleaning time before and after use.
- Organizations MUST vacate the reserved location immediately at the completion of their requested and approved scheduled time. Clean-up must be completed before this time.
- All registered student organizations using the facility for meetings/events that are subject to the fee schedule are required to provide confirmation of payment method (UOSA account, Bursar account, FSS/Departmental account, etc.) prior to use of facility. Payment may be provided by personal or organization check; however, checks returned for insufficient funds will be subject to an additional $25 fee.
- Prior to use of the JTMCC facility, the student event representative will check-in and complete the PRE/POST EVENT FORM with the JTMCC staff.
- Cancellations must be in written form and submitted to Student Life at least two (2) business days prior to the event to avoid a room charge.
- If the facility is being reserved for a revenue generating event, either for a philanthropy, fundraiser, etc. the event will be subject to the University's solicitation fee (see Fee Schedule).

NOTE: Student Life reserves the right to cancel or move an organization to another room (or location/facility). Every effort will be made to accommodate all parties involved.
Building Policies

- As with classroom use, a deposit of $100 must be provided in order to reserve a room. This deposit will be refunded in full at the end of the semester if there are no damages or cleaning fees due.
- The condition of the event space reserved and used in the JTMCC will be checked before and after the event by JTMCC staff. Registered student organization representatives will be held responsible for leaving the reserved location in the condition it was found.
- If reserved spaces are not left clean, the organization may face additional cleaning fees and loss of reservation privileges.
- The following materials/actions are strictly prohibited:
  - No items may be hung on the walls or from the ceiling of the building.
  - No defacing of the outside of the building (paint, tape, banners, etc.)
  - No confetti, glitter or small paper-like decorations anywhere in building.
  - No use of nails, staples or thumbtacks on doors, ceilings and walls.
  - No flammable materials and/or lighting devices may be used (i.e. straw, hay, oil, gasoline, candles, lanterns, oil lamps, hurricane lamps, open flames, lighters, gas power engines, etc.).
- Any damage to the inside or outside of the JTMCC building will be subject to damage fees (damage fees outlined in Fee Schedule) assessed by the Office of Student Life and the University Physical Plant.
- All food served in the building is subject to the Oklahoma State Health Department rules, regulations and expectations.
  - Written approval from the Health Department is required for events when the group is serving food to non-group members.

Cleaning Policies and Procedures

The following cleaning procedures have been created to make certain the facility remains in good condition for the use of all student organizations.

- All cleaning must adhere to the rules set forth by the JTMCC building staff. These rules will be provided in the Pre/Post Event Checklist.
- All rooms are to be cleaned after use of the facility. The JTMCC staff will inspect each space after each event and complete the PRE/POST EVENT FORM. These forms are turned into the Office of Student Life for review.
- All floors need to be swept or removed of all visible trash.
- All counters need to be cleaned, wiped and sanitized (kitchen only).
- All tables must be wiped clean.
- All chairs and tables used must be re-stacked, trash must be taken out to garbage container behind JTMCC.
- If dishes and utensils are used they need to be cleaned and stored in designated locations.
- If a room is left unsatisfactory by an organization, the group will lose its deposit and will be charged additional fines to cover the cost of cleaning.
- All damages will be assessed by the Office of Student Life and the appropriate cost for damage will be issued to the offending organization(s).

Available Areas for Reservation

Multipurpose Rooms

- Multipurpose Rooms A, B and/or C
- 2-hour minimum rental period for Multipurpose rooms
- Fee schedule will apply
- Multipurpose Rooms A, B and/or C may be reserved individually or all together
- For certain events (open social events, banquets, concerts), all three rooms as well as the 2nd floor lounge must be reserved so that other events are not disturbed.

2nd Floor Lounge
• Lounge can be reserved for special events with smaller attendance.

**Cultural Meeting Rooms**

- Cultural groups associated with Student Life receive priority for cultural meeting rooms and may submit reservations during the first week of each semester.
  - All other registered student organizations may submit reservations for the Cultural meeting rooms beginning the second week of classes each semester.
- Individual cultural rooms can be reserved at no charge (deposit will still apply).
- Rooms may be reserved for 90 minute blocks. Consecutive hours may not be reserved.
- On-going weekly meetings will need to be pre-approved through the Office of Student Life prior to scheduling.
- Group will be required to pick-up their room key from the JTMCC building staff and return it before leaving the facility.
- All cleaning policies and procedures apply.
- No storage of items is permitted in these rooms.

**Kitchen**

- The kitchen can be reserved in 2-hour blocks.
- The kitchen was designed to allow cooking food at student group meetings/cultural events.
- A multipurpose room must be reserved in combination with a kitchen reservation.
- Kitchen cannot be reserved with a Cultural meeting room reservation or for a dance/party event.
- You must pick up your kitchen key from the JTMCC building staff and return it before leaving.
- Cooking/warming/cooling of food and serving lines are permitted (fee schedule will apply).
- All students, faculty, and staff serving food in the kitchen are REQUIRED to have a food handler’s permit from the Oklahoma State Health Department.
- If the food event is revenue-generating (philanthropy, fund raiser, donation gathering, etc.) the Health Department will send an email approving the event which must be available if requested.
- ALL cleaning procedures must be followed and completed. A list of these procedures will be posted in the kitchen.
- All food must be removed from the kitchen immediately after your respective event. No food can be stored in the refrigerator, cabinets or drawers. Any food items left will be thrown away and will result in a loss of deposit.

**Special Events and Circumstances**

**Open Social Events**

- Only UOSA administrative/registered student organizations can reserve building space for open social events.
- Multipurpose rooms are the only rooms that can be reserved (Fee Schedule will apply). All three rooms will be reserved for a four hour block from 10 p.m. to 2 a.m.
- The kitchen may NOT be reserved for these events.
- Approved Open Social event notification form must be submitted by the stated deadline.
- Strict adherence to cleaning policies and procedures must be followed.
- Open Social Event Fee Schedule will apply. Please see the Open Social Event Policy for more information on this type of event.

**Banquet/Conference Events**

- Only UOSA administrative/registered student organizations can reserve building space for banquets and/or conferences.
- All multipurpose spaces must be available and reserved to avoid noise conflicts.
- Housing and Food services will be the exclusive professional caterer allowed to serve in the JTMC.