

## FACILITY USE POLICIES AND PROCEDURES

Student Affairs provides a wide range of services and activities for the students, faculty, staff, alumni, University community, and guests of the University. Consistent with the stated mission and purpose of Student Affairs, and to ensure maximum, efficient and fair use of the Founders Student Center, the following policies govern the reservations and use of this facility. OU-Tulsa Student Affairs is responsible for all room reservations and coordination of all services related to these reservations.

### RESERVATIONS

Space in Founders Student Center shall be reserved through Student Affairs and is assigned in the order requests are received. Student organizations are required to have completed the annual registration process and complete the [Student Fundraising, Publicity, Facility Request Form](#). There is no cost to reserve space for official University business. Requests should be submitted as far in advance as possible; 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 two 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 Thursday before). Activities taking place in Founders Student Center may not include unnecessarily risky activities for the safety of guests and preservation of University resources;

this includes any type of contact sport. Student Affairs reserves the right to move any group to another space; however, every effort will be made to provide comparable space and services.

### PHYSICAL ARRANGEMENTS

Any adjustments in room arrangements should be made through Student Affairs and agreed upon at the time of reservation. Persons and organizations using the space are responsible for any adjustments in room arrangement and for leaving the room in the same condition in which it was found. Audiovisual equipment is available for rent. Set-up 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. Student organizations and University departments may not sponsor outside groups, contractors, vendors, or organizations. Soliciting or distributing information is only permitted by reserving a tabling space or room and is not permitted elsewhere in or around the Founders Student Center.

### TABLING SPACE

Tabling space at either East entrance to Founders Student Center is available for the distribution of information regarding University events. Table space shall be reserved through Student Affairs and is

assigned in the order requests are received. Table space is available to registered student organizations and University departments at no charge. A daily rate of \$25 will be charged for non-University groups. Student organizations requesting space must do so via the [Student Fundraising, Publicity, Facility Request Form](#). Groups must sign-in at the Student Affairs office upon arrival each day. Posters and/or other materials including literature 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 tabling privileges. Persons staffing the table must stay behind the table.

### SOLICITATION RESTRICTIONS

Non-University groups may solicit in Founders Student Center provided the product does not conflict with current university contracts and/or lease agreements. The vendor will assume responsibility for the security of their merchandise. The vendor will pay sales tax and maintain documentation and records required by the State of Oklahoma. Soliciting or distributing information as outlined in the previous sections is not permitted in or around the Founders Student Center without renting space. All student groups utilizing OU trademarks or logos must complete the [OU Trademark & Licensing Use Policy and Request](#)

**Form.** 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 Student Affairs. Any Non-University vendor or contractor may be asked to leave the Founders Student Center at Student Affairs's discretion. As the University of Oklahoma is a State entity, no fundraising for political parties, campaigns, or candidates may take place in our facility.

### **DECORATING POLICY**

Posters and/or other materials including literature 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 tabling privileges. Temporary signs and posters may be placed on the public bulletin board located on the East wall of IC hallway (nearest to the Buffalo entrance) or on your reserved table.

### **PAYMENT (NON-UNIVERSITY GROUPS ONLY)**

Payment for tabling space must be made at the time the group submits the request. Any reservation request submitted by an organization or individual with an outstanding debt

balance will be automatically rejected. The balance must be paid in full before the request will be processed. The rate for non-University groups is \$25 per day for up to four hours per day. State and federal taxes will be charged when applicable. Table space is available to registered student organizations and University departments at no charge.

### **FACILITY CANCELLATIONS AND NO-SHOW POLICY**

The person who reserved space must contact Student Affairs to cancel a reservation. A 48-hour notice of cancellation is necessary to have your payment refunded (non-University groups only) and/or possible loss of table rental privileges. If a tabling space 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 Founders Student Center hosted by non-university groups will be cancelled. In the event that the University is closed due to inclement weather and an event must be cancelled, groups will not be charged for rental fees. Every effort will be made by Student Affairs to contact groups that have events scheduled. If the event is cancelled due to inclement weather and rescheduled for a later date, the full rates for room or table rental 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. Student Affairs reserves the right to inspect and control all functions. Student Affairs will not assume responsibility for the damage to, or loss of, any merchandise or personal property.