

University of Oklahoma School of Music

Policy for Student Organization Fundraising Sales and/or Promotional Tables in University Spaces

To ensure building operations, safety, and accessibility, the following policy governs the use of space for student organization fundraising activities, including bake sales, food sales, and other events of similar scope.

Approved Location

The area immediately outside the School of Music Administrative Offices is the only location within the School of Music building approved for bake sales, food sales, fundraising tables, and similar sales activities.

Sales and fundraising activities are not permitted in any other area of the building, including but not limited to:

- Gothic Hall
- Performance venues
- Hallways and corridors outside the designated sales/promotional area
- Classrooms
- Rehearsal rooms
- Common areas not specifically designated for sales activities (e.g., hallway lounges, entryways)

Eligible Activities

- Sales activities must be directly connected to student organizations that support the educational mission of the School of Music.
- Only one student organization may host a bake sale or fundraising event per day.
- Activities unrelated to the School of Music will not be approved.

Days and Hours

Approved sales activities may be scheduled on any regular workday Monday through Thursday. Sales activities may not be scheduled on Fridays.

All events must occur during normal building operating hours (7:00am–11:00pm) and must not interfere with classes, rehearsals, performances, administrative operations, or pedestrian traffic.

Reservation Requirements

Groups wishing to reserve the designated fundraising space must:

1. Complete the School of Music online room request form – *Roland Barrett Study Lounge*.
2. Submit the request at least 48 hours before the intended event date and time.
3. Receive approval before setting up any sales activity.

Submission of a request does not guarantee approval. Reservations will be reviewed based on space availability and compliance with this policy.

If you are requesting an outside space (courtyards, in front of the building, etc.), submit a written petition to somfacilities@ou.edu. The Facilities Manager will review the request.

Setup and Cleanup

The sponsoring group is responsible for:

- Checking out tables from the School of Music Office and providing own materials unless otherwise arranged.
- Keeping the area clean and orderly throughout the event.
- Removing all materials, trash, and supplies immediately following the event.

Failure to follow this policy may result in denial of future reservation requests.

Administration

The School of Music reserves the right to approve, deny, relocate, or cancel sales activities if necessary to support building operations, safety requirements, or School of Music events.

Questions regarding this policy should be directed to the School of Music administrative office.