



Gaylord College Facility Policies and Guidelines

Effective January 20, 2026

OVERVIEW

Gaylord College at the University of Oklahoma takes pride in its cutting-edge studios, presentation spaces and classrooms. The college's space policy applies to all users to protect the facilities in Gaylord Hall and prioritize pedagogical uses for students and faculty.

GENERAL

Gaylord College makes facilities available to the campus and community using a neutral decision-making process. Events must go through an approval process in advance and are required to comply with OU's [Facility Use Policy](#). All reservations are at the discretion of the college and are subject to ultimate approval by the dean of Gaylord College.

Gaylord College reserves the right to refuse a reservation based on the possibility of security and/or safety issues. The safety of the faculty, staff and students takes precedence, along with preservation of the facilities. In such cases, university policies may override Gaylord College's space use policy. The university can regulate where, when and how speech occurs to ensure the functioning of the campus and achieve important goals, such as protecting student and public safety.

The facilities in Gaylord Hall are intended for pedagogical purposes. Students and faculty who need to use spaces for current class purposes take precedence. Preference in instances of time conflicts is given to Gaylord College students, faculty and staff.

Please refer to the [Gaylord Spaces & Facilities Website](#) for policies on individual spaces and events with extenuating circumstances.

Please note:

Using state-purchased equipment and facilities for personal profit is prohibited and against the law. Examples include filming promotional content in exchange for payment or charging a fellow student a fee to take their senior photos in a Gaylord College studio.

Failure to comply with Gaylord College space policies, whether by ignorance or intention, may result in loss of facility use privileges.



WHO CAN RESERVE OUR SPACES?

- Gaylord College faculty and staff may reserve spaces at no charge if the event is related to their position at OU and Gaylord. The Gaylord faculty or staff member who reserves the space is responsible for card access and must attend the event.
- Gaylord College faculty and staff may reserve Gaylord facilities for another university entity at no charge if they are affiliated with the unit. The Gaylord faculty or staff member who reserves the space is responsible for card access and must attend the event.
- Student organizations that are affiliated with Gaylord College or have a Gaylord faculty or staff sponsor may reserve spaces at no charge.
- Students enrolled in Gaylord College may use spaces for coursework purposes at no charge. Personal projects outside of coursework require approval and documentation. Gaylord students may reserve spaces on behalf of a registered student organization at no charge, but the Gaylord student who reserves the space is responsible for card access and must attend the event.
- Students not enrolled and organizations not affiliated with Gaylord College may reserve the facilities for a fee. Gaylord offers discounted rates for OU student organizations and academic units. Please refer to the [Gaylord Spaces & Facilities Website](#) for current rates.
- Space rental fees will be waived when Gaylord College co-sponsors or partners on events with other academic units or with organizations that support Gaylord's disciplines, industries and professions. Gaylord faculty and staff affiliated with sponsored events are responsible for card access when applicable. Use of the Gaylord College logo on promotional materials requires prior approval.

SCHEDULING

All reservations outside of studios should be requested through [OU Reserve](#) and will be confirmed by a space manager. Studios should be reserved through the Cage at gaylordcage@gmail.com. Groups and individuals must submit reservation requests at a minimum of three business days prior to the event, accurately communicate the intended use of the space, and submit proper documentation. Please allow ample time for set-up and clean-up when making a request. Confirmation of a reservation is at the discretion of the college.

Standard business hours in Gaylord Hall are 8:00 a.m. to 5:00 p.m., Monday through Friday, with exceptions during OU holidays and closures. Events outside of standard business hours may require additional approval, support staff and/or fees. No events may be scheduled between midnight and 6:00 a.m. unless approved by the dean's office. Please contact a space manager ([Gaylord Spaces & Facilities Website](#)) for more information.

RULES OF USE

- Please see the [Gaylord Spaces & Facilities Website](#) for food and drink policies of individual spaces. In general, water is permitted in enclosed containers.



- Set-up and clean-up of spaces is the responsibility of the organizer. All trash should be removed from enclosed spaces and taken to hallway trash cans or dumpsters outside during weekend events.
- All spaces must be returned to their standard configuration and cleanliness upon completion of use. Failure to do so may result in additional charges or loss of facility use privileges.
- [OU is a tobacco-free campus](#), and smoking is prohibited.
- Event organizers must notify a space manager of audiovisual and set-up needs beyond the standard configuration at least five business days prior to their event. The reserving party is responsible for any adapters needed to connect devices.

FACILITY FEES

Please refer to the [Gaylord Spaces & Facilities Website](#) for current rental rates.

In addition,

- Damages to facilities or equipment will be assessed on a case-by-case basis and may result in a fee of 50% of the replacement or repair costs.
- If lost, a \$30 key card replacement fee will be assessed.
- Upon assessment, events, especially those outside standard business hours, may require support staff and may incur a custodial fee.

All invoices are due no later than 30 days after the event has concluded.

ACCESSIBILITY

Accommodations may be requested through the space manager prior to the event, such as accessible room configuration and technology. The organizing party is responsible for the accessibility of any materials provided, such as presentations, handouts and promotional flyers.

The closest accessible parking is in the parking garage along Asp Avenue and the faculty/staff parking lot on Cate Center Drive.

EMERGENCY PROCEDURES

The organizing party and guests should be weather-aware and take precautions during events of severe weather. Gaylord Hall is NOT a FEMA-certified storm shelter; however, individuals may take shelter in the bathrooms on the first floor. The closest FEMA-certified shelter is located in the basement of Gould Hall, just north of Gaylord Hall.



Should individuals need to evacuate for fire or any other reason, the organizing party is responsible for directing guests to the official evacuation location on the South Oval, between the flower beds and the sidewalk to the east of Dale Hall.

LIABILITY

The reserving party is responsible for all actions of vendors and guests, as well as any property damage or injury. Per OU's [Facility Use Policy](#), Gaylord College does not assume any responsibility for damage to or loss of personal property or merchandise, personal injury and environmental claims or negligence.