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# *Facility Usage Guidelines*

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### AGREEMENT

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The National Weather Center (NWC) has facilities of various sizes available throughout the building. Many of these spaces are equipped with the latest in presentation and conferencing technology. Information on facilities and availability can be found on the NWC website, [ou.edu/nwc/events/planning](https://ou.edu/nwc/events/planning).

## **AVAILABILITY**

### **General**

Facility use is subject to availability and to the restrictions and priorities indicated below.

All events (whether internal or external) held at NWC must be requested in advance through the NWC Events Manager. Each event is required to comply with these guidelines, the attached Facility Usage Agreement, and University policies and procedures. All requests for events are subject to review and approval by the Dean of the College of Atmospheric and Geographic Sciences (AGS).

An event will not be approved if it is deemed likely to interfere with the education, research, and/or operational activities that are the primary functions of the National Weather Center and the College of Atmospheric and Geographic Sciences. **No events will be scheduled during finals weeks.**

Due to the National Oceanic and Atmospheric Administration (NOAA) entities present in the National Weather Center, when the federal government implements a heightened level of security, it may be required to modify or cancel an event. Modifications or cancellations will be done on a case-by-case basis determined by the nature and length of the threat requiring heightened security. Once a heightened level of security is implemented in the NWC, the NWC Events Manager will work with event organizers to make modifications or to determine if cancellation is necessary. In those cases where cancellation is necessary and an alternate date cannot be arranged, the usage fee deposit will be returned to the event organizer.

### **University/University Sponsored**

NWC tenants and University departments will be given first priority for use of the facilities. These groups will be required to pay any direct costs associated with their events. These may include, but are not limited to security fees, janitorial/custodial fees, A/V or IT fees and others.

University departments will provide the Events Manager with a Chartfield Spread to hold the space. A final invoice will be provided to the event organizer within 15 working days after the close of the event. A cost transfer will be generated within 20 working days after the close of the event.

Other NWC tenants will be invoiced within 15 working days after the close of the event. Payment will be expected within 30 days from receipt of invoice.

## External Entities

NWC facilities are also available to other groups (non-University groups) for meetings and events which have connection to the University's mission of teaching, research and scholarship, and outreach and extension or which are sponsored by a NOAA entity. Examples of allowable events include seminars, professional meetings, trade shows and exhibitions, meetings of civic organizations where there are strong ties to the University, and/or where the preponderance of attendees have connections to the National Weather Center tenants and affiliated organizations. Other events such as political, personal, or social in nature will be approved or rejected on a case-by-case basis by the AGS Dean's Office.

Other groups will be given second priority for the use of the facilities. These groups will be required to pay a building usage fee as well as any direct costs associated with their events. These may include, but are not limited to security fees, janitorial fees, A/V or IT fees and others.

All costs will be invoiced within 15 working days after the close of the event. Payment is expected within 30 days from receipt of invoice.

## Hours

The NWC business hours are 8 a.m. to 5 p.m., Monday through Friday, except during University holidays. Events requested for periods outside of these hours, including weekends and holidays, will be considered on a case-by-case basis and are subject to additional costs and staffing needs.

## Safety and Security

All event attendees must follow the safety and security policies of the University of Oklahoma and the National Weather Center. All decorations and electrical equipment must comply with standard safety and fire codes. The number of people in a space may not exceed the number established by the Fire Marshal.

Event organizers are responsible for working with the NWC Events Manager to control the movement of their guests. Only employees and the tenants in the NWC (including the students of the College of Atmospheric & Geographic Sciences) and credentialed visitors are allowed open access to the facility. All other events and guests are restricted to the first floor unless discussed with the Events Manager and approved prior to the event.

***Event organizers must provide and issue an appropriate name badge to each guest upon entry. The host organization will staff the registration table no less than 20 minutes before the start of an event and for the duration to welcome, register guests and issue name badges. A complete list of attendees must be provided to NWC Security.***

Groups whose events occur outside of normal working hours and/or that include alcohol are required to pay any costs associated with additional security. The degree

and extent of security necessary will be determined by the NWC Events Manager and NWC Security Director and will be based on the nature and size of the event, as well as the current federal security guidelines.

## EVENT SCHEDULING

### Reservations

To reserve a date and a particular space, contact the NWC Events Manager at 405-325-1819 or e-mail [events@nwc.ou.edu](mailto:events@nwc.ou.edu). The NWC Events Manager will place a tentative hold on the date for two weeks. Once the NWC Events Manager has received the signed Usage Agreement and Chartfield Spread, if applicable, the date will be confirmed. The event date will be released if the signed NWC Facility Usage Agreement is not received by the deadline given in the Usage Agreement.

## RULES OF USE

### Set-up, Tear-Down and Clean-Up

The event organizer will review plans for event set-up, tear-down, and clean-up with the NWC Events Manager. ***Furniture may not be moved by those hosting an event.***

The NWC Events Manager will arrange for use any/all of furnishings (tables, chairs, podiums, platforms, AV equipment, etc.) **Room layout must be finalized with the NWC Events Manager 48 hours prior to the event.** There will be additional charges for any changes in room layout if requested less than 48 hours prior to an event.

Depending on the size and nature of the event, additional janitorial staff may be necessary, and that fee will be charged to the event organizer.

Persons and organizations using NWC facilities must leave the space(s) in the same condition as initially found. If the facility or furnishings are damaged in any way, the costs of repair will be billed to the event organizer. The NWC Events Manager will be available to walk through the spaces with the event organizer before and after the event.

### Decorations

Décor such as helium-filled balloons, confetti, fireworks and candles may **not** be brought into the NWC at any time. The use of tape, nails, staples, tacks, duct tape, strapping tape and spray glue is prohibited. Signs and banners may not be used without prior approval from the NWC Events Manager. All equipment and decorations to include, but not limited to A/V equipment, lights, plants, floral arrangements, tabletop decor and signage must be removed at the conclusion of the event. The event organizer will be responsible for any damages to the NWC by actions of the organizer or guests. Damages to any building surface will result in a fee.

## **Electronic Audio/Visual Equipment and Internet Connectivity**

Event organizers desiring to use AV equipment during an event must utilize the equipment and technical staff provided by the NWC. The assistance of an NWC IT technician is required to utilize the presentation equipment installed in the rooms of the NWC or to obtain internet connectivity while in the building. All audio/visual and presentation needs must be coordinated with the NWC Events Manager no later than 10 days prior to the event. Additional costs for AV and IT support services outside of normal working hours and special needs will be charged.

## **Catering**

Only University-approved caterers may operate in the NWC. The NWC Events Manager will provide a list of facility-preferred caterers. Catering negotiations, contracts, costs, and supplies (including any/all food, beverages and serving and/or tableware) are the sole responsibility of the event organizer. Catering deliveries must be made to the dock and not the main entrance.

## **Alcohol**

Alcoholic beverages are to be served only by a licensed caterer who has been approved by the NWC Events Manager. Any service or distribution of alcoholic beverages must be done by a licensed bartender and will comply with the laws of the State of Oklahoma and the policies of the University of Oklahoma. Alcohol may not be brought into the building by anyone other than the licensed contracted caterer. If serving alcohol, an additional charge will be incurred by the event organizer for enhanced security.

## **Deliveries**

The NWC Events Manager must be notified of any and/all deliveries to be made to the NWC for an event. For security purposes, all deliveries must be made through the NWC dock and not through the front doors of the facility. The NWC Events Manager reserves the right not to accept deliveries on behalf of an event organizer. Any receiving, shipping, storing, or transferring of equipment, products or goods needed prior to the event must be requested and approved prior to scheduling. The NWC Events Manager will exercise due care but assumes no liability for items received, shipped, stored, or transferred at the request of the event organizer.

## **Entertainment**

The NWC Events Manager must approve all arrangements for entertainment prior to the event. Violations may result in the cancellation of the event and/or additional charges.

## **Printed Materials**

The NWC Events Manager must review the content of invitations, posters, and promotional materials prior to printing, mailing and/or distribution. Violations may result in the cancellation of the event.

## **Publicity**

Any scheduled events that draw media attention or plan to include members of the media must be approved by the NWC Events Manager prior to the event to ensure compliance with the requirements of the University of Oklahoma.

## **Photography**

All photography, video, and other multimedia capture must comply with all University of Oklahoma policies. Normally, an individual may take or arrange for photos/videos of his/her event for personal use without obtaining any formal permission. However, if the individual's intent is to use any part of the NWC building as a backdrop for commercial photography, video, television or film production, the project must be reviewed and approved by OU Marketing and Communications, and a written agreement signed by the NWC Events Manager. This written consent will serve as an addendum to the use agreement.

## **Liability**

The event organizer shall be responsible for the activities and actions of their guests and agents. The sponsoring group is responsible for any and all damages that occur to the space during the time it is reserved. The NWC Events Manager reserves the right to inspect all functions. The NWC will not assume responsibility for the damage to, or loss of, any merchandise or personal property.

**Any violation of the above policies and procedures may result in loss of future rental privileges and incurring of additional fees.**

## **Parking**

The NWC parking lot has designated Visitor and Handicap parking available. The University Parking Office patrols the lot and will issue tickets for parking violations. The NWC Events Manager will be the point-of-contact with University Parking Services if an event is expected to exceed available visitor parking space. The NWC is not responsible for parking violations while visiting the National Weather Center.

## **Accessibility**

All visitors must use the first-floor entrance and proceed immediately to the security desk or event registration for credentials. Accessible parking and ramp entrances are located near the first-floor entrance on the northeast side of the facility. Handicapped elevators are available upon request for access to the lower level of the auditoriums. NO ANIMALS ARE ALLOWED IN THE NWC with the exception of ADA compliant service animals.

## **No-Smoking Policy**

The use of all tobacco products including but not limited to cigarettes, cigars, pipes, smokeless tobacco, electronic cigarettes, and vaping devices is prohibited anywhere at the NWC and on University grounds or campuses. This policy applies to all persons on campus, including but not limited to students, faculty, staff, contracted personnel, vendors, and all visitors to the OU campus. The policy applies to all events.

The University of Oklahoma is committed to providing its students, employees, and visitors with a healthy, clean, and safe place to work, live, and learn. A tobacco-free campus protects everyone from the health dangers of secondhand smoke and is in compliance with the State of Oklahoma executive order.

OU is required to comply with federal policy that does not allow the unlawful use, possession or distribution of illegal drugs, including marijuana, on campus or at University-sponsored events and activities. Students and employees cannot consume, smoke, or possess marijuana on campus even though they might have a medical marijuana license, card, or prescription permitting them to do so. For more information, please see [OU's Statement on Marijuana Use](#).

### **Severe Weather Guidelines**

THE NWC **DOES NOT** serve as a public shelter or best available area of refuge for the general public.

The Best Available Refuge Areas for faculty, staff, students, and tenants of the building have been identified as rooms 1313, 1350, the Founders Hallway, and 1<sup>st</sup> floor North restrooms.

NO ANIMALS ARE ALLOWED IN THE NWC with the exception of ADA compliant service animals. An exception to this rule may be made **ONLY** when a severe weather warning is in effect. In this event, persons with animals may be allowed to enter but must take refuge in the 1st floor North restrooms **ONLY** or under the direction on onsite security staff.



## **Release and Liability Statement**

The event organizer shall be responsible for any claims, costs, and/or damages arising from the use of the NWC facilities and shall indemnify the University as provided in paragraph A, below, which paragraph must be completed and signed by the event organizer's authorized agent. Provided, certain governmental entities (state agencies, public colleges, municipalities, etc.) may not be able to legally indemnify the university, in which case paragraph B should be completed and signed by the event organizer's authorized agent.

A.(User) shall indemnify, defend, and hold the National Weather Center, the Board of Regents of the University of Oklahoma, its agents and employees harmless from and against any and all liability for claims, demands, costs, penalties, losses, fees (including without limitation, expert witness and attorneys' fees), damages, and liabilities whatsoever for, among other things, bodily injury, death, disease, property damage, and personal injury, arising out of or related to activities conducted by the User, its agents, employees, or participants in the activities. User's obligations under this indemnity shall survive the expiration or termination of this Agreement for any reason.

B) Without limiting User's indemnity obligations above, User shall purchase and maintain in effect a General Liability Insurance policy or policies covering claims for damages because of personal injury, bodily injury, sickness, disease, or death. User shall obtain and maintain the minimum insurance coverage set forth below. By requiring such minimum insurance, The University of Oklahoma and the National Weather Center shall not be deemed or construed to have assessed the risk that may be applicable to the User under this contract. The User shall assess its own risks and if it deems appropriate and/or prudent, maintain higher limits and/or broader coverage. The User is not relieved of any liability or other obligations assumed or pursuant to the Contract by reason of its failure to obtain or maintain insurance in sufficient amounts, duration, or types.

The User shall carry the following limits of liability as required below:

Commercial General Liability

General Aggregate	\$2,000,000
Products/Completed Operations Aggregate	\$2,000,000
Each Occurrence Limit	\$1,000,000
Personal/Advertising Injury	\$1,000,000
Fire Damage (Any One Fire)	\$ 100,000
Medical Payments (Any One Person)	\$ 5,000

User shall name the Board of Regents, University of Oklahoma and its officers, employees, agents, and volunteers as Additional Insureds. Further, all policies of insurance shall:

1. Be on a primary basis, non-contributory with any other insurance coverage and/or self-insurance carried by the University of Oklahoma.
2. Include a Waiver of Subrogation Clause.
3. Include a Separation of Insured's Clause (Cross Liability)
4. Not be non-renewed, cancelled or materially changed or altered unless thirty (30) days advance written notice via certified mail is provided to the University of Oklahoma.

Prior to use of University facilities, User shall furnish the College of Atmospheric and Geographic Sciences with certificates of insurance reasonably acceptable to the University showing that insurance coverages required herein have been provided. All certificates and insurance policies required herein shall contain a provision that coverages afforded under the policies shall not be canceled, reduced or otherwise materially changed, or allowed to expire until at least 30 days' prior written notice has been given to the University. The policy or policies shall name the Board of Regents of the University of Oklahoma as an additional named insured and shall be endorsed to be primary and non- contributory to any insurance which may be maintained by or on behalf of said additional named insured.

Event Organizer's Signature \_\_\_\_\_ Date \_\_\_\_\_