

# Thurman J. White Forum Building

## Policies and Procedures

By submitting this form, I agree that I have read, understand, and agree to comply with all related policies and procedures and recognize that I may be held responsible for any violation of the appropriate Facility Use Policy, Student Code, University Policy, and State, Local, or Federal law committed by me or my guests.

Some types of student events require liability insurance. Please check with your advisor and review the Risk Management Policy for Student Organizations found at [www.studentlife.ou.edu](http://www.studentlife.ou.edu)

Groups or individuals will be held liable if any of their members or attendees cause damage to the facility. Fees may be applied in certain circumstances such as additional cleaning, repair to damaged dividing walls if moved, damage caused to furniture and damage to any AV equipment. Please do not adjust or alter any A/V equipment without staff permission. If assistance is needed, please contact staff in the building or call the assistance number posted in the room.

### SPACE RESERVATION COSTS

Interior and exterior space adjacent to the Thurman J White Forum Building shall be reserved through the Forum Reservations Office and is assigned in the order requests are received. To view current Prices please go to our website. Our services are listed as Conference Serves under the Programs drop down.

You may also contact staff to get current prices at 405-325-4318 or by email at [conferenceservices@ou.edu](mailto:conferenceservices@ou.edu)

The Forum reserves the right to move any reservation to another space; however, every effort will be made to provide comparable space and services.

### ADVANCED RESERVATION PROCEDURES

The deadline for submitting any reservation is three full working days prior to the event (e.g. If an event is planned for Monday, the request needs to be submitted no later than 5:00 PM the Wednesday before). Details on how to reserve space are listed below:

- University Departments and Non-University groups may request for space up to 2 years in advance. Requests for future reservations may be submitted immediately following the conclusion of the event during the current year.
  - Reservations scheduled more than one year in advance may not be guaranteed set pricing, including rooms, equipment, and staffing fees. The fee schedule is subject to change each fiscal year and will be set on the date one year prior to scheduled event.
  - Reservation requests more than 2 years in advance will require approval from the Forum and Conference Services Director
  - Reservations may be made through the "OU RESERVE" website or by contacting Forum Reservations at 405-325-4318 or [conferenceservices@ou.edu](mailto:conferenceservices@ou.edu)

### ROOM EQUIPMENT AND SETUP ARRANGEMENTS

The Forum provides complimentary dry-erase boards, standing lecterns, and podiums when reserving a room. A/V packages, microphones, and additional equipment available for rent through the Forum. No outside equipment unless authorized by the Forum Reservations Office. Setup and equipment needs should be requested at least three full working days prior to the event. Price quotes for technical fees and/or audio-visual equipment given more than three months in advance are subject to change.

### ROOM CONDITIONS AND TIMES AVAILABLE

Meeting rooms will be available approximately half an hour before the scheduled event. The condition of all rooms in the Forum is checked before and after each event. Furniture in any of the rooms should

not be removed or rearranged. Any adjustments in room arrangements should only be made after coordinating with staff. Each room contains a phone number for a staff member on sight. If alterations are made to the setup of the rooms without proper communication, guests are subject to reset fees listed on our website.

University Departments and Student Organizations using the space are held responsible for leaving the room in the same condition in which it was found. Student organizations and University departments may not sponsor outside groups, contractors, vendors, or organizations.

### **FRONTING**

Registered student organizations, or University departments may not serve as “fronts” for other groups to obtain reduced rates on meeting spaces for any outside organization or off-campus user. An external event is one in which over 50% of event attendees are comprised of off-campus people having no affiliation with the University. If fronting is discovered, external event rental rates will apply.

Forum & Conference Services will make the final determination as to the internal vs. external event status for purposes of room rates.

### **ACADEMIC CLASSES**

Regular academic classes may not be held in the Thurman J. White Forum Building on the basis that the university assigns classroom space in designated classroom buildings for regularly scheduled classes; Forum facilities are reserved for gatherings which are not scheduled as regular class activities. Special permission must be granted for courses to be held at a negotiated rate.

### **BUILDING POLICIES**

- All tables used for dining must be covered with table linens or plastic table coverings.
- All tables must have runner mats.
- Activities must remain confined to the room(s) reserved by the group.
- Banners, posters, or other materials may only be attached using masking tape, painter’s tape, or 3M Command strips. Other tapes (including scotch or duct tape) are not permitted.
- Furniture or equipment in the Forum may not be removed from the building.
- All caterers must remove all food and supplies promptly at the conclusion of the event.
- The University is not responsible for any goods or materials brought into the Forum by event planners or outside contractors that are damaged or stolen.
  - Furniture or equipment in the Forum shall not be removed from the building.
  - University shall not be responsible for any goods and materials brought in by event planners or outside contractors that are damaged or stolen while in the Forum Building.

Any violation of building policies will result in a damage charge and/or loss of reservation privileges.

### **Prohibited Materials & Activities**

#### **Paints, Dyes, & Color Materials**

- Paint of any kind (only water-based paint is permitted and may only be used in corridors or outdoor areas; not allowed inside rooms)
- Tie-dye activities
- Ink pads and stamp inks
- Permanent markers (not allowed in any rooms; dry-erase markers will be provided for whiteboards)

#### **Craft & Sensory Materials**

- Modeling clay
- Play-Doh
- Slime, putty, kinetic sand
- Water beads
- Chalk (including liquid chalk)

### **Decorative & Loose Materials**

- Glitter (all types)
- Confetti or loose sequins (paper or plastic)
- Fake snow
- Tinsel
- Moss
- Hay or straw
- Loose real floral petals
- Sand

### **Adhesives, Sprays, & Effects**

- Spray adhesive
- Silly string
- Fog machines
- Bubble machines

### **Fire & Safety Restrictions**

- Candles
- Any open-flame items (including tiki lamps, oil lamps, and torches)
- Popping inflatable balloons inside the building is not permitted

### **FORUM ROOM TECHNICIAN**

A Forum & Conference Services A/V Technician may sometimes be needed for the Forum Room located upstairs. If someone is needed to help run equipment for a long period of time. Check with staff for pricing.

### **CATERING**

- Beverages
  - Arrangements for all beverages should be made through OU Forum & Conference Services at least three working days prior to event. All beverages must be purchases through the Forum unless approval has been given through the Forum Reservation Office.
- Food
  - You can use any caterer for food service in the Forum Building

### **STATE AND FEDERAL TAXES**

State and federal taxes will be charged when applicable

### **ALCOHOL SERVICE**

Alcoholic beverages may be served only by a licensed liquor handler. The serving of alcoholic beverages must comply with Oklahoma State Statutes. Alcoholic beverages will not be served to individuals under the age of 21.

1. No alcoholic beverages may be brought into the Forum Building by the Organization or guests under any circumstances.
2. Serving alcoholic beverages will be terminated no later than forty-five (45) minutes prior to the conclusion of an event.
3. Neither the Organization, nor their guests will be allowed to take alcoholic beverages outside of the space rented for the event, including restrooms and spaces rented by other Organizations
4. Under no circumstances shall alcoholic beverages be permitted in outdoor spaces.

All campus-affiliated student organizations and all students who are currently enrolled at the University of Oklahoma or are pre-enrolled for subsequent semesters and have attended the institution for at least one semester in the current or past academic year are responsible for following applicable federal, state and local laws, the Student Rights and Responsibilities Code, and the Student Alcohol Policy. The Forum reserves the right, at its sole discretion, to require a security guard for which Organization would be liable

for the charges.

**SPECIAL SERVICE CHARGES**

Special service charges will apply in the event the reserved space requires an extra clean up, non-customary setup, or if the facility is damaged in any way. Charges will be assessed for excessive litter, and unusual cleanup caused by decorations and/or literature. Tape, nails or tacks cannot be put on any surface of the Forum building. Any damage to any surface will result in a damage fee.

**OVERTIME**

A charge of \$75.00 per hour will be applied to any reservation requiring the Forum to remain open after 10:01PM.

## **PAYMENT OF SERVICE**

Payment is due within 30 days of receipt of invoice, except when organization is an agency of the State of Oklahoma, then payment is due within 45 days of receipt of invoice.

## **CANCELLATION AND NO-SHOW POLICY**

Cancellations must be submitted to the Forum in writing at [conferenceservices@ou.edu](mailto:conferenceservices@ou.edu).

University departments and RSO sponsored external events will incur the following cancellation fees:

1. All fees will be waived if cancellations are received more than thirty (30) days prior to the scheduled event.
2. If cancellations are received between thirty (30) and ten (10) days prior to the scheduled event, a cancellation fee equal to all the direct costs incurred up to that time and fifty percent (50%) of the total room rental fees.
3. The full rental fee and all direct costs incurred up to that time will be charged for events that are cancelled less than ten (10) days prior to the scheduled event.
4. A confirmed event may be rescheduled once without penalty. Any subsequent change in the date of an event will result in a penalty of fifty percent (50%) of the total fees.

For groups holding a no-fee reservation on space, cancellations must be submitted in writing to [conferenceservices@ou.edu](mailto:conferenceservices@ou.edu) a minimum of 72 hours prior to the start of the reservation start time. In the absence of such notification, the organization or department will incur a “no-show”. Reserved space is considered abandoned after 30 minutes have passed from the scheduled start of the reservation and will result in a “no-show”.

- A warning is issued for the first no-show of the semester and documented on the reserving group’s account.
- A final warning is issued for the second no-show of the semester and documented on the reserving group’s account.
- A third no-show violation will result in suspension of the organization from reserving space in the Henderson Tolson Cultural Center, Jim Thorpe Multicultural Center, or Oklahoma Memorial

FCS reserves the right to cancel an event due to inclement weather. An event cancelled due to inclement weather conditions will not incur any charges.

## **PARKING**

During events, the Forum Building offers parking permits to those attending events in the building. These permits can be used in the Forum Lot, the Faculty/Staff Lot, (areas in gray on the map and as space allows), any open spaces around the PACS/Outreach complex, the first level of the Jenkins Garage, and the Timberdell Garage. The parking permit must be displayed on the dashboard in all of these areas.

## **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 that occur to the space during the time it is reserved by the RSO or University Department. The Forum reserves the right to inspect and control all functions. The Forum will not assume responsibility for the damage to, or loss of, any merchandise or personal property.

Activities taking place in the Forum may not include unnecessarily risky activities for the safety of guests and preservation of Forum resources; unnecessarily risky activities include any type of contact sport.

By submitting this form, I agree that I have read, understand, and agree to comply with the Forum's Policies and Procedures and recognize that I may be held responsible for any violation of the Facility Use Policy, Student Code, University Policy, and State, Local, or Federal law committed by me or my guests.

For accommodations on the basis of disability for you or your guest(s), call (405) 325-4318 or email [conferenceservices@ou.edu](mailto:conferenceservices@ou.edu)