

OKLAHOMA STATE UNIVERSITY - OKLAHOMA CITY (OSU-OKC)
Tenant Event Notification Form

Organization Name: _____

Contact/ Event Coordinator: _____ E-Mail: _____

Address: _____ Phone Number: _____

Name of Event: _____

Date of Event: _____

Start Time: _____ End Time: _____

Estimated number of Attendance: _____ (No. of University Guests: _____ No. of Non-University Guests _____)

Location of event (WEC building, Variety Care, etc.):

Event Description (Please address security, housekeeping, minors, hours... etc):

Impacts to OSU-OKC campus and services needed; please check all that apply:

No anticipated impacts

Security personal needed Housekeeping needed Minors on Campus

Food Truck on campus Event will end after 10pm Media

Do you need to rent meeting space from OSU-OKC? Yes No

If Yes, what spaces are needed: Classroom Computer lab Auditorium

Other: _____

Do you need to order food/beverages? Yes No

I hereby verify that I have read and understand the foregoing contract and agree to all terms and conditions as set forth in the Facility Use Agreement Form. I agree to abide by and be responsible for the enforcement of all rules and regulations set forth herein and those of OSU-OKC. To the extent allowed by law, I further agree to indemnify and hold harmless OSU-OKC, the OSU A&M Board of Regents and the State of Oklahoma against any and all liability for damages arising from accidents or torts based on negligence of my agency, our employees or our agents while our scheduled event is being conducted on the OSU-OKC campus.

Signature

Date

Organization

Printed Name and Title

Facility Use Agreement Form

We look forward to hosting you on campus. The following policies will help ensure a safe and well-planned event.

1. **OSU-OKC reserves the right to cancel or restrict any facility use at its discretion.** This includes (but is not limited) to potential damage to property or facilities and groups with prior financial obligations to OSU-OKC or its entities.
2. **OSU-OKC is a tobacco and smoke (including vaping) free campus. All participants must refrain from smoking on campus.**
3. The possession and/or consumption of alcoholic beverages on campus, controlled or dangerous substance, firearms or weapons on OSU-OKC property is prohibited. Any individual(s) in violation of these terms may be removed from campus. Prohibited items will be removed from the property.
4. All signs and decorations must be approved in advance by an authorized OSU-OKC representative. No flammable materials or confetti may be used for decorations, and in compliance with fire code. The use of tape, tacks, staples, glue or nails on doors or walls is prohibited. Individuals or organizations will be held responsible for any negligent or intentional damage to OSU-OKC equipment and property. Any such damage or excessive cleaning will be charged to the responsible party. The facility must be returned to the same condition as before the event.
5. The OSU-OKC campus food service has exclusive rights to provide all food and beverages served on campus. No other food or beverages may be provided without prior approval of the food service manager. Infractions are subject to a surcharge and restrictions on future facility use. Excess food will be retained by OSU-OKC food service unless prior arrangements have been made.
6. OSU-OKC is not responsible for lost or stolen items while on the OSU-OKC campus. Items found will be turned in to campus security, BT 100, (405) 945-3253.
7. OSU-OKC does not carry insurance coverage for off-campus participants and, therefore, is not held liable for accidents or injuries that may occur while using any facilities. As a result, OSU-OKC requires each organization to carry its own insurance.
8. The sponsoring organization will be responsible for the conduct of the participants and all insurance of participants, including liability and hospitalization.
9. OSU-OKC requires the sponsoring organization to provide one (1) adult per every ten (10) minor participants. "Minor participants" is defined as any person under the age of 18. These adult staff will be responsible for:
 - a) Preventing excessive noise and inappropriate behavior in rooms and common areas.
 - b) Providing first aid services when/if necessary. Medical services are not the responsibility of OSU-OKC.
 - c) Immediately notifying OSU-OKC staff of problems with the facilities or of any injuries. 405-945-3238 or 405-945-6767.
10. **Ordinary courtesy will be expected at all times. All events and vendors must maintain a noise level that is not disruptive to other activities taking place. A decibel restriction of the following: Inside of the Student Center-85 decibel; outside in the courtyard, sidewalks and open spaces-65 decibels.**
(www.osuokc.edu/eventservices/policies.aspx) Business solicitation is prohibited on campus unless an exhibit table has been rented in advance.
11. All events must be shut down, cleaned up and all guest and participants must vacate the building by 10:00pm. Failure to comply will result in an additional charge of \$500.00 per hour for every hour past 10:00 pm.
12. Cancellations are requested no later than five (5) business days prior to the scheduled event. A cancellation fee, usually in the amount of the reservation fee, and any other costs incurred may be charged if the cancellation is received after that date.
13. Fishing and/or swimming is prohibited in all OSU-OKC ponds.
14. A decision to close the campus because of inclement weather or other adverse conditions will be made as early as possible. Watch or listen for news broadcasts on local stations. Also, the OSU-Oklahoma City website (www.osuokc.edu) will detail whether the campus is closed or delayed.
15. **In case of emergencies, contact campus security at 945-9111. You may use any phone on campus, and may dial 111 as well.**