

**OKLAHOMA STATE UNIVERSITY - OKLAHOMA CITY (OSU-OKC)  
FACILITY USE AGREEMENT**

\_\_\_\_\_  
Name of Event

\_\_\_\_\_  
Date of Event

**OSU-OKC CENTER FOR SAFETY AND EMERGENCY PREPAREDNESS**

Location of Event

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. The possession and/or consumption of alcoholic beverages, controlled or dangerous substance, firearms or weapons on OSU-OKC property is prohibited. Any individual(s) found to have any of these prohibited items will be reported to campus security. Prohibited items are subject to confiscation by campus security.
3. 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. 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.
4. The OSU-OKC campus food service vendor has an exclusive contract to have first-right to provide all food and beverages served on campus. No other food or beverages may be provided without prior approval of the food service vendor. 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.
5. 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.
6. 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.
7. The sponsoring organization will be responsible for the conduct of the participants and all insurance of participants, including liability and hospitalization.
8. OSU-OKC requires the sponsoring organization 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.
9. Ordinary courtesy will be expected at all times. All events must maintain a noise level that is not disruptive to other activities taking place. Business solicitation is prohibited on campus unless an exhibit table has been rented.
10. All events must end by 11:00 pm and the facility completely vacant of all event guests, entertainers, speakers, and all other individuals by 12:00 am, unless pre-authorized in writing by an authorized OSU-OKC representative. Failure to comply will result in an additional charge of \$100.00 per hour for every hour past 12:00 am.
11. 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.
12. Fishing and/or swimming is prohibited in all OSU-OKC ponds.
- 13. In case of emergencies, contact campus security at 945-3253 or radio phone patch at 945-9111.**

I hereby verify that I have read and understand the foregoing contract and agree to all terms and conditions as set forth above. 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