

OSU-OKC SPACE RENTAL POLICY AND PROCEDURES

1. As a publicly supported institution, campus facilities are available not only to students, faculty and staff, but to the general public as well.
 - a. Facilities of the campus are not available to persons or groups whose presence does not contribute to the institution's educational mission.
2. In general, rental spaces are intended primarily for use by students, faculty, staff, alumni and guests of the campus for programs which will enhance the educational (credit or non-credit), social, cultural and recreational development of individuals. As space is available, it may be reserved by organizations not affiliated with OSU-OKC by contacting the Event Services Office.
 - a. The use of the Student Center conference rooms, academic classrooms, auditorium, lab spaces and any other facility rental will be available for:
 - Student groups which have membership representation at OSU-OKC and the meetings of which have a relationship to academic programs or to campus activities
 - Educational meetings sponsored by departments, divisions or management units of the OSU-OKC campus
 - Educational meetings sponsored by departments, divisions or management units of OSU-OKC in conjunction with outside organizations and approved for sponsorship by the appropriate Vice President and the President
 - Professional, scientific, and educational organizations having state or national recognition
 - Educational organizations which are professionally recognized or have a direct relationship to elementary or secondary schools or to colleges and universities, either public or private
 - Organizations other than educational which present programs that make use of the academic resources of the institution as deemed appropriate by the authorizing Vice President or the President
 - Meetings, short courses, institutes, and conferences requiring facilities
 - Local activities which contribute to the mission of OSU-OKC
3. All use of the Student Center and its conference room space must comply with applicable laws, policies and Student Center bond requirements. Any exception to these guidelines must be approved in advance by the appropriate Vice President and the President.

4. As a general rule, rental space will require direct or indirect compensation. Exceptions must be approved by the appropriate Vice President and the President.
 - a. The Student Center conference rooms, academic classrooms, auditorium and lab spaces are not compensated through OSU-OKC academic fees for meetings. Student fees do cover some of the overhead and maintenance. OSU-OKC student groups do not pay a rental fee for space.
 - b. Event fees will be charged for off-campus groups unless sponsored by OSU-OKC with a sponsorship form approved by the appropriate VP and President.
5. While there is normally no charge for rental space used by OSU-OKC faculty and staff, it should be noted that:
 - The meeting or event must be sponsored by an OSU-OKC recognized faculty or staff group and authorized by the appropriate Vice President and the President;
 - The nature of the meeting or event is within the recognized purposes of OSU-OKC and is intended for members of the sponsoring group, or for students, faculty and staff of OSU-OKC, and;
 - Should the group charge admission or registration fees and/or donations are received to generate income for the group, the VP in charge should note the purpose of this event (such as fundraising). If revenue will be generated in excess of the direct program costs, and profit will be made, there **may** be a nominal rental fee charged to cover operational costs.

SPONSORSHIPS

1. A rental fee, technical fee or setup fee may be assessed for use of the Student Center or other facilities when the sponsoring group requires equipment, staging, staffing, etc. beyond that which is normally provided for the facility being reserved.
2. The sponsoring OSU-OKC contact person will have direct control/involvement in the event including, but not limited to, the following:
 - Verify the event directly relates to the mission of their department and OSU-OKC
 - Request and tentatively reserve campus facilities with Event Services
 - Complete the Request for Sponsorship form and obtain department Division Head or Director approvals
 - Ensure the event organization contact person is aware of OSU-OKC Policies and Procedures and has signed/returned the OSU-OKC Facility Use Agreement
 - Serve as the OSU-OKC host for the event. (i.e. provide a “welcome greeting” to the group, coordinate OSU-OKC publicity/recognition through the Public Relations office, provide appropriate promotional materials, or other similar activities)

3. Steps to Request Sponsorship

- Organization initiates the request for sponsoring with the OSU-OKC Department
- The OSU-OKC applicant tentatively reserves campus facilities with the Event Services Office
- Event Services completes the estimated requested resources on the Request for Sponsorship form and e-mails it to the OSU-OKC applicant
- The OSU-OKC applicant completes the top two sections of the Request for Sponsorship form, prints the form and obtains their departmental Division Head or Director approval signature. The form should then be emailed to the appropriate Vice President and President for final authorization
- The completed form is sent to the Event Services Office for scheduling of space
- Event Services sends a copy of the authorized Request for Sponsorship and the Event Confirmation to the OSU-OKC applicant

POLICIES AND FAST FACTS

1. Alcohol/Drugs/Firearms: The use and/or consumption of alcoholic beverages, drugs, or firearms on OSU-OKC property are prohibited. Any individual(s) found to have any of these prohibited items will be reported to campus security and will be subject to arrest and criminal prosecution. Prohibited items are subject to confiscation by campus security.
2. Smoking/Tobacco: No smoking, tobacco products or “vaping” are permitted in any buildings on the OSU - OKC campus.
3. Billing: Invoices for the use of the facility will be mailed the first day of the month of the scheduled event unless requested in advance. Payment is due in full 30 days from the date of the invoice. Deposits are not required from organizations with an established payment history with OSU-OKC.
4. Cancellation: All Cancellations must be made to the Events Services Office no later than 3 business days prior to the scheduled event. The Event Services Office will notify Cowboy Catering and other campus services of the cancellation. *If cancellations are received after the deadline, a cancellation fee may be assessed. Cowboy Catering cancellations received 24 hours prior to the event may be assessed a charge of 40% of the guaranteed number. Cancellations received less than 24 hours prior to the event will be charged 100% of the guaranteed number.*
5. Catering: OSU - OKC has an exclusive contract with the on-campus caterer, Cowboy Catering. All food and beverages must be purchased through the caterer. No outside catering may be provided. The caterer reserves the right to waive this requirement if the event is not held during normal operating hours or if the number of expected attendees is less than 20 people.

- a. If catering is requested, contact the Cowboy Catering, (405) 945-3398, to plan the menu. This should be done at least 10 business days prior to the event and 14 business days prior to the event if a group of 200 or more is to be served. *A guaranteed number of attendees are required 3 business days prior to the event.* You will be charged the amount of the guaranteed number or the number served, whichever is greater.
 - b. All food tables will be appropriately covered when catering services are requested.
6. Decorations: May be used provided the facility is restored to the same condition as before the event. Tacks, nails or tape of any kind are not permitted on walls or doors within the Student Center and other rental spaces; however, reusable, non-damaging plastic adhesives may be used. Use of candles is not permitted without prior approval from the Event Services Manager. Rooms left excessively dirty or with carpet stains or debris may result in an additional cleaning fee charged to the user.
 - a. If requesting tablecloths/skirting for general meetings, please contact the Catering department at 405-945-3398.
7. Emergencies: Any concerns (i.e. room temperature, spills, accidents, and equipment problems) that require immediate attention should be reported as soon as possible to the Event Services office. If operations staff is unavailable, concerns should be reported to Campus Security by dialing x111 from any campus phone or by calling 945-9111.
8. Liability: Users of the Student Center shall be responsible for the care of the facility and equipment during their event. The person signing the Facility Use Agreement assumes responsibility for payment of damages resulting from misuse of the facility or equipment. The organization or person using the Student Center and other rental spaces shall guarantee orderly behavior of any and all persons using the facility and shall be liable for any property damage to the facility or equipment and for any personal injury to any participant or spectator. Children must be supervised at all times by responsible adults provided by the sponsoring person or organization.
9. Parking: There is no charge for parking in any OSU-OKC lots. Guests are encouraged to park in visitor parking on the south side of the Student Center but are welcome to park in any of the campus lots. Please be aware that parking may be limited when classes are in session.
10. Political Groups: All political parties will have equal access to the OSU - OKC facilities based upon availability. Any political groups using OSU - OKC facilities will be charged according to our published rate structure.

RESERVING SPACE

1. Space must be reserved through the Events Services Office. All reservations will be made on first-come, first-served basis, subject to availability of space, number of attendees and compliance with the guidelines set forth in these policies.
2. Requests for space by groups not affiliated with OSU-OKC may require additional time for confirmation. An immediate response may not be the rule, as scheduling must be compatible with the OSU-OKC master calendar and availability of conference rooms, academic classrooms, and auditorium and lab spaces.
3. A *Facility Use Agreement* form must be signed by all off-campus groups and returned to the Event Services Office. This agreement may also be required of campus groups at the discretion of the Event Services Manager.
4. The Event Services Office reserves the right, if necessary, to make room changes to better accommodate scheduling conflicts. Considerable care will be given to insure comparable meeting space. If a room change is necessary, the customer will be notified in advance.

OSU-OKC BUILDING AND OPERATING HOURS POLICY

1. Determination of building and service hours shall be based on the following criteria:
 - a. The OSU-OKC calendar
 - b. Special events in the Student Center or on campus
 - c. Budget constraints
2. Building hours will normally be from 7:00am to 10:00pm, Monday through Friday
3. Individuals and groups will not be able to gain access to any space before or after established building hours, except with expressed written permission of the Event Services Manager.
4. Special events or program activities which require the building to be open outside of the normal operating hours must make special arrangements through the Event Services office and must be approved by the Manager, Security and by the appropriate Vice President and the President. Sponsors of such events will be charged a per hour rate sufficient to cover all direct costs involved in the extra hours of operations. The rates established by Student Center Management are: \$50/hr. minimum after hours charge, plus \$20/hr. for additional staff persons required to provide necessary services for nonstudent groups. If additional security is required, it will be at the expense of the sponsoring organization.

5. Academic buildings are restricted to institutional events only and not considered an open forum space.
6. Occupational Comfort Noise Level:
 - a. **Indoor Noise Level**
 - I. The National Institute for Occupational Safety and Health (NIOSH) has recommended that all worker exposures to noise should be controlled below a level equivalent to 85 dBA for eight hours to minimize occupational noise induced hearing loss. From: <https://www.osha.gov/SLTC/noisehearingconservation/>
 - II. For a chart of typical decibel levels, as well as the NIOSH and OSHA Daily permissible Noise Level Exposure, see this website: <http://www.gcaudio.com/resources/howtos/loudness.html>
 - b. **Outdoor Noise Level**
 - I. City of Oklahoma City Noise Ordinance: https://www2.municode.com/library/ok/oklahoma_city/codes/code_of_ordinances?nodeId=OKMUCO2010_CH34NO
 - II. The following is a screen capture of the chart of allowable Sound Levels within the City of Oklahoma City based on Zoning. The OSU-OKC campus is technically zoned “R-1”.

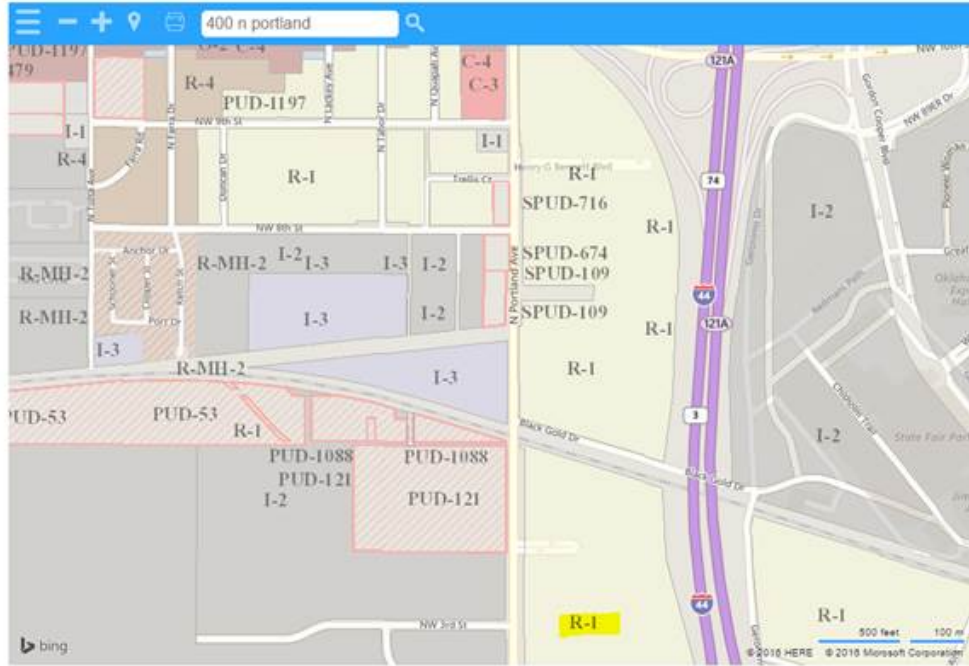
§ 34-12. - Table of sound level limits.



The following table shall apply to the provisions of this chapter:

TABLE I. LIMITING SOUND LEVELS FOR LAND USE DISTRICTS

Zoning district classifications	time	percentile sound level limits, dBA	
		L ⁹⁰	L ¹⁰
R-A, RA-2, R-1, HP, R-1ZL, R-2, R-3, R-3M, R-4, R-4M, R-MH-1, R-MH-2, NC*, C-CBD*, PUD*, SPUD*, CUP*, BC*, NB*, DBD*, DTD-1*, DTD-2* (residential)	7:00 a.m.—10:00 p.m. 10:00 p.m.—7:00 a.m.	55 dBA 50 dBA	65 dBA 60 dBA
O-1, O-2, RC, C-1, C-2, C-3, C-4, C-CBD*, C-HC, SYD, NC*, PUD*, SPUD*, CUP*, BC*, NB*, DBD*, DTD-1*, DTD-2* (commercial or business)	7:00 a.m.—10:00 p.m. 10:00 p.m.—7:00 a.m.	60 dBA 55 dBA	70 dBA 65 dBA
AA, TP, I-1, I-2, I-3, PUD*, SPUD*, CUP*, BC*, DBD*, DTD-1*, DTD-2* (industrial or agricultural)	7:00 a.m.—10:00 p.m. 10:00 p.m.—7:00 a.m.	70 dBA 70 dBA	80 dBA 80 dBA



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