

**OKLAHOMA STATE UNIVERSITY - OKLAHOMA CITY  
FACILITY USE AGREEMENT**

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

\_\_\_\_\_  
Date 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 any reservation (should circumstances necessitate such action), provided we have notified the affected party or organization two (2) weeks in advance.
2. OSU-OKC reserves the right to deny any activity or equipment usage that could damage the school or its contents.
3. The use and/or consumption of alcoholic beverages, drugs, or firearms on OSU-OKC property is 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.
4. Requests for any articles to be placed on doors, glass or walls or otherwise displayed (including decorations) must be approved in advance by an authorized OSU-OKC representative. The use of adhesive tape, thumb tacks or nails on doors or walls is prohibited. Easels are available upon request for signs and displays.
5. The OSU-OKC campus food service vendor has an exclusive contract to have first-right to provide all food and beverage served on campus. No other food or beverages may be provided without the prior approval of the food service vendor. Infractions are subject to a surcharge.
6. State of Oklahoma health regulations dictate that all food prepared by the OSU-OKC food service vendor must be consumed at the time and place of the function; therefore, excess food will be retained by the OSU-OKC food service vendor.
7. OSU-OKC is not responsible for lost or stolen items while on the OSU-OKC campus. Items found will be turned in to Lost and Found located at the Information Center (1<sup>st</sup> floor). At the end of each day, all lost and found items will be turned in to campus security.
8. Individuals or organizations will be held responsible for any negligent or intentional damage to OSU-OKC equipment and property. Any such damage occurring during a scheduled event will be charged to the responsible party.
9. OSU-OKC does not carry insurance coverage to off-campus participants and, therefore, is not held liable for accidents or injuries which may occur while using any facilities. As a result, OSU-OKC requires each organization to carry its own insurance.
10. The sponsoring organization will be responsible for the conduct of the participants and all insurance of participants, including liability and hospitalization.
11. 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) Discouraging excessive noise 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 any problems with the building or of any injuries.
12. Ordinary courtesy will be expected at all times. Promotional or motivational type meetings must maintain a noise level that is not disruptive to other events taking place. Solicitation of others outside the meeting is prohibited.
13. All events must end by 11:00 pm and the building 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.
14. 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.
15. In case of emergencies, contact campus security at 945-3253 or radio phone patch 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. 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

Approved V.P. Council 5-11-98