

Regents Room Facility Request Form

To reserve the USAO Ballroom in the Student Center, you must complete this form in its entirety. Your reservation is marked tentative until the form is approved and fees are paid. See fees on page 2.

1. Basics

Today's date _____ Event date _____ Event name _____

Time event begins (as published or advertised) _____ Time building should be open for set-up _____

Time building should be locked after event _____ Estimated number of guests _____

Security (Notice: USAO requires security at events where alcohol is served.) Custodian

Outside event (not sponsored by USAO)

USAO-sponsored event Account name _____ Account number _____

2. Contact Info

Booking Rep (filling out this form) _____ Phone _____

Event-day Contact (physically present at event) _____ Phone _____

Payee (who pays the bill?) _____ Phone _____

Payee Address _____

City, State, Zip _____ Email _____

Signature _____

(By signing this, I agree to abide by all University regulations, as listed on page 2 of this form. I also assume responsibility for damage to University property.)

3. Equipment Needs Mark all that apply:

- No equipment needs
- Lectern for presenter, with one mic
- Hand-held mic in stand, number _____
- Wall-mounted TV screens
- Tech rehearsal (Required for all events that need A/V support):
Technicians are available Monday-Friday from 8 a.m. -5 p.m.
Scheduled time/date _____

* Laptops are available through the USAO IT Department and can be requested by emailing ithelpdesk@usao.edu.

NOTICE: Technology needs are not guaranteed until you have met with the Technical Director, 405-574-1264. We require a rehearsal on our equipment in this space if you plan to play a DVD or CD.

4. Food Service

- Yes, I need food service. (See fees on page 2)
- No, I am not serving food or refreshments at my event.

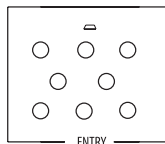
Food service arrangements must be made directly with Campus Dining Services at 405-224-6050. No food or drink is permitted unless purchased from Campus Dining Services.

To help you plan your meeting or reception at USAO, a variety of menus are available at usaodining.sodexomyway.com/catering. Contact 405-574-1254 for more information regarding food services.

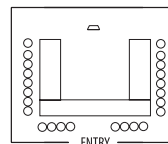
5. Room Layout

To assist our staff in preparing for your event, please choose a room layout that works best for your planned event.

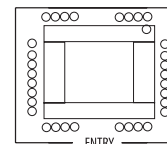
Note: In the Regents Room there are two 50-inch TV monitors on the west wall. The media cabinet is located on the south wall.



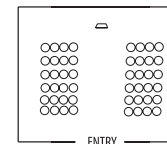
Banquet 1
Ideal for seated banquets up to 50 guests, table-served food. If buffet is needed, it can be set up in the lobby because it won't fit in the room with maximum 8 tables.



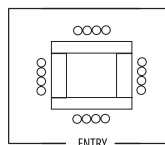
Banquet 2
Ideal for meetings with food, up to 18 guests. Plenty of room for presenter and displays on west wall.



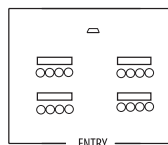
Banquet 3
Ideal for meetings with food, up to 24 guests. Room for presenter and displays on west wall.



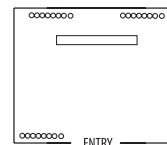
Lecture
Ideal for lectures up to 50 guests.



Banquet 4
Ideal for meetings with food, up to 16 guests. Room for presenter and displays on west wall.



Conference
Ideal for meetings with food, up to 20 guests. Room for presenter and displays on west wall.



Reception
Ideal for come-and-go receptions with hors d'oeuvres, up to 80 guests. Refreshments on table at center, chairs along the walls.

OFFICIAL USE ONLY

Approved

Facility _____ Personnel _____ Equipment _____ Facilities Mgmt _____

Post to web calendar _____ Billing _____ Security Dep _____

Welcome to USAO. We are pleased to host your event. If you have questions about facilities at USAO, please call Student Services at 405-574-1278 Monday-Friday from 8 a.m.-5 p.m.

REGULATIONS

Please prepare and submit this form to the Office of Student Services, located in Student Center 303. You may fax this form to 405-574-1220 or email to fr@usao.edu. When you submit this form, you are making a "booking hold." Your event is not confirmed until it is approved and fees are paid. All blocks on the front must be filled out, and you must confirm your facility reservation in person or by phone, 405-574-1278.

1. No outside catering is permitted except for wedding cake. Please discuss your plans with Campus Dining, 405-224-6050.
2. USAO is tobacco free, as are all state agencies. This means tobacco in any form, including but not limited to cigarettes, cigars, pipes, smokeless tobacco, electronic cigarettes (e-cigarettes), vaping devices and other tobacco products are prohibited on the campus property of USAO.
3. Alcoholic beverages are prohibited on University property except for alcohol catered through Campus Dining Services, which is licensed by the state. Alcohol must be consumed in the space where it's served, not outside or in other facilities. If alcohol is served at your event, additional security personnel are needed. See fees at right.
4. Posting decorations with tape, nails or thumb tacks to walls, doors, draperies, blinds, pews, drapes or other surfaces is **PROHIBITED** – in all campus facilities.
5. The following items are PROHIBITED in all facilities: lighted candles, fabric with glitter, ice sculptures, rice, bird seed, live rose petals, glitter (in any form), confetti, smoke/fog machines, duct tape. If you need to tape down any decorations or cords to the floor, please ask us for a roll of theater gaff tape, which leaves no residue.
6. Under Oklahoma State statutes, firearms are not allowed anywhere on University property.
7. The University will not be responsible for any personal equipment, clothing, and/or other items. If an item is found, it will be retained in Student Services. Call 405-574-1278 for lost and found.
8. All facility rental fees must be paid once reservations are approved. This amount is non-refundable.
9. To protect campus facilities, a security deposit is required for every event.

Capacity / Space / Use

Regents Room **50/banquet, 80/standing**
 Space is 31' x 32'. Ideal for luncheons, banquets and receptions. Ceiling height is 11'6". If you expect more than 60 guests, you might consider the Ballroom or Station 82.

FEES

Once your event is approved, you will be required to pay facilities fees within seven business days or your reservation will be forfeited. Facilities fees are paid to USAO. Catering fees are paid to Campus Dining separately.

Regents Room Rental Fee \$100 per two hours

Security deposit **\$500**
 **or the equivalent to the rental fee (whichever is lower)**

Charged to protect facilities. This will be refunded after the event if no damages are incurred.

Security personnel **\$25/hour**
 **(2-hour minimum)**

If we determine that additional security is needed for your event, the number of security personnel needed will be arranged through Student Services in consultation with Security. The hourly rate will be charged per staff needed.

Custodial **\$20/hour**

If we determine that additional custodial support is needed, arrangements are made through Student Services.

Audio Visual (A/V) technician **\$25/hour per technician**

If we determine that an A/V technician(s) is needed for your event, a two-hour minimum applies.

Additional multimedia equipment

If the A/V needs for your event can be satisfied easily with the equipment already installed in this facility, and without staff support, no additional charges will apply. However, you may be required to pay fees for the following:

Laptop rental.....**\$50**

Additional mics.....**\$20 each**

Once the equipment has been set to meet your needs, with or without a tech rehearsal, you may **NOT** adjust any settings to the preset equipment, including your personal equipment. If settings are changed, and the equipment quits working for your event, additional charges may be applied. Charges may include a tech to come after hours and reset the equipment.