

# Policy on the Use of USAO's Facilities

The purpose of the facilities at the University of Science and Arts of Oklahoma is to support the educational mission and strategic goals of the university. The facilities are available primarily for programs offered by and intended for the campus community. As a public institution, USAO also seeks to reach out and be accessible to the larger community. To the extent that space is available, the university welcomes community groups and organizations to utilize limited, designated spaces in certain campus facilities for purposes compatible with the university's mission and strategic goals.

The purpose of this policy is to set priorities for facilities usage, define scheduling procedures, and establish charges associated with event management and facility usage. Activities shall in no way violate the purposes, property, policies, procedures, or regulations of the university or federal and state laws. All organizations are expected to follow the rules and regulations governing the particular facility or grounds being used.

Permission to use a facility does not imply endorsement, sponsorship, or support by the university of the views, opinions, or programs of the users or speakers.

## SCOPE

This policy applies to all university and non-university groups using university facilities or grounds.

## DEFINITIONS

### Eligible Groups/Categories

1. Oklahoma statute has defined "Campus Community" as USAO students, administrators, faculty, staff, and their invited guests.
2. "Expressive Activity" protected under Oklahoma statute include but are not limited to the participation of the Campus Community in any lawful verbal, written, audio-visual or electronic means by which individuals may communicate ideas to one another, including peaceful assembly, protests, speeches, guest speakers, distribution of literature, carrying signs, and circulating petitions.
3. "Public" shall mean all persons and organizations who are not members of the Campus Community, as defined above.
4. University Group: an administrative or academic unit within the university, acting within the scope of their employment. Also included in this group are the intercollegiate athletic department and teams, university committees, task forces, governance bodies, and councils. USAO Faculty, Staff and Emeriti Faculty/Staff/Administration are considered as

“non-university groups” when not using the facility for University functions (Definition 6 states those guidelines).

5. Student Group: a group that has been recognized by Student Services as a “registered student group” under the rules of that office.
6. Non-University Groups: all other categories of prospective users, even though some of the members or participants may be university personnel, alumni, or students. “Non-University Group” may be an individual, not-for-profit (must have a 501(c) (3) letter on file to be considered a not-for-profit group), or for-profit organization.
7. University Events and University Related Events
  - University events carry out the instructional, research and public service mission and strategic goals of the university. University events also include other programs that are regular and normal functions of a USAO department or student group.
  - University related events are events, activities, meetings, conferences, seminars, and programs that involve a university group or a Student Group, and may involve a non-university co-sponsoring organization where the event is consistent with the stated mission of USAO, as long as no participation fees are charged.
8. University Events and University Related Events That Charge Fees
  - Events such as workshops, conferences, seminars, or campus activities that are planned by USAO departments and/or registered student organizations and may involve a non-university co-sponsoring organization that charges a participation fee.
9. Non-University Events
  - Events or activities organized by a non-university group.

## **PROCEDURE FOR SCHEDULING EVENTS**

All academic class scheduling is managed through the Office of Academic Affairs. Facility reservations for the Stevens Alumni House and all the athletic facilities are managed through the Advancement/Foundation Office. All other facility reservations must be made in the Office of Student Services. The University Master Calendar is kept in Student Services. The on-line calendar is managed by Communications and Marketing.

Facilities will be reserved and entered on the calendar for plays, rehearsals, musical events, and all the major on-campus activities. It is the responsibility of the university groups to schedule facilities desired for their individual use. If additional activities are planned during the trimester, or if changes are made on the University Master Calendar, Student Services should be notified in order to properly reflect space utilization.

## **CONDITIONS FOR ALL SPACE SCHEDULING**

1. Technical services provided by university department will be charged, when applicable, to the responsible organization or individual designated.
2. Depending on the nature of the event or activity, USAO Security may be required as a condition of the reservation.
3. Where requests are received at the same time from different groups, university groups shall have priority over non-university groups.
4. University faculty, staff and students cannot use their privilege as USAO employees or students to reserve facilities for non-university groups.
5. Non-university groups may be required to show advanced proof of insurance in an amount that meets or exceeds current institutional expectations. Proof must be provided in order to receive a final confirmation. Off-campus organizations, public service agencies, and off-campus College or College-related groups sponsoring campus events and meetings must sign a statement of financial responsibility and file it with the appropriate office prior to an event or meeting. The organization using USAO properties must name USAO Regents as additional insured at a minimum of one million dollars on their existing liability insurance policy for the date(s) of the event. USAO Regents must also be named a certificate holder. Campus events are reviewed by scheduling offices according to liability and risk factors.
6. As a general rule, once space has been reserved and confirmed, groups will not be rescheduled or moved. However, the university reserves the right, at its discretion, to move any group to another facility or reschedule an event to accommodate the needs of groups assigned a higher use priority by this policy or to maintain venue-specific needs or due to safety and/or security reasons.
7. Dates on which significant university events are scheduled will be unavailable for scheduling of non-university events. Such dates may include, but are not limited to, housing move-in, orientation, first day of classes, convocation, homecoming, final examinations, and commencement. These dates are posted on the university calendar for each term and are available on the university website.
8. The University is scheduled to be closed on designated holidays. Facilities Management may choose to accommodate a holiday request based on staffing availability.
9. Outdoor events with amplification must comply with the local sound ordinance and university policy.
10. Specific restrictions on use of certain USAO facilities are:
  - Use of Computer Labs by non-university organizations and individuals will be limited to weekdays between the hours of 8 a.m. to 5 p.m., based on availability.
  - Certain student spaces were designed to be used as a space for students to meet, study, eat and relax. For this reason, we are unable to schedule those areas for special lectures

or events. We will welcome student events that are all inclusive and don't require cordoning off the area.

- Facility or support fees may apply according to the group's classification and type of event.
11. USAO is committed to maintaining a safe and healthful environment for all faculty, staff, students and visitors. Accordingly, USAO has established and will enforce:
    - USAO is tobacco free, as are all state agencies. This means tobacco in any form is prohibited on University property. Any vapor devices are also prohibited.
    - Maximum occupancy capacities for rooms, buildings or structures.
    - Alcoholic beverages are prohibited on University property except for alcohol catered through Sodexo, which is licensed by the state. There are designated spaces on campus where alcohol may be served. Alcohol must be consumed in the space where it's served, not outside or in other facilities. If alcohol is served at an event, additional security personnel may be required.
  12. USAO does not have a facility manager available on-site. USAO is also not equipped or staffed to provide the amenities normally associated with hotels, conference centers or other venues that specialize in providing space and support for meetings, conferences, seminars, and events for the general public. Consequently, approval to use USAO facilities does not construe that non-university users or event attendees will have access to use of university telephones, fax or copy machines, or other equipment or facilities not agreed to be provided in advance of the event, or to the provision of catering, messaging, secretarial, copying, errand running or similar services. In addition, USAO will provide no facilities or equipment that were not approved in advance of the event.
  13. USAO is committed to maintaining a neat and orderly appearance and minimizing damage to walls and finished surfaces throughout the campus. Accordingly, USAO prohibits any posting of decorations with tape, nails or thumb tacks to walls, doors, draperies, blinds, pews, drapes or other surfaces in all campus facilities. If you need to tape down any decorations or cords to the floor, you are required to use theater gaff tape.
  14. 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, duct tape.
  15. Do not advertise any event until approval has been received from USAO.
  16. Please prepare and submit the facility request form to the Office of Student Services, located in Student Center 303. You may also email the completed form to [fr@usao.edu](mailto:fr@usao.edu) or fax it to 405-574-1220. When you submit this form, you are making a "booking hold." Your event is not confirmed until it is approved and fees are paid. The form must be completely filled out or the review may be delayed. You will receive confirmation of approval or denial via email. You may confirm your facility reservation in person or by phone, 405-574-1278.

17. The University will not be responsible for any personal equipment, clothing, and/or other items left behind. Found items, however, will be retained in Student Services for up to 30 days. Call 405-574-1278 for lost and found.
18. All University equipment must be operated by University personnel, and all personal equipment must be removed by the end of the event reservation.
19. Organizations, departments or individuals who have outstanding payment balances to the University are not permitted to reserve any campus property.
20. Event organizers shall contact the USAO Marketing and Communications Department prior to recording an event for radio broadcasting, or filming, broadcasting, or photographing any scenes in which identifiable University properties appear.

### **CAMPUS EXPRESSION POLICY**

As a public institution, USAO has spaces and facilities that may be used or leased by faculty, staff, students, registered student organizations, and non-college outside groups. There are different requirements based on which spaces and facilities are being requested, which entity is requesting, and for what purpose.

The University will not interfere with the rights of individuals and groups to the free expression of their views or impermissibly regulate their speech based on its content or viewpoint. USAO may establish reasonable time, place, and manner restrictions on Expressive Activity. Such restrictions shall be content-neutral, narrowly tailored to serve a significant governmental interest, and allow ample alternative channels for communication of the information. No event or Expressive Activity shall be permitted to substantially disrupt normal University operations. Oklahoma statute identifies that the outdoor areas of the USAO campus are deemed public forums for the Campus Community. Outdoor areas of campus are the generally accessible outdoor areas where members of the Campus Community are commonly allowed, such as grassy areas, walkways, and common areas. Outdoor areas where access is restricted from the majority of the Campus Community are not included.

The University designates the following indoor facilities as unavailable for Expressive Activity: administrative offices, laboratories, and (during instructional hours) classrooms. Classrooms are available for use during non-instructional hours by members of the Campus Community only. Rooms can only be reconfigured in a limited fashion and the sponsoring organization is responsible for clean-up, damages to property, and other costs associated with use. Restrictions on Expressive Activities occurring in indoor facilities will apply equally to all individuals and organizations and not depend upon the content or viewpoint of the expression or the possible reaction to that expression.

## **USAO INDOOR FACILITIES USE FOR FACULTY, STAFF, STUDENTS, REGISTERED STUDENT ORGANIZATIONS**

College rooms are rooms that can be reserved for shared academic use and are administered through the office of Academic Affairs. First and foremost, USAO classrooms are for accommodating University classes, therefore class scheduling takes precedence over any other event. Please contact the office of Academic Affairs to schedule a classroom.

## **UNSCHEDULED EXPRESSIVE OUTDOOR FACILITIES USE**

The right to free speech in order to express opinion, and the right to petition and assemble for this purpose, is recognized by the University of Science and Arts of Oklahoma (USAO). Such expression, petitions, or assemblies must take place in an orderly manner to avoid in any way curtailing the legal operation of the University, interfering with the employees or the University in the normal performance of their assigned duties in a manner that would substantially hinder or prevent them from performing those duties, and/or violating the right of other students to pursue any part of their University life.

USAO embraces the sharing of knowledge and ideas through public discourse and free speech. As part of this community devoted to learning, USAO students, faculty, staff, and visitors are encouraged to engage in respectful dialogue.

Any member of the campus community or the public may use unrestricted generally accessible outdoor areas for non-commercial expressive activities on a first come, first served basis without giving prior notice if:

- The activity does not materially and substantially disrupt the function of the University, as defined by state law, including but not limited to the following:
  - a. engaging in fighting, violent, or other unlawful behavior;
  - b. violating state or federal law;
  - c. committing any act likely to create a health or safety hazard;
  - d. engaging in destruction of University or personal property or in the physical harm to others;
  - e. physically blocking or using threats of violence to prevent any person from attending, listening to, viewing or otherwise participating in an expressive activity;
  - f. interfering or impeding the institution's scheduled classes, events, ceremonies, or normal and essential operations; or,
  - g. interfering or blocking the flow of vehicular or pedestrian traffic, or the entrance or exit of any building.

- Use of unscheduled expressive outdoor space may occur when the University is open. All use of unscheduled expressive outdoor space must be held at least 20 feet away from buildings that normally hold classes.
- When an unscheduled activity conflicts with an event which was previously scheduled for the same time and space, the unscheduled activity shall be allowed to continue in its existing location until it needs to be relocated to allow for the prior scheduled activity or preparations for it. When relocation is necessary or desired by those engaging in the unscheduled activity, upon request, the appropriate University official will assist in relocating it to a space where the activity can continue or in scheduling it for a different time.
- With an unscheduled activity, participants may not use sound amplification equipment or equipment requiring use of electrical power connections. Due to the proximity of offices and classrooms, the University does not permit excessive noise during any event. The sound level should not disturb the occupants of buildings or interfere with normal University activities. Hand-held megaphones may be used after 5pm and must be used so as to direct the sound away from nearby buildings where classes might be held. Sound volumes must be at or below 90dB inside the surrounding buildings.
- Signs or banners will be carried or personally attended at all times by at least one participant. Unattended displays may not be used.
- Vehicles and heavy equipment may not be used in unscheduled expressive outdoor space.
- No items (e.g., signs, equipment, décor, etc.) may be attached in any manner to trees, bushes, benches, light poles, buildings, or permanent signs.
- No free-standing structure may be constructed for any event not specifically sponsored by the University. Freestanding removable displays are permitted as long as the display occupies a space of less than 200 cubic feet, has a footprint of not more than 100 square feet, weighs less than 300 pounds, is accompanied at all times by an individual responsible for the display, and is removed in its entirety daily. If a group chooses to secure its display to the ground, it must only be affixed using a water ballast system, no stakes or other affixtures or bases are allowed.
- Non-commercial pamphlets, handbills, circulars, newspapers, leaflets, magazines, fliers, and other written materials may be distributed on a person-to-person basis in open areas outside of buildings if done in a way to avoid substantial littering on the campus.
- Access to any standing water, fenced areas, the exterior, roof, and sides of campus buildings is prohibited, except by authorized personnel. Rappelling off, climbing on, and the dropping of objects from campus buildings are expressly prohibited.

The following outdoor areas are especially conducive to non-commercial expressive activities because they are located centrally and in high-traffic areas. These areas are located at:

- Te Ata Statue located in front of Troutt Hall
- Flag Plaza located on the Oval

For more information about conducive areas or questions regarding the above time, place, and manner restrictions for unscheduled expressive outdoor space please contact one of the following offices:

- Vice President of Enrollment Management and Student Affairs: (405)574-1225
- Dean of Students: (405)574-1330

### **ADDITIONAL REQUIREMENTS FOR OFF-CAMPUS COLLEGE-RELATED GROUPS AND NON-COLLEGE ORGANIZATIONS**

Unless using an outdoor space as outlined above all College properties used by off-campus groups and non-College organizations and individuals must have prior approval from the appropriate university office.

If the organization is offering instruction, the instruction cannot duplicate any USAO programs or courses and must be open to USAO students and employees. The request must be approved by an appropriate academic office.

### **PRIORITIES**

1. The scheduling of academic classes has the highest priority. Other use of university facilities must not interfere with scheduled classes.
2. Priority Categories for events other than classes for academic space:
  - a. First Priority - University Events, including Student Group and Student Activity Events, and University related events.
  - b. Second Priority - Non-University Events
3. Events may be scheduled in academic spaces if it can be verified that the requested spaces will not be needed for classes, exams or other academic activities. No confirmation will be given for any reservation of an academic space for which class schedules have not been determined or posted.

### **PROVISION OF FOOD SERVICE IN RESERVED SPACES**

The USAO campus contracts its food service with Sodexo. The serving of food on any campus property is subject not only to the conditions specified in the campus food service contract and



any applicable health and safety laws and rules. All food services must be provided by the university contracted food service provider, Sodexo. With the exception of a wedding cake only, no outside food or drink is allowed to be brought into university facilities without prior approval from Sodexo.

USAO authorizes Sodexo to sell alcoholic beverages for on premises consumption at USAO events. The University has designated the USAO Ballroom, the Nesbitt Art Gallery, the Stevens Alumni House and the President's House as the only pre-approved area where alcoholic beverages may be served at catered events held on the campus of USAO. All other locations must receive approval from the Vice President for Business and Finance prior to the function.

- The University reserves the right to control the time and length of an event in which alcohol is served and further reserves the right to deny service to individuals and to discontinue the service of alcoholic beverages prior to the scheduled ending time should the conduct and decorum of the guests or violations of these guidelines or state laws make it necessary to do so.
- If the University deems it necessary to have security at the event, we will arrange appropriate personnel. The cost is at least \$20.00 per hour, per officer with a minimum of \$60.00. The charge will be added to your reservation.

## **SOLICITATION OF FUNDS AND DONATIONS**

- University properties cannot be used by faculty, staff, or students for commercial purposes or personal financial gain.
- Groups are prohibited from selling credit cards, or newspaper subscriptions. Other merchandise-type items will be evaluated on a case-by-case basis. Sale of clothing or apparel, books, and food are subject to approval by the USAO Book Store, and/or Dining Services.
- Off-campus organizations are not permitted to charge admission or collect monies for an event held in University space for which no rental fee is being charged. Costs incurred for the rental of tables, chairs, and/or other additional equipment items must be covered by other means.
- Off-campus noncommercial groups such as charitable organizations, public service agencies, and University or University-related groups may engage in fund-raising activities on campus only if they comply with campus regulations as to the time, place, and manner of solicitation.
- Fundraising by commercial off-campus groups is prohibited.

## RELATED LAWS AND POLICIES

All groups must be in compliance with all local, state, and federal laws and all pertinent USAO policies, such as, but not limited to noise ordinances, occupancy limitations, freedom of expression areas, alcohol, no tobacco use, solicitation, weapons, and security. Under Oklahoma State Statutes, firearms are not allowed anywhere on University property.

## CAPACITY/ SPACE / USE

**Ballroom**.....280/banquet, 400/standing

Fee rental includes ballroom only. You may decorate the ballroom, but for fire safety and handicap accessibility, you must leave open, safe passageway to elevators and through to other facilities. The lobby outside the ballroom is considered public space and must be treated accordingly. Space is 40-by-95-feet inside the large oak columns. Ceiling height is 12 feet.

**Alumni Chapel** .....150 max seating

Stage is 14'4" deep. The back is narrower (16'). The steps leading up the stage are wider (24') for arranging attendants or flowers. Length of center isle is 38 feet. There are 22 pews. Ideal for weddings, intimate music concerts, religious services, meetings. The small lobby can be divided for makeshift dressing rooms for the bride's and groom's parties. An organ and piano are available. The piano, a Steinway concert grand, requires a contract and a \$100 fee.

**Te Ata Memorial Auditorium** ..... 832 max seating

Stage is 26' x 33' feet. Proscenium is 20-feet high and 31-feet wide. This space is ideal for large concerts, commencements, speakers and meetings.

**Regents Room** .....50/banquet, 80/standing

Space is 31'x 32'. Ideal for luncheons, banquets and receptions. Ceiling height is 11'6".

**Station 82**.....125/seated, 200/standing

Space is 55' x 54'. Ceiling height is 8'8". Ideal for less-formal meetings with presentations. This room has 6 projection TV monitors mounted on the walls, which works well for showing multimedia. Tile floors. Located on the basement level of the Student Center, but accessible with elevator.

## Stevens Alumni House

The Stevens Alumni House is available for use as follows:

- Use of the downstairs meeting rooms are available for use at no cost only to groups affiliated with the University. The space may be reserved for use by organized civic or community groups through special arrangement and payment of fees. The space may also be reserved for events such as anniversary or wedding receptions or other special

functions by OCW/OCLA/USAO Alumni or individuals affiliated with the University with payment of fees. Meeting space is limited to the downstairs area only.

- Bridal Prep: The alumni house may be used for the bride to get ready for the wedding 2-3 hours prior to the chapel/outdoor wedding and 1-2 hours after the ceremony
- Guest rooms are available to the University community, including alumni, faculty, staff, retirees, students and their families, and guests of the University. Rooms are available on a first-come basis. Please circle Guest Room(s) requested: Mo Anderson Room, one king bed (limited to two guests); 1960's Room, two queen beds (limited to four guests); Fabulous 50's Room , two single beds & one queen bed (limited to four guests); Opel Thorpe Room , one queen bed (limited to two guests).
- To make a reservation, a completed Stevens House Facility Request should be submitted to [mfeaver@usao.edu](mailto:mfeaver@usao.edu).
- To make an inquiry or for additional information, call 405-274-9135.

## **RENTAL AND OTHER FACILITY/EQUIPMENT USE FEES AND DEPOSITS**

1. Rental and other facility/equipment use fees must be assessed by USAO in order to make its facilities or equipment available for any use other than the following:
  - Academic instruction and research.
  - Academic, administrative or student meetings necessary to run the institution.
  - Guest speakers, lecturers and artists invited to speak at USAO, including presentations to which the general public may be invited, when the facility or classroom requested for use can be used "as is" (i.e., no special room/area configuration, furnishings, equipment, equipment operator, or other services are required).
2. Rental and other facility/equipment use fees apply when one or more of the following circumstances are applicable to any requested use of facilities:
  - The authorized user is a non-university organization or individual.
  - A fee will be charged to those participating in the event (whether by USAO or by any other university or non-university organization).
  - The purpose of the event is fund raising.
  - The purpose of the event is to promote a non-university organization, a commercial activity, or a charitable solicitation (excluding the annual University sponsored Fund Drive).
3. Fees that will be assessed when applicable under this policy include:
  - Rental. Use of a USAO facility. All facility rental fees must be paid within seven days once reservations are approved. This amount is non-refundable.
  - Equipment. Use of university owned equipment, including media equipment, provided by USAO that is not included in the normal configuration of the facility or classroom requested for use, and any staff time required to install or operate the equipment. Use

of privately acquired/provided equipment is permitted, subject to prior to event approval of the USAO Facilities Use Approval Committee.

- Other Support. Staff time and materials required for any unique services provided by USAO. Examples (not all-inclusive) are: set-up for special room configuration or furnishing requirements; arrangements for serving of food and/or beverages or post-serving clean-up; special electrical, staging or transportation requirements; and safety/security requirements.
- Damage Deposits. As determined by the USAO Facilities Use Committee, damage deposits may be required from non-university organizations or individuals prior to conduct of an approved event.

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 the USAO Business Office. Catering fees are paid to Campus Dining separately.

### **FACILITY RENTAL FEES (in addition to catering fees)**

**Ballroom**.....\$500 (one day)

Additional hours, if available, can be used after 3pm for rehearsal or decorating for an additional \$250. Fee includes lectern and one microphone by request. Any additional technology needs will be assessed fees as listed below, and a technician may be required.

**Alumni Chapel** .....\$200(one day plus rehearsal time)

The \$200 fee includes a maximum of a 2 hour rehearsal the day before the event. AV support is available for an additional \$150. Use of concert grand piano is available for a fee of \$100 and requires completion of a separate contract.

**Te Ata Memorial Auditorium**..... \$1000 (one day)

Additional half-day for rehearsals, \$200 for a 2-day maximum. An additional custodian may be required for each event at \$20/hour.

**Regents Room**..... \$100 per two hours

**Station 82**.....\$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 it is determined that additional security is needed for your event, arrangements for security personnel 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 and the maintenance office.

**AV technician.....\$25/hour/person**

If the AV 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

**Catering fees**

Call Campus Dining to arrange a menu or view menus online at

<https://usaodining.sodexomyway.com>. . Catering fees are paid directly to Campus Dining. Please contact Sodexo at 405-574-1254.