

**The University of Oklahoma Norman Campus
FACILITY USE AND SOLICITATION POLICY
for University Departments, Registered Student Organizations and Individual OU Students**

I. POLICY OVERVIEW	2
1. RESPONSIBILITIES	2
II. RULES GOVERNING FACILITY USE.....	2
1. ELIGIBILITY	2
2. FACILITIES USE FEES.....	3
3. SCHEDULING	3
4. LIABILITY FOR RESERVING PARTY’S OPERATIONS.....	3
5. MINORS ON CAMPUS	4
6. EVENT TIMES	4
7. NOISE	4
8. FIRE PREVENTION & SAFETY	4
9. TOBACCO AND FIREARMS	5
10. SITE.....	5
11. INSPECTION OF SITE	5
III. USE OF MULTIPLE FACILITIES OR UNIVERSITY SERVICES	5
1. SECURITY SUPPORT	5
2. PARKING SUPPORT.....	6
3. SUPPORT SERVICES.....	6
4. EQUIPMENT SUPPORT	6
5. TECHNICAL SUPPORT	6
6. FOOD/DRINK/ALCOHOL	6
7. USE AGREEMENT.....	7
IV. EVENT TYPES.....	7
1. SPECIAL EVENTS	7
2. RUNS, BIATHLONS, TRIATHLONS, BICYCLE AND WHEELCHAIR RACES.....	7
3. POLITICAL ACTIVITY	7
4. FRONTING	8
V. COMMON FACILITIES	8
1. CLASSROOMS	8
2. OUTDOOR FACILITIES.....	9
3. MAJOR CAMPUS EVENT DAYS.....	10
VI. PUBLICITY	10
1. ADVERTISING	10
2. CHALKING	10
3. BANNERS.....	10
4. TEMPORARY STAKE SIGNS.....	11
VII. SOLICITATION	11
VIII. APPEALS PROCESS	11

I. POLICY OVERVIEW

The University of Oklahoma (University) is dedicated to fostering the free exchange of ideas and opinions and committed to the principles of free speech and expression. To that end, university departments, registered student organizations (RSOs) and individual students may use defined University facilities for their activities in accordance with the policies adopted by the University Vice President for Student Affairs and Dean of Students, administered by Campus Scheduling & Student Organization Services and defined herein. The goals of the policies governing the use of University facilities by RSOs and individual students shall be to facilitate the orderly conduct of the educational process and to facilitate the regular, efficient, and consistent use of University facilities.

The following policy is applicable for university purposes. University purposes include activities by departments of the University of Oklahoma, RSOs in good standing with the University of Oklahoma Student Government Association (SGA) and University, or an individual OU student. RSOs include Interest Student Organizations (ISO), Competitive Club Student Organizations (CCSO), Sport Club Student Organizations (SCSO), and Departmental Student Organizations (DSO).

University resources and its land and buildings are to be applied first and foremost to its mission of teaching, research and public service, and therefore, such University properties are primarily dedicated to this mission, which encompasses all academic activities, student life, intercollegiate athletics, and the administrative functions that support this mission. Many spaces are available for University purposes. Space can be reserved and guaranteed with appropriate approval and when scheduled in advance.

Nothing herein creates any contractual, constitutional or other legal rights on behalf of the individual students, RSOs or others regarding the use of University property/facilities. No public forum is intended to be created by any policy contained herein. The University reserves the right to amend, modify, or delete any of the policies contained herein at any time and in its sole discretion.

1. Responsibilities

Granting permission to use OU facilities (including buildings, grounds, real and personal property) is the responsibility of the appropriate OU representative (hereinafter referred to as “Facility and/or Building Coordinator”) as listed on the Campus Scheduling website, ou.edu/scheduling.

It is the responsibility of the university department representative, RSOs, RSO officers and advisers, or individual student (hereinafter referred to as the Reserving Party) to ensure compliance with the following policy.

OU will neither grant nor deny permission to use its facilities for any reason that is in violation of constitutional standards or that discriminates on the basis of race, color, national origin, sex, sexual orientation, gender identity, gender expression, religion, disability, age, political belief, status as a veteran, or other impermissible basis.

II. RULES GOVERNING FACILITY USE

The following apply to use of all university facilities. Each facility may establish additional procedures as needed, but no facility may negate the procedures included in this policy.

1. Eligibility

Use of OU facilities for university purposes may be extended when:

- a. Use of University facilities does not disturb or disrupt the continuity of the educational process and must be otherwise consistent with the educational mission of the University.
- b. The use of the facility does not conflict or interfere with OU programs or functions previously scheduled.
- c. The use is appropriate to the nature, purposes, and capacities of the facility and the University.
- d. The use does not violate any applicable federal, state, local law or OU regulation or policy.
- e. The Reserving Party pays all applicable fees.
- f. The facility request must comply with all requirements of this policy and other applicable regulations and policies.

2. Facilities Use Fees

OU may charge facility use and additional services fees. It is the responsibility of the Reserving Party (RSOs, RSO officers and advisers, or department representative) to ensure compliance with this requirement. A standard fee schedule may be requested of any venue that charges a fee for facility use or services provided. The Reserving Party is advised to be fully knowledgeable of those policies at the time of reservation.

- a. RSOs using SGA funds must obtain a purchase order before charging anything to an SGA account.

In addition to the use fee, any additional costs arising from the event (including utilities and clean-up, service department support, equipment or technical support) must be repaid by the Reserving Party. The Reserving Party will be billed for all charges arising from the use of the facility.

Any RSO, RSO officers or individual students misusing University facilities are subject to being charged under the Student's Rights and Responsibilities Code. Complaints of misuse will be forwarded to the Student Conduct Office. Misuse includes, but is not limited to, use of reservable University facilities without following the appropriate reservation steps, failing to notify appropriate departments where required, failing to receive permission for such use, disrupting the educational process or damaging the facility.

A due date for payment of all fees will be established and included in any reservation confirmation. Payment will be required before any other University facilities may be used by the Reserving Party. Past due fees will be reported to Financial Services for collection proceedings if such fees have not been paid within **45 days** following invoicing and shall be subject to a 1.5% late fee for every day payment is not received.

3. Scheduling

Scheduling for use of OU facilities will be processed by Campus Scheduling unless otherwise listed on the [Campus Scheduling - Spaces](#). The Reserving Party must request the use of a facility space in accordance with the procedures and timeframes as listed on the [Campus Scheduling Reservation Guidelines](#). The Reserving Party must be in good standing with the SGA and the University and fully comply with policies governing use of University facilities.

4. Liability for Reserving Party's Operations

There may be times when the high legal risk of damage to persons or property exists. The Reserving Party may be asked to agree to indemnify, defend and hold the University, its officers, employees, agents, current and former Regents harmless from any and all claims arising out of the Reserving Party's use of University facilities, including but not limited to any claims of personal injury, strict liability, products liability, environmental claims or negligence.

- a. In the case of RSO events, RSOs and RSO officers and advisers will be responsible for organization's activities and conduct during an event. It is assumed that the RSO's officers and advisers will be in attendance. If not, the name(s) of their designated representative(s) who will be in

attendance must be submitted in writing to Student Government and Organization Services no later than 24 hours prior to the event.

5. Minors on Campus

Events where minors (under the age of 18) may be in attendance are required to comply with the University's [Minors on Campus Guidelines](#). If the guidelines are not being followed, OUPD will be notified. Approval for event must be secured from the OU Special Events Committee, through the request form, in accordance with Section V, 2 below.

6. Event Times

Normal schedule times will be 8:00 a.m. to midnight, Monday through Saturday unless otherwise approved or required by the Facility Coordinator and Campus Police. Student event times should adhere to the [Co-curricular Involvement Policy](#). OU expressly reserves the right to require that (1) any event end at an earlier time, given considerations of safety, crowd control, weather, noise, and potential disruption of favorable community relationships, and (2) the event ends or is cancelled, as provided for in these procedures.

7. Noise

Levels of sound from amplification equipment shall not exceed noise levels specified by the [City of Norman codes](#). Any use of sound amplification will be monitored by Campus Police. The use of sound amplification near academic buildings and student campus residences is prohibited from 7:30 a.m. to 9 p.m., Monday through Thursday, 7:30 a.m. to 5 p.m. Friday, and 8 a.m. to noon Saturday, except as authorized by the University Vice President for Student Affairs and Dean of Students or their designee.

Responsible officials of OU have the right to require that amplification systems be turned down, or off entirely, whenever it is determined that sound levels exceed specified levels, or whenever it is determined that the event is disturbing or disruptive to surrounding neighbors or interfere with OU's academic or educational mission or to other activities that may be taking place elsewhere on campus.

Additionally:

- a. No bands or loud music are allowed in classrooms at any time.
- b. Noise levels must be kept to a minimum during any organization meeting, rehearsal, or performance taking place in academic facilities. The Reserving Party is expected to remember that classes and other meetings may be taking place around them. If complaints are received, the Reserving Party's privileges to use academic facilities may be suspended.
- c. Permission to host a concert or operate a sound truck or a public address system at any time on the University campus or adjacent streets must be secured from the OU Special Events Committee, through the request form, in accordance with Section V, 2 below.

8. Fire Prevention & Safety

Fire prevention and safety concerns are important issues that must be addressed by the Facility Coordinator prior to and during the use of facilities. The OU Fire Marshall enforces the State adopted fire and life safety codes. These codes specifically address special events and assemblies to include regulations concerning the means of egress, number of occupants at an event, types of decorations permitted, proper use and storage of compressed gases, and other potential fire hazards. These rules and regulations shall be followed during the use of facilities. Information on these requirements may be obtained from the OU Fire Marshall.

Activities involving the use or storage of hazardous chemicals or other possible environmental hazards must be approved by the Environmental Health & Safety Office prior to the event.

Decorations must comply with the [University of Oklahoma Norman Campus Holiday Decorations Policy](#) and shall not include items that cannot be easily removed after an event without damage.

Use of University facilities by an RSO/individual student must comply with [The University of Oklahoma Norman Campus Risk Management Policy for Registered Student Organizations](#).

9. Tobacco and Firearms

The Reserving Party must agree to comply with the university's [Tobacco-Free Policy](#) and Firearms Policy. No weapons are permitted on campus, including firearms and swords.

10. Site

The Reserving Party agrees to protect all property in the facility, to clean the facility within the designated time period and to the satisfaction of the Facility Coordinator, and to dispose of trash in the designated area following the event. The Reserving Party also agrees to keep all individuals in the designated areas, to be agreed upon in advance with the Facility Coordinator.

11. Inspection of Site

Unannounced Inspection - At the discretion of the Facility Coordinator, the Fire Marshall, Campus Police, and/or an OU employee may make an unannounced inspection of the facility during its use for purposes of monitoring compliance.

Event Inspection - OU recommends that the Reserving Party accompany the Facility Coordinator (or their designee) on an initial site inspection prior to the event in order to establish the condition and cleanliness of the facility. Prior to securing the site following the event's termination, the Facility Coordinator (or his/her designee) will fully inspect the facility to determine its cleanliness and/or any possible damage to the building or contents. This site inspection will include checking any unlocked rooms accessible to the Reserving Party and its guests (such as restrooms, offices, and closets). OU also recommends that the Reserving Party accompany the Facility Coordinator on the final site inspection.

If the Reserving Party and Facility Coordinator so agree, the final site inspection may be postponed to occur during regular business hours of the next University workday following the event, which may or may not occur after clean-up operations. If the Reserving Party agrees to postpone the final site inspection, he/she agrees that any evidence of damage to OU property found at the time of inspection shall be deemed to have been caused by the Reserving Party or its guests and will be repaired by OU at the Reserving Party's and/or its insurance carrier's expense.

Any damage found by the Facility Coordinator during the inspection will be reported immediately to Campus Police and Campus Scheduling, and costs arising from the repair of these damages will be reported to the Reserving Party and/or its insurance carrier for payment.

III. USE OF MULTIPLE FACILITIES OR UNIVERSITY SERVICES

It is possible that a Reserving Party will request multiple facilities for a large event. In such an instance, Facility Coordinators for the various venues should coordinate with each other, with Campus Scheduling, and with the service departments to ensure that all procedures are followed and all contingencies are covered.

1. Security Support

The need for police/security support in conjunction with any use of OU facilities shall be determined by the Facility Coordinators and Campus Police. The University of Oklahoma Chief of Police, or their designee, shall have the final decision-making capability and will decide how many police officers will be present, if any, and how many

security personnel will be present, if any, after being properly advised as to the facts surrounding the event and the likelihood of potential disruptions or security threats, based on the history of the event in other areas, room size, value of the property, number of entry and exit points, daytime/nighttime use, estimated crowd size, and the nature of the area hosting the event.

The use of security services from non-OU sources shall be at the discretion and direction of Campus Police and at the expense of the Reserving Party.

During events, the following minimum standards will apply:

- a. If an event is held where alcohol is not present, a minimum of two OUPD officers will be required per 1000 attendees for an additional cost.
- b. If an event is held where alcohol is present, a minimum of two OUPD officers per 500 attendees will be required for an additional cost.
- c. Additional security shall consist of OUPD or University-approved security agency personnel approved by the Facility Coordinator.

The minimum, security requirements of this policy do not preclude security requirements of any other University policies.

2. Parking Support

Parking support should be coordinated through OU Parking and Transportation Services at 405-325-3311.

3. Support Services

On occasion, the use of facilities will require the services of the Department of Facilities Management, e.g., events requiring utility hook-ups, custodial services, trash disposal, hauling services, landscape requirements, and/or other special requests. Any costs for custodial, hauling, or maintenance services that are required to bring the site back to its original state of cleanliness and repair will also be billed to the Reserving Party. The Reserving Party is responsible for coordinating these types of services with the Facilities Management.

4. Equipment Support

Permission for use of equipment owned by OU at the facility site may be granted at the discretion of the Facility Coordinator.

5. Technical Support

Use of OU approved and appropriate personnel as technical support will be coordinated by the Facility Coordinator.

6. Food/Drink/Alcohol

Distribution and consumption of food or drink is not allowed in auditoriums, classrooms, plazas, open areas, and other facilities without the express permission of the Facility Coordinator. No alcoholic beverages of any type shall be possessed or consumed by individuals in any OU facility, unless such has been approved by and coordinated with the Facility Coordinator, Campus Scheduling and Campus Police.

Preparation and/or serving of food is not permitted in University buildings at any time except by approved food service providers (this may vary by facility). Alcoholic beverages are only permitted in University buildings or on University property if provided by a licensed service provider, who shall be responsible for checking IDs, and in accordance with applicable local, state and federal laws and University policy and in accordance with the policies of

the individual facility. The licensed caterer shall furnish proof of liability insurance for its operations to Campus Scheduling at least 5 working days prior to the event.

- a. OU may cancel the permission for serving alcohol if the proof of insurance is not received within the designated time.

Any Reserving Party purchasing food and beverages with a University account should allow University Catering the opportunity to bid on the service.

7. Use Agreement

The use of facilities shall be allowed only after all terms and conditions in these procedures have been met; the Reserving Party has obtained any and all applicable permits, certificates, and licenses; and the Reserving Party has received confirmation from the Facility Coordinator.

IV. EVENT TYPES

1. Special Events

A Special Event is defined as any activity proposed to take place on University property which alters the property's ordinary use and/or involves the erecting or placement of tents, structures, platforms, inflatables, fixed equipment, automotive vehicles, aircraft, or other mobile craft in an effort to assemble persons for the purposes of live entertainment/performances, celebrations, attractions, participation, races, walks, runs, parades, fairs, festivals, rides, competitions, sponsored outdoor catered events, and similar occasions.

Events that contain any of the following: third parties, contracts, large structures or inflatables, animals, an outdoor space larger than 10'x10', or other risk factors, will need to complete a [*Special Events Request Form*](#), no later than 15 days prior to the event, unless otherwise approved by Campus Scheduling or Director of Risk Management. All relevant information for the event shall be provided in the application. Any additional information requested by an appropriate University authority shall be provided upon request.

No Reserving Party shall conduct a Special Event without submitting a completed application and receiving approval from the University. The University reserves the right to cancel any event that has not complied with any of the provisions of the special event policy or any aspect of the application process

2. Runs, Biathlons, Triathlons, Bicycle and Wheelchair Races

Events of this nature require extensive coordination throughout campus and may also involve the City of Norman and potentially the federal government, depending on the location. RSOs considering such should follow the [*Guidelines for Reserving Facilities for Runs, Biathlons, Triathlons, Walks, Bicycle and Wheelchair Races*](#).

3. Political Activity

The University of Oklahoma is committed to providing an environment conducive to the free, spirited, and safe exchange of ideas. Assuming responsibility for the use of University facilities includes protecting the rights of speakers to be heard, the rights of the University community to hear speakers, and the reputation of the University as a center for free speech and scholarly inquiry. The right to freedom of speech and assembly are expansive but not unlimited. The University reserves the right to enforce reasonable time, place and manner restrictions on expressive activity as set forth in its policies governing facilities use. These policies are viewpoint- and content neutral and are designed to limit disruption to the normal business, patient care, and academic operations on campuses. All speakers, regardless of point of view, are prohibited from interfering with the campus community's ability to move safely about campus and to conduct University business.

Political campus organizations shall have access to selected University facilities on the same basis as all other campus organizations in keeping with the rights of all members of the campus community to express political views. A policy of nonpartisanship and neutrality will govern the University at all times in its relationship with elected officials or persons campaigning for public office.

All political organizations are to be assessed the usual costs for the use of these facilities. If the public at-large is invited to an RSO political event, (as opposed to only the University community being invited), the RSO will be charged the standard facility rate charged to the public for such use. If only the University community is invited to the RSO political event, the RSO will receive any applicable discounts available to any other RSO for any standard facility fees. Standard fee schedules for RSOs as well as those fees charged to the general public may be requested of any venue.

- a. Except as provided herein, RSOs may not use University facilities to promote or to oppose the campaign of a candidate for public office.
- b. There may be no fundraising during the RSO political event.

Individual students are not permitted to use University facilities for political campaigning, solicitation or fundraising, except as provided by for in this policy.

4. Fronting

“Fronting” is defined as permitting a non-University individual or organization to use University space/facilities and services under the guise that the activity is a University-sponsored program in order to avoid payment. Fronting is prohibited by University policy. Violation of this policy by an RSO/individual student may result in student misconduct charges.

Generally, non-University individuals/organizations are required to request use of University space through Campus Scheduling and pay for use of space and services in accordance with current policy and fee schedules. Any sponsoring University individual or organization that reserves space for the purpose of allowing non-University groups or vendors to advertise, hold meetings, and/or sell items without the express understanding and permission of Campus Scheduling is participating in fronting for the organization, which is prohibited by University policy.

V. COMMON FACILITIES

There are facilities available throughout campus for use and/or rental. These spaces can be viewed at the [Campus Scheduling – Spaces](#) website. The Reserving Party is encouraged to plan well in advance when considering reservations for any of these popular facilities. Each facility may have additional facility use policies that are applicable to any event scheduled there.

1. Classrooms

Because the mission of the University of Oklahoma is to teach and promote academic excellence, the educational purpose of the University must be maintained at all times. Full classroom scheduling procedures can be found on the [Campus Scheduling website](#).

Buildings on the academic campus are primarily for academic purposes (i.e. scheduled classes, departmental programs) and such use takes priority over any other type of use. To avoid conflict with the teaching goals of the University, the following policies must be followed by the Reserving Party when using classrooms in addition to above sections:

- a. Non-academic classroom use is available on a semester-by-semester basis.

- b. Reservation times will be limited during the first two weeks of the Fall 2020 semester to accommodate necessary academic class adjustments.
- c. Due to the priority of academic use, Campus Scheduling reserves the right to move any group to another space; however, every effort will be made to provide comparable space and services.
- d. Facilities generally may be scheduled for a period of up to four (4) hours. The Campus Scheduling office may grant exceptions provided justification for the extension identifying why additional time is needed is submitted along with the request. Assuming there are no conflicts regarding the use of the requested facility, and assuming no actual disruption of the educational mission of the University or its daily operations is likely to occur because of the extension, most extensions will be granted.
- e. Groups will be limited to no more than five (5) classroom reservations held at any one time. Additional reservations would require approval from the Campus Scheduling office.
- f. Classroom space with a COVID-19 capacity of 40 or more is at a premium at the University. The multi-functional uses of these spaces – classes, films, speakers, etc. – result in a high demand for reservations by University departments and RSOs. To ensure equitable accessibility, RSOs may reserve these classrooms one time only during any given week.
- g. First priority is given to University departments, followed by programs sponsored by branches of the SGA, which include the SGA Executive Branch, Undergraduate Student Congress, Graduate Student Senate and Campus Activities Council, then by programs sponsored by RSOs.
- h. Classrooms should be left clean and as found prior to use.
- i. Additional furniture is prohibited in classrooms without approval from the Campus Scheduling office.
- j. Food and drinks are not permitted in classroom spaces.

2. Outdoor Facilities

A list of commonly used outdoor space can be found on the [Campus Scheduling website](#). Any Reserving Party requesting outdoor space for events or tabling should be reserved through the appropriate channels described in section II above. It is recommended that space is reserved to ensure that activity has the desired space. Areas may be used on first-come first-served basis. The Reserving Party cannot reserve outdoor locations through place holders except by providing the University with advance notice. Outdoor activities may not create any disturbance of the University's educational mission occurs. If the Reserving Party does not commence utilizing the space within 30 minutes of its requested time, the Reserving Party will have forfeited its reservation.

Undeveloped outdoor properties have no rest room facilities, drinking fountains, lighting, or pay telephones. The Reserving Party should plan for these contingencies when holding events outdoors.

There are several areas located on the University campus that are ideal to a Reserving Party for free speech, protests, leafleting, etc. and require no reservation or notice (unless such use also includes the placement of tables, booths, structures, large displays, vehicles, sound, audio or PA systems, or when assistance is needed from the University). Although not required, Student Affairs requests that a Reserving Party notify the University of the use of a public outdoor location at least 24 hours in advance of the activity to ensure the space can accommodate such request, to ensure that no disturbance of the University's educational mission occurs, to ensure it is not in conflict with other prior requests for the area and so that the University can assist in reserving the requested location. Notifications may be made by calling Student Organization Services: 405-325-5471 or by email addressed to: rso@ou.edu

- a. The decision regarding who is utilizing the space first will depend on the actual use of the space. For example, use may be determined by the timing of the actual commencement of a protest rather than a person standing in a location waiting for members of the protest group to arrive. Provided, however, where 24 hours advance notice has been given.

3. Major Campus Event Days

OU hosts numerous major campus events, including large-scale athletic events. These events attract large crowds. Use of facilities and outdoor property may be limited or restricted on the days of these events depending on the anticipated number of people in attendance, the location of the facility and the location of the athletic or other major campus event. All requests for events or tabling on major event days is coordinated through Campus Scheduling.

To ensure the safety of attendees and to ensure that there is no impediment of ingress and egress to the facility, no picketing, leafleting, handbilling, peddling or other displays shall be permitted within 300-feet of the facility hosting the event on the day of such an event. Provided, however, such activities by RSOs/individual students are permitted on all remaining public areas and public sidewalks. RSOs/individual students must ensure these activities do not disturb the educational mission of the University or its daily operations and must not impede individuals' abilities for ingress and egress.

During football gamedays, the [Tailgating Policy](#) should be followed.

VI. PUBLICITY

The Reserving Party is permitted to publicize on campus through advertising, chalking, banners and temporary stake signs with the below guidelines. Any publicity, as outlined below, by an RSO or individual student to be posted or displayed must be submitted to Student Organization Services by completing the [RSO Publicity Request form](#). Further information for on-campus publicity can be found on the [Registered Student Organization website](#).

In accordance with the *Americans with Disabilities Act*, all printed materials that announce an event or program, including invitations, news releases, fliers and newsletters, must include information to offer accommodations. An appropriate phrase to offer accommodations is: "Accommodations on the basis of disability are available by contacting (name, address, phone) by (date)."

1. Advertising

Advertising must not begin until reservation of the facility, if required, has been confirmed. Materials may not improperly contain University trademarks, logos and tradenames or otherwise violate University policy. If the materials are printed in a language other than English, Student Organization Services should be provided with an English translation to assist in this determination. All advertising, promotional or informational material designed for display on any surface is restricted to permanent bulletin boards inside or outside University buildings unless there is prior approval from Campus Scheduling.

2. Chalking

Chalk colors are limited to white or yellow and the use of spray chalk, fixatives (hair spray or otherwise) and adhesives is prohibited. RSOs/individual students violating this policy will be required to immediately clean-up the chalking or charges may be assessed through OU Facilities Management for clean-up and may be subject to disciplinary action through the Student Rights and Responsibilities Code.

3. Banners

Banner space is available only on the South Oval and may hang for a maximum of 5 days including weekends. Banners left after the 5-day period will be removed at the expense of the Reserving Party. For more information on the use of temporary banners and outdoor signage see [Publicizing on Campus](#).

4. Temporary Stake Signs

Limited use of temporary stake signage will be allowed for the Reserving Party. Approval must be obtained through Campus Scheduling. For more information on the use of temporary stake signs see [Promotions – Temporary Stake Signs](#).

VII. SOLICITATION

Solicitation shall be prohibited on campus except for solicitation by university departments, RSOs or branches of the SGA which may occur in conjunction with regular student activities and campus events with the approval of the director of Student Life, or where in conjunction with vendor or licensing agreements with the University.

- a. Assuming the event is permissible under this policy, a [Solicitation Request](#) must be submitted to Campus Scheduling (3) three working days prior to the event.
- b. RSOs shall follow basic policies for revenue-producing activities.
- c. The University has a Payment Card Industry Data Security Standard (PCI DSS), as well as an approved campus standard that all University entities must adhere to when depositing funds into University accounts. In addition, any approved officers undertaking this responsibility will be held accountable for any security breach.
- d. All RSO funds must be deposited upon receipt, in the appropriate account in accordance with state laws.
- e. All RSOs using indoor or outdoor campus facilities for approved fund-raising purposes will be required to pay a solicitation fee, even when utilizing public places. Payment must be received by Campus Scheduling three business days before the day of the scheduled event.
- f. Areas for solicitation by the Reserving Party must be approved by Campus Scheduling.

Fundraising for political candidates is not allowed in or on University facilities.

Unless otherwise permitted (e.g. fundraising for student organizations, University-related vendor/licensing arrangements) University facilities or properties may not be used for personal profit or gain.

VIII. APPEALS PROCESS

Should a Reserving Party's application for use of a University facility be denied in any fashion, applicants may seek an appeal by written request to the Vice President responsible for the facility within 24 hours of the denial. The appeal must contain the Reserving Party's name and mailing address, a concise description of the decision complained of, the Reserving Party's reasons for disagreeing with the decision, and the date the decision was announced. A determination shall be made by that Vice President, or his/her designee, within 24 hours of the appeal. The decision of the Vice President, or his/her designee, shall be final and binding.

NOTE: This policy and all forms referenced in this policy are available online at www.ou.edu/scheduling.

(REVISED – 8/15/20)

ADDENDUM

COVID-19 SAFEGUARDS FOR REGISTERED STUDENT ORGANIZATIONS GUIDELINES

The University of Oklahoma and the Division of Student Affairs encourages Registered Student Organization (RSO) operations, events, and programs, where possible, to be held virtually on a video conference platform such as Zoom. If the RSO leadership and adviser determine the need to be in-person, the following policies, procedures, and safeguards must be adhered to by organizers and attendees regardless if the event is on or off campus.

All University of Oklahoma faculty, staff, students, visitors, and vendors must adhere to the [University of Oklahoma Norman Campus COVID-19 Phase III Return Plan](#) and information posted to the [OU Together](#) website. As additional information about COVID-19 emerges, policies and protocols may be updated. The University reserves the right to update and/or change these guidelines at any time.

GUIDELINES

I. Social Distancing & Mandatory Masking

- a. Social distancing refers to keeping a distance of at least six (6) feet between individuals. According to the [Centers for Disease Control \(CDC\)](#), it is one of the most effective methods of avoiding infection and reducing the spread of COVID-19. Social distancing requirements apply in all settings on campus, as well as in public settings, common areas, shared spaces, and off campus OU-affiliated events.
- b. The University of Oklahoma, on each campus, has implemented and will enforce a [University Mandatory Masking Policy](#) mandating fabric or disposable surgical-style masks that cover the nose and mouth be worn by employees, students, patients, and visitors when they are:
 - i. inside University facilities and vehicles and
 - ii. outdoors on campus and social distancing of at least six (6) feet is not possible.See “Encourage, Educate, Enforce” for more information.

II. Capacity Guidelines

All RSO gatherings and events must adhere to the [COVID-19 Space Capacities](#) as determined by the University to allow for social distancing in each space. The COVID-19 Maximum Occupancy number is intended to provide a “do not exceed” baseline number and reduce from there as furniture layouts are added and orientations are changed. Visit [Campus Scheduling](#) to browse campus spaces, COVID-19 capacities, and reserve spaces.

- a. Come-and-go events with an anticipated attendance larger than the COVID-19 capacity must include a door monitor to regulate access and ensure the space capacity is not exceeded, following a one-in, one-out rule.
- b. Events may be held in outdoor spaces without capacity restrictions, so long as the University’s social distancing and masking mandates can be observed. High Risk events (indoor or outdoor) are not permitted at this time.

- c. Events in semi-covered structures, such as tents and parking garages, are considered indoor venues for purposes of determining COVID-19 capacity, social distancing, and masking requirements.
- d. Food and drink are permitted in event-specific spaces, so long as social distancing is observed, and masks are worn while not eating or drinking. Food must be individually plated or prepackaged. Self-serve, buffets, and passed food are prohibited.
- e. Tabling is permitted in limited locations. [Tabling-specific protocols](#) must be followed and reservations to table must be scheduled through [OU Reserve](#) on the Campus Scheduling website.
- f. The University highly encourages organizers to take attendance or have a check-in process in the event contact tracing¹ would need to take place. Card Readers are available through the [Student Organization Resource Office \(SORO\)](#).

III. Special Event Planning

A Special Event is defined as:

- a. Activities proposed to take place on University property which alters the property's ordinary use and/or involves the erecting or placement of tents, structures, platforms, inflatables, fixed equipment, automotive vehicles, aircraft, or other mobile craft in an effort to assemble persons for the purposes of live entertainment/performances, celebrations, attractions, participation, races, walks, runs, parades, fairs, festivals, rides, competitions, sponsored outdoor catered events, and similar occasions.
- b. Events proposed to take place on University property that contain any of the following: third party vendors¹, contracts, large structures or inflatables, animals, an outdoor space larger than 10'x10', or other risk factors.
- c. All proposed Special Events are required to go through the OU Special Events Committee approval process, unless otherwise approved by Campus Scheduling or the Director of Risk Management. The [Special Events Request Form](#) must be submitted at least 15 days prior to the requested event date. All relevant information for the event shall be provided in the application. Any additional information requested by an appropriate University authority shall be provided upon request.

IV. Travel

In accordance with the [University's travel guidance](#), all RSO-related travel has been suspended until further notice, including conferences, tournaments, etc. This includes all travel for Sports Clubs Student Organizations and Competitive Club Student Organizations

- a. Travel to local Norman and OKC metro areas is allowable so long as the event adheres to University policies and protocols.
- b. Sport Club Student Organizations may continue conditioning and practicing while maintaining social distancing and masking as required by OU policy. While a distance of six (6) feet is recommended for social distancing, the Health Sciences Center (HSC) advises distancing of 12 feet for exercise.

¹ A third party vendor is a company or entity with whom the organization has a written agreement with to provide a product or service on behalf of your organization to your customer, participants, attendees, etc.

¹ The process of identifying, assessing, and managing people who have been exposed to a contagious disease to prevent onward transmission. (Source: [WHO](#))

V. Understand the Risk

Organizers should understand the risks associated with hosting an in-person meeting, event, or program and communicate those risks to attendees.

- a. The more people an individual interacts with at a gathering and the longer that interaction lasts, the higher the potential risk of becoming infected with COVID-19 and/or COVID-19 spreading.
- b. If individuals are wearing masks/facial covering and practicing six (6)-feet distancing, the risk will be lower. Risk becomes elevated when one or more parties are not wearing a mask/facial covering and are within six (6)-feet of each other for a duration greater than 15 minutes.
- c. According to the CDC, the risk of COVID-19 spreading at meetings, events, and programs increases as follows:
 - i. **No Risk:** Virtual-only activities, events, and gatherings.
 - ii. **Low Risk:** Smaller, outdoor, in-person gatherings in which individuals from different households remain spaced at least six (6) feet apart, wear mask/facial coverings, do not share objects, and come from the same local area (e.g., community, town, city, or county).
 - iii. **Medium Risk:** Medium-sized, in-person gatherings in which individuals remain spaced at least six (6) feet apart, wear mask/facial coverings, do not share objects, and come from outside the local area.
 - iv. **High Risk:** Large, in-person gatherings where it is difficult for individuals to remain spaced at least six (6) feet apart and individuals travel from outside the local area. High Risk events are not permitted at this time.

VI. Encourage | Educate | Enforce

In an effort to assist the University community in positively educating others, please refer to these [Bystander Techniques](#) and to the [University Masking Resolution Process](#) for educational, informal, and formal resolutions.

- a. Failure to follow COVID-19 policies and protocols, such as the [University Mandatory Masking Policy](#), social distancing, space capacity guidelines, and travel policies may be referred to the appropriate campus administrator to participate in a mandatory meeting and/or the Office of Student Conduct.
- b. Possible sanctions may include a rescindment of the RSO's ability to reserve campus space, be recognized as an active RSO, forfeiture of all Student Government Association (SGA) funds, social probation, fines, and other possible sanctions.

CONSIDERATIONS

Event organizers must consider many safeguards in order to plan events in adherence with the COVID-19 space capacity, social distancing, and masking mandates.

Can your event be online/virtual?

If yes,

- Which platform(s) are you using?
- How are you ensuring security on the online platform?
- How are you moderating the online event? (Captioned videos and images, etc.)

If not, then ...

Can your event be outside?

If yes,

- Please make sure to go through the appropriate reservation process
- Are special arrangements needed? (tables, chairs, electricity, etc.)
- Are any third-party vendors involved? If so, complete the OU Special Events Committee approval process listed above.
- Will you have extra available masks, gloves, hand sanitizer for volunteers and attendees?
- What is your plan for inclement weather?
- Are waivers and/or medical forms needed for this event?
- Will there be someone cleaning the surface areas/equipment?
- How are you tracking attendance?

If not, then ...

Can your event be recycled for a later date, next semester or year?

If not, then ...

Must your event be inside?

If yes, the following would be reasons for doing so...

- Dependent on equipment and/or facilities
- Dependent on weather
- Identity of participants needs to be protected and kept private

Further considerations:

- Please make sure to go through the appropriate reservation process
- Are special arrangements needed? (tables, chairs, electricity, etc.)
- Are any third-party vendors involved? If so, complete the OU Special Events Committee approval process listed above.

- Will you have extra available masks, gloves, hand sanitizer for volunteers and attendees?
- Are waivers and/or medical forms needed for this event?
- Will there be someone cleaning the surface areas/equipment?
- How are you tracking attendance?
- Is the event come-and-go? If so, you must arrange for a door monitor to regulate access and ensure the space capacity is not exceeded, following a one-in, one-out rule.
- Space must be set up for social distancing.
- How are you enforcing the mask mandate?
- The use of directional signage is highly encouraged.
- How are you marking the one-way entrance and one-way exit to reduce contact?
- If you have food at the event, can you accommodate all dietary needs and have someone serving food or have it prepackaged?
- How are you minimizing overall contact at your event?