

THE UNIVERSITY OF OKLAHOMA

NORMAN CAMPUS

PROCEDURES

GOVERNING USE OF UNIVERSITY FACILITIES FOR NON-UNIVERSITY PURPOSES

The University of Oklahoma, as a constitutional agency of the State of Oklahoma may make its facilities accessible for use for public events that are not sponsored by the University, but which further the University's purpose or mission. However, the University first has an obligation to its students, faculty, and staff to accomplish its mission of higher education and secondly to the taxpayers of the State of Oklahoma to protect against property and casualty losses. Because the use of University facilities for non-University purposes may impinge upon these obligations, *these procedures are established in an effort to facilitate appropriate use and to minimize possible losses. The University expressly disclaims any intention of opening any of its facilities or property as a public forum.*

These procedures are established as a *minimum standard for the use of the University of Oklahoma-Norman Campus (OU) facilities for non-University purposes*. Each facility may establish additional procedures as needed, but no facility may negate the following procedures.

* University Purposes

Student clubs and organizations, which are officially registered, are considered a part of OU for the use of OU facilities; however, these registered student clubs and organizations may not necessarily be provided liability protection by the State of Oklahoma for the event itself; events sponsored by or in conjunction with the University, including, but not limited to, certain faculty, staff and alumni events.

* Non-University Purposes

Non-University sponsored activities are those organized and conducted by unregistered student groups, community groups, local or national organizations, members of the public, and members of the OU community for non-

University purposes approved pursuant to University policies and that further the University's mission.

Responsibilities

Granting permission to use OU facilities (including buildings, grounds, real and personal property) is the responsibility of the duly authorized representative of the Office of Administrative Affairs. OU will neither grant nor deny permission to use its facilities for any unconstitutional or illegal reason. The requesting group is responsible for ensuring compliance with these procedures and for obtaining a signed *Agreement for Use of Facilities* whenever OU's facilities are used for non-University purposes.

Note: (A Facilities Use by Others Checklist may be obtained from the Office of Administrative Affairs. The Office of Administrative Affairs may use the checklist to ensure that all the issues have been addressed prior to the user signing the agreement.)

Eligibility

Permission for use of OU facilities for non-University purposes may be extended when:

- The use of the facility does not conflict or interfere with OU programs or functions previously scheduled.
- The use is appropriate to the nature and purposes of the facility and the University.
- The use does not violate any applicable federal, state, local law or OU regulation or policy.
- The use will not place the facilities in unfair competition with private facilities or services elsewhere in the community.
- The use does not place facilities, property, participants, equipment, or spectators at an unacceptable level of risk of harm or disturbance, damage, or injury, as evaluated by the Office of Administrative Affairs, the Chief of OU Department of Public Safety (hereinafter referred to as Campus Police), and/or the Risk Management Office. Campus Police is authorized to immediately cancel any campus event if, in their judgment, an unacceptable level or risk of harm or disturbance, damage, or injury to any facilities, property, participants, or spectators has been reached, at which point fees and/or deposits may be forfeited.

- The user pays all applicable fees.

Facilities Use Fees

OU shall charge user fees. It is the responsibility of the requesting group to ensure compliance with this requirement.

Note: 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 user. The user will be billed for all charges arising from the use of the facility.

- A deposit shall be required. The deposit will be applied to any rental fees and/or toward any damages or assessments that may apply.
- A due date for payment of all fees will be established and included on the *Agreement for Use of Facilities*. 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.

Scheduling

Scheduling for use of OU facilities will be done by the Office of Administrative Affairs, Real Estate Operations. Events for University purposes shall take precedence. The *Agreement for Use of Facilities* will serve to confirm reservation of the facility, to outline all fees, and to constitute an agreement by the user to comply with the terms and conditions of these procedures and of those set forth in agreement.

- The Office of Administrative Affairs shall notify the Campus Police of the event in writing.
- Information on all events scheduled in our facilities shall be provided to the Office of Public Affairs (325-1701).

If the requested use of an OU facility is denied or if the potential user objects to the facility assigned, the Vice President for Administrative Affairs and the Office of Legal Counsel may be asked to review. This review shall be informal and expedited as reasonably required. The Vice President for Administrative Affairs, or his designee, will communicate the final decision to Real Estate Operations and the potential user.

The user must request the use of a facility space at least five (5) days prior to the requested date of use.

Liability for User's Operations

The user may be required by the Office of Administrative Affairs to purchase a Comprehensive General Liability Insurance policy to insure its operations for the event (see Indemnification and Hold Harmless Clause in the *Agreement for Use of Facilities*). Proof of such insurance coverage from the user shall be provided in advance of the event.

- If the Office of Administrative Affairs requires such proof of insurance, then the user shall provide a \$1,000,000 combined single limit (csl) Comprehensive General Liability Insurance Policy and name the Board of Regents of the University of Oklahoma as an additional insured on the policy. A Certificate of Insurance as proof of insurance should be sent to the Office of Administrative Affairs who will attach it to the signed agreement.

Use of Multiple Facilities or University Services

It is possible that a user will request multiple facilities for a large event. In such an instance, the Office of Administrative Affairs shall evaluate whether the user has met University requirements and sufficient space is available for the multiple facility request.

Campus Police/Security Support

The need for police/security support in conjunction with any use of OU facilities shall be determined by the Office of Administrative Affairs and Campus Police. 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 user.

Parking Support

Parking support should be coordinated through OU Parking and Transit at 325-3311.

Support Services

On occasion, the use of facilities will require the services of the Physical Plant, e.g., events requiring utility hook-ups, custodial services, trash disposal, hauling services, landscape requirements, and/or other special requests. The Office of Administrative Affairs will be responsible for coordinating these types of services with the Physical Plant.

Technical Support

Use of OU approved and appropriate personnel as technical support will be coordinated by the Office of Administrative Affairs. User shall reimburse OU for any costs arising from the use of technical support.

Event Times

Normal schedule times will be 7:00 a.m. to 10:00 p.m. Monday through Saturday unless otherwise approved or required by the Office of Administrative Affairs and Campus Police. OU expressly reserves the right to require that any event end at an earlier time, given considerations of safety, crowd control, weather, noise, and other appropriate reasons.

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. 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.

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 Office of Administrative Affairs. Whenever permission is granted, the user shall obtain a temporary food permit as required by the State Health Department and the City of Norman codes.

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 Senior Vice President and Provost or the Vice President for Administrative Affairs and Campus Police. The serving of alcoholic beverages shall be done by a **licensed caterer only**, who shall be responsible for checking IDs, and the licensed caterer shall furnish proof of liability insurance for its operations to the Office of Administrative Affairs **at least 5 working days prior to the event**. *OU may cancel the permission for serving alcohol if the proof of insurance is not received within the designated time.*

Fire Prevention & Safety

Fire prevention and safety concerns are important issues that will be addressed by the Office of Administrative Affairs coordinator during the use of facilities. The OU Fire Marshall enforces regulations regarding the number of occupants at an event and the types of decorations allowed by OU, and the user shall be subject to other regulations regarding the use of hazardous materials.

Outdoor Properties

Undeveloped outdoor properties have no rest room facilities, drinking fountains, lighting, or pay telephones. Users should plan for these contingencies when holding events outdoors. Permission for the use of outdoor properties owned by OU also may be obtained from the Office of the Vice President for Administrative Affairs, 325-5161. The

following locations are available on a first-come, first-served basis: the Duck Pond, the Lloyd Noble parking lot (assuming no event is being held at the Lloyd Noble arena), the Bizzell Statue and the Dale Hall parking lot (specific sections within these areas shall be designated from time-to-time by the Office of Administrative Affairs). If an event is being held at the Lloyd Noble arena, then a portion of the Gymnastics' Center parking lot shall be made available.

Athletic Events and Other Events

OU hosts numerous football, basketball, baseball and other events. These events attract large crowds. Facilities and outdoor properties for non-University purposes are restricted to the following locations on the day of the event or any rally for the event:

1. A portion of the Lloyd Noble parking lot, except during an event held at the Lloyd Noble, at which time a portion of the Gymnastics' Center parking lot may be utilized; or
2. A portion of the University Duck Pond; or
3. A portion of the property in front of the Bizzell Statue; or
4. A portion of the Dale Hall parking lot.

Because space is limited, non-University events shall be scheduled on a first-come, first served basis determined by the date the individual or group executes all relevant documents described herein, provides evidence of adequate insurance and submits all such documents to the Office of Administrative Affairs in accordance with the terms of this Policy. No picketing, leafleting, signs, displays or peddling shall be permitted within 300-feet of the facility hosting the event on the day of the event.

Although non-University groups may utilize the above listed properties, such use is restricted to the other terms and conditions of this policy.

Solicitations

Unsolicited sales door-to-door, office-to-office, or in open areas, by commercial groups or individuals for commercial or financial gain is not allowed. Permission for solicitation may be obtained from the Office of Administrative Affairs or through the Oklahoma Memorial Union (325-2121).

Promotions

The Use of OU's name, other than as a physical address, is prohibited in advertising, solicitation, or promotion of non-University activities. Promotional use of the OU name and identifying marks must be approved by the Coordinator of Trademark Licensing at 325-8203.

Site

The user agrees to protect all property in the facility, to clean the facility within the designated time period and to the satisfaction of the Office of Administrative Affairs, and

to dispose of trash in the designated area following the event. The user also agrees to keep all individuals in the designated areas, to be agreed upon in advance with the Office of Administrative Affairs. **The user also must agree to comply with OU's Smoking Policy.**

Inspection of Site

An OU employee may make an unannounced inspection of the facility during its use for purposes of monitoring compliance. Such inspection will be at the discretion of the facility manager and/or Campus Police.

Clean-up of the site must be accomplished within the time period established by and to the satisfaction of the Office of Administrative Affairs.

OU recommends that the user accompany the 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, an OU employee will be responsible **for fully inspecting the facility to determine its cleanliness and/or any possible damage to the building, property or contents.** This site inspection will include checking any unlocked rooms (such as rest rooms, offices, and closets) for evidence of fire, vandalism, or theft. OU also recommends that the user accompany the OU employee on the final site inspection.

Note: The Office of Administrative Affairs shall be responsible for the final site inspection. If the users so agree, the final site inspection may be postponed to occur during regular business hours of the next work day following the event, which may or may not occur after clean-up operations. If the user agrees to postpone the final site inspection, he/she then agrees that any evidence of damage to OU property found at the time of inspection shall be repaired at the users' and/or their insurance carrier's expense.

Any damages found will be reported immediately to Campus Police and OU Risk Management, and costs arising from the repair of these damages will be reported to the user and/or their insurance carrier for collection purposes.

Any custodial or hauling services that are required on the part of the Physical Plant to bring the site back to its original state of cleanliness and repair will be billed to the user, and the user's deposit may be retained.

Use Agreement

The use of facilities shall be allowed only after all terms and conditions in these procedures have been met; the user has obtained any and all applicable permits, certificates, and licenses; and the user has signed the use Agreement. The signed Use Agreement will be kept on file in the Office of Administrative Affairs' office for a period of **three years** following the event.

Any changes to the Form or these Procedures require approval by the Office of Legal Counsel.

Forms must be signed by an authorized representative approved by the Board of Regents.

Questions About the Procedures

Questions about these procedures may be directed to the facility manager (the Vice President of Administrative Affairs) at 325-5161.