



DODGE FAMILY COLLEGE OF ARTS AND SCIENCES
ANNE AND HENRY ZARROW
SCHOOL OF SOCIAL WORK
The UNIVERSITY of OKLAHOMA



J.J. RHYNE COMMUNITY ROOM FACILITY USAGE GUIDELINES

700 Elm Ave., Norman OK 73019
The University of Oklahoma

Booking Inquiries: Meagan Oliveros
moliveros@ou.edu (405) 325.5236

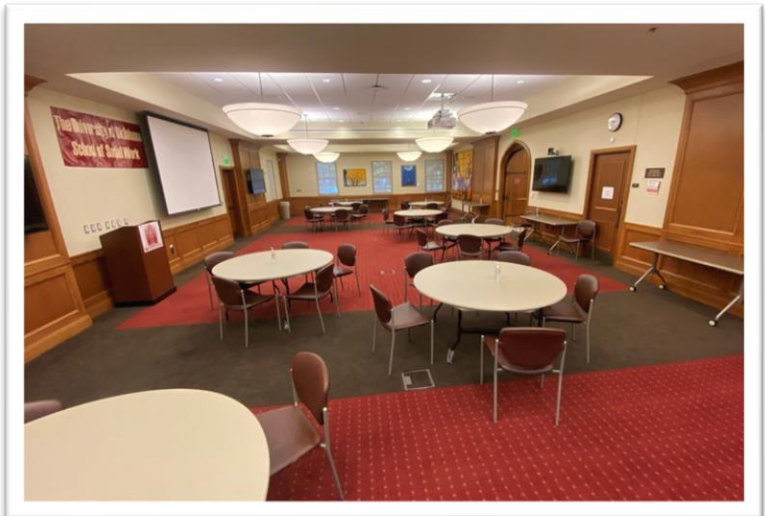
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JJ RHYNE COMMUNITY ROOM



Interior view from entrance to Community Room



View from west wall of Community Room



View from east wall; theater style seating

Availability

Facilities are subject to availability and to the restrictions and priorities indicated below.

General Information

All events held at the J.J. Rhyne Community Room at the Anne and Henry Zarrow School of Social Work must be requested in advance through the Zarrow Hall Event Manager. Each event is required to comply with these guidelines, the Facility Usage Agreement, and University policies and procedures.

Anne and Henry Zarrow School of Social Work Affiliate Groups

The J.J. Rhyne Community Room is available to School of Social Work student organizations, and professors. These groups will be given first priority for the use of facilities. These groups will be required to pay any direct costs associated with their events, but they will not be subject to the room fee. Additionally, these groups are required to make all reservations and arrangements with the Event Manager, and to comply with reservation policies as well as the policies of the University.

Other Groups

The J.J. Rhyne Community Room is also available to other groups (University and non-University) for meetings and events which have a connection to the university missions of teaching, research and scholarship, and outreach and extension. Examples of allowable events include seminars, professional meetings, trade shows and exhibitions, meetings of civic organizations, and social events. All events are subject to approval or rejection on a case-by-case basis by facility management.

- Other groups will be accorded second priority for the use of the facilities. These groups will be required to pay a room usage fee as well as any direct costs associated with their events.
- A deposit of one-half the amount of the usage fee will be required at the time a reservation is accepted, provided the reservation is made more than 30 days prior to the event. The second-half of the usage fee is due 10 days prior to the event.
- Payment of the full usage fee will be required at the time the reservation is made if the reservation is made within 10 days of the event.
- If the full usage fee is not paid by 10 days prior to the event, the reservation will be canceled.
- If the event organizer cancels an event within 10 days of its scheduled date, the usage fee will be held as credit against future bookings.
- If the event is cancelled by the Anne and Henry Zarrow School of Social Work Event Manager for any reason out of the control of the School, either a mutually agreed upon alternate date will be reserved, or the amount of usage fee paid to that point will be fully refunded.

Hours

Reservations for the J.J. Rhyne Community Room can be made during workday hours, as well

as evening and weekends, pending availability. Requests will be reviewed by the Event Manager on a case-by-case basis. When booking an event, please allow time for event set-up and clean up. Normal work day hours are Monday – Friday 8:00 am – 5:00 pm.

SAFETY AND SECURITY

All event attendees must follow the safety and security policies of the University of Oklahoma. All decorations and electrical equipment must comply with standard safety and fire codes. The number of people in the space may not exceed the following number(s) as determined by the fire marshal. Event organizers are responsible for working with the Event Manager to control the movement of their guests.

- THEATER SEATING FOR 130 PEOPLE
- TABLE SEATING FOR 112 PEOPLE

THE ROOM CAPACITIES DENOTED ABOVE DO NOT TAKE INTO ACCOUNT SOCIAL DISTANCING PARAMETERS. PLEASE CONTACT EVENT MANAGER FOR MORE INFORMATION.

AUDIO-VISUAL SPECIFICATIONS

- Audio-visual system with touch panel controls includes the following:
 - Built-in sound system
 - Ceiling mounted projector and screen
 - (2) Wall mounted 50” plasma screens, flanking main screen at front of room
 - (1) Wall mounted 50” plasma screen, at back of room
 - (1) Handheld microphone
 - (1) Lapel microphone
- Video-conferencing system includes the following:
 - Dedicated video-conferencing hard drive that runs independently of audio-visual system, allowing for simultaneous use of both systems on all screens.
 - Wireless Apple keyboard and mouse, allows for video-conferencing control anywhere in the conference room.
 - (2) Wall mounted, adjustable cameras, at front and rear of room.
- Dell laptop, available upon request
- Polycom for conference calls, available upon request
- Complimentary wireless internet access

PARKING

Event parking needs should be discussed with the Event Manager prior to your event. The Event Manager will make available visitor permits or arrange alternative parking with OU Parking Services. Campus parking maps can be viewed at ou.edu/parking/maps.

ACCESSIBILITY

The Anne and Henry Zarrow School of Social Work is an accessible facility.

NON-DISCRIMINATION

The Anne and Henry Zarrow School of Social Work, in compliance with all applicable federal and state laws and regulations, does not discriminate on the basis of race, color, national origin, sex, sexual orientation, genetic information, age (40 or older), religion, disability, political beliefs, or status as a veteran in any of its policies, practices, or procedures.

SMOKE-FREE

The Anne and Henry Zarrow School of Social Work is a smoke-free facility. The use of tobacco, including cigarettes and smokeless tobacco, is prohibited on the grounds. The University of Oklahoma is committed to providing its students, employees, and visitors with a healthy, clean, and safe place to work, live, and learn. A tobacco-free campus protects everyone from the health dangers of secondhand smoke and is in compliance with Governor Fallin's July 1, 2012 executive order.

RULES OF USE

Entertainment

The Event Manager must approve all arrangements for entertainment.

Printed Materials

The Event Manager must approve the content of invitations, posters, and promotional materials prior to printing, mailing, and/or distribution. Violations may result in the cancellation of the event.

Publicity

Any scheduled events that draw media attention must be approved by the Event Manager to ensure compliance with the requirements of the University of Oklahoma.

Photography

All photography, video, and other multimedia capture must comply with all University of Oklahoma policies.

Setup and Cleanup

The event organizer will review plans for event set-up and cleanup with the Event Manager. The organizer is responsible for any damage to their own property or any property belonging to the Anne and Henry Zarrow School of Social Work. JJ Rhyne Community Room has several pieces of artwork on loan from the Fred Jones Museum, including a large scale piece on the South-East wall, which is protected by stanchions. No tables, chairs, personal belongings etc. should be placed against any works of art in the JJ Rhyne Community Room. Please note, event organizer is liable for any damages that occur during set-up, event and clean-up.

Audio-Visual Equipment and Internet Connectivity

Event organizers desiring to use AV equipment during an event must utilize the equipment

and technical staff provided by the School of Social Work. To utilize the presentation equipment installed in the Community Room or to obtain internet connectivity while in the building will require the assistance of the Event Manager. All audio-visual and presentation needs must be coordinated with the Event Manager 14 days prior to the event.

Decorations

Signs, banners, and other décor may not be used without prior approval from the Event Manager. All decorations must be removed at the conclusion of the event. The event organizer will be responsible for any and/or all damages to the J.J. Rhyne Community Room or other parts of the Anne and Henry Zarrow School of Social Work by actions of the organizer or guests.

Catering and Alcohol

Event organizers must make their own catering arrangements, which should be approved by the Event Manager. No Alcohol is permitted on these premises.

Deliveries

The Event Manager must be notified of any/all deliveries to be made to the School of Social Work for an event. The Event Manager will exercise due care but assumes no liability for items received, shipped, stored, or transferred at the request of the event organizer.

LIABILITY

The event organizer shall be responsible for the activities and actions of their guests and agents. The Event Organizer shall indemnify, hold harmless, and defend the University and any of its officers, members, employees, volunteers, agents and representatives, employees, directors, officers or agents from any and all fault, liabilities, costs, expenses, claims, demands or lawsuits arising out of, related to or connected with the Event Organizer's use of and presence on the property. The Event Manager reserves the right to inspect and control all functions. The School of Social work will not assume responsibility for the damage to, or loss of any merchandise or personal property.

VIOLETION OF THE ABOVE POLICIES AND PROCEDURES MAY RESULT IN CANCELLATION OF EVENT(S) AND LOSS OF RENTAL PRIVILEGES.

ROOM CAPACITY

J.J. Rhyne Community Room – Anne & Henry Zarrow School of Social Work, Rm. 145

Square Footage: 1,822 sq ft (27 ft by 63.8 ft)

Theater Capacity: 130 people

Tables & Chairs Capacity: 112 people – Maximum capacity seating requires (14) 60" round tables, each set with (8) chairs.

PLEASE NOTE, ROOM CAPACITY DOES NOT ACCOUNT FOR SOCIAL DISTANCING PREFERENCES. FOR MORE INFORMATION, PLEASE CONTACT EVENT MANAGER.

RENTAL RATES, FEES AND UNIVERSITY METHODS OF PAYMENT

STUDENT ORGANIZATIONS: \$100.00 – (per each 4 hour block, minimum requirement of \$100.00)

UNIVERSITY DEPARTMENTS: \$150.00 (per 4 hour block, minimum requirement of \$150.00)

NON-UNIVERSITY AFFILIATED GROUPS: \$ 300.00 (per 4 hour block, minimum requirement of \$300.00)

AFTER-HOURS FEE: \$25.00 (per person, per hour) This fee applies to labor, set-up or technical assistance required outside of normal business hours: 8am-5pm, Monday – Friday, excluding holidays.

LATE FEES: \$50.00 (A late fee will be charged if total rental fees are not paid within 30 days.)

CANCELLATION FEES: \$50.00 (A fee will be charged for cancellations within 72 hours of event start time.)

UNIVERSITY AFFILIATED STUDENT GROUPS – SGA PAYMENTS

Student groups wishing to use their STUDENT GOVERNMENT ASSOCIATION (SGA) funds may do so through the SGA office. Student groups must submit their request directly to SGA and will need invoice provided by Event Manager.

UNIVERSITY DEPARTMENTS – COST TRANSFERS

If you are paying with a Cost Transfer, please provide the Event Manager the appropriate Chartfield Spread designation. A late fee of \$50.00 will be charged on any fee's not paid within 30 days of your event.

EVENT SCHEDULING AND RESERVATIONS

To reserve a date for the J.J. Rhyne Community Room at the Anne and Henry Zarrow School of Social Work, contact Meagan Oliveros, Event Manager at (405)325.5236 or via email moliveros@ou.edu. The event manager will place a tentative hold on the date for two weeks. Once the Event Manager has received the signed Usage Agreement form and deposit, the date will be confirmed. The event date will be released if the signed Facility Usage Agreement and deposit are not received by the deadline given in the Usage Agreement.

