SPACE RESERVATION COSTS
Space at the Jim Thorpe Multicultural Center (JTMC) shall be reserved through the Campus Scheduling Office and is assigned in the order requests are received. Priority for use of the JTMC goes to approved RSO administrative organization/registered student organization meetings and events as well as Student Life events. Costs associated with reservation of the space may be found on the ou.edu/scheduling website.

HOURS OF OPERATION
Regular hours of operation are daily from 7 AM - 11 PM. The facility will be closed on all University of Oklahoma recognized holidays, campus emergencies (e.g. severe weather days), during the last week of scheduled classes and finals week each semester.

Per the Co-curricular policy, no registered and/or recognized student organization may host an event between the hours of 12 AM and 8 AM, Monday through Friday.

ADVANCED RESERVATION PROCEDURES
All meeting and programming space reservations in the JTMC are coordinated and approved through the Campus Scheduling office. The deadline for submitting any reservation is three full working days prior to the event (e.g. If an event is planned for Monday, the request needs to be submitted no later than 5:00 PM the Wednesday before). Details on how to reserve space are listed below:

- The following groups may request for space at any time beyond the current date for up to two (2) years in advance: American Indian Fellowship, American Indian Student Association, Gamma Delta Pi, Sigma Nu Alpha Gamma. Request for future reservations may be submitted immediately following the conclusion of the event during the current year.
- Registered Student Organizations registered as under the category ‘Cultural,’ ‘Multicultural Greek Council’ or ‘National Panhellenic Council’ may request for space beyond the current date for up to one (1) year in advance. Request for future reservations may be submitted immediately following the conclusion of the event during the current year.
- The office of Student Life may request for space on a semester-by-semester basis. Space reservations (excludes weekly, recurring meetings and study halls) will be allowed for the respective semester on the Monday of the first week of classes for the semester.
- Reservations must be made through OU Reserve.
- Registered Student Organizations may submit requests for recurring meetings/study halls up to 30 days in advance. These recurring activities are limited to a maximum of 2 consecutive hours. Rooms are reserved on a first-come, first-served basis, space permitting.
- Reservations must be made through OU Reserve.

The Campus Scheduling Office reserves the right to cancel or move an organization to another room (or location/facility). Every effort will be made to accommodate all parties involved. Any additional requests requires approval from the offices of Campus Scheduling and Student Life.

BUILDING ACCESS
Access to the JTMC will be provided to the event coordinator, or appropriate event representative(s), through Sooner Card door locks. A Cultural Center Access Agreement should be completed by the event representative that will be the responsible party to providing access to the space.

ROOM CONDITIONS AND TIMES AVAILABLE
Rooms will be available one hour prior to the start time of the scheduled event. The condition of all meeting rooms and multi-purpose rooms in the JTMC is checked before and after each event.

- When requesting facility usage, please include any additional time needed for set-up and break-down (including cleaning time) in time requested.
- Organizations are responsible for setting up, breaking down & cleaning their reserved spaces. If reserved spaces are not left clean, the organization may face additional cleaning fees and loss of reservation privileges.
- Organizations MUST vacate the reserved location immediately at the completion of their requested and approved scheduled time. Clean-up must be completed before this time.

CLEANING POLICIES AND PROCEDURES
The following cleaning procedures have been created to make certain the facility remains in good condition for the use of all student organizations. All cleaning must adhere to the rules set forth by the JTMC building staff.

- All rooms are to be cleaned after use of the facility. The JTMC staff will inspect each space at the end of each day.
- All floors need to be swept or removed of all visible trash.
- All counters need to be cleaned, wiped and sanitized (kitchen only).
- All tables must be wiped clean.
- All chairs and tables used must be re-stacked, trash must be
Multipurpose Rooms A, B and C are preset with
All food must be removed from the kitchen immediately
For certain events (open social events, banquets,
If Multipurpose Room B will be using the in-house
following guidelines:
• Departments and student organizations may co-sponsor
• If fronting is discovered, event will be canceled. University
• Off-campus people having no affiliation with the University.
• One in which over 50% event attendees is comprised of
• Organization or off-campus user. An outside organization event
• May not serve as “fronts” for other groups in order to obtain
• Registered student organizations, or University departments
• The event or meeting must be planned and managed
• The mission of the outside group relates to the on-campus
The Campus Scheduling Office will make the determination
as to on-campus vs. off-campus sponsorship by considering
the nature of the event, past experience with respect to similar
events, type and the nature of attendees.

UNIVERSITY SOLICITATION PERMIT
A solicitation permit is required when student organizations
or University departments are collecting money (e.g. a
philanthropy, fund raiser, ticket sales of University related
events, subscription sales of official University of Oklahoma
publications or sale of other approved items). The solicitation
permit form must be completed and returned to the Campus
Scheduling Office, and a daily fee will be charged. Purchase
order or payment must be received prior to the event. Any
items with the OU logos or University name must have prior
approval from the OU Office of Trademark and Licensing.
For permission to use logos, contact OU Marketing and
Promotions, 3545 Gaylord Family-OK Memorial Stadium or
call (405) 325-7811.

SALES/FUNDRAISING
Student organizations and University departments may host
Non-University vendors or contractors to sell merchandise
when the organization or department reserves a room for
official OU use and the selling is supplemental to the event,
not the primary use of the room (i.e., room may be reserved
for guest speaker and guest speaker is allowed to sell his book,
or room may be reserved for a conference and supplemental
conference materials may be sold). All Non-University
vendors or contractors must be pre-approved by the Campus
Scheduling Office. Any Non-University vendor or contractor
may be asked to leave the JTMC at the Campus Scheduling
Office’s discretion. Sales of third-party food or beverages will
not be permitted.
As the JTMC is a State entity, no fundraising for political parties,
campaigns, or candidates may take place in the facility.

FOOD & CATERING
Food may be prepared on-site at the JTMC using the Kitchen
or ordered through University Catering as described below.

ON-SITE FOOD PREPARATION
• All food served in the building is subject to the Oklahoma
State Health Department rules, regulations and
expectations.
• All students, faculty, and staff serving food in the kitchen are
required to have a food handler’s permit from the Oklahoma
State Health Department.
• Written approval from the Health Department is required
for events when the group is serving food to non-group
members.

UNIVERSITY CATERING
Arrangements for catering and refreshments may be
coordinated through the Campus Scheduling Office at least
three full working days prior to the event. University Catering
provides exclusive catering services for large events and
banquets at the JTMC. Any catering price quotation given more
than three months in advance may be subject to change.

available areas for reservation
• Cultural Meeting Rooms may be reserved for small
meetings. Existing furniture will remain in each room.
• Multipurpose Rooms A, B and/or C may be reserved
individually or all together.
  › Multipurpose Rooms A, B and C are preset with
    furnishings. Room setups may be adjusted by the
    reserving party for no additional fee, or arrangements
    may be made with Campus Scheduling for building
    staff to complete the setup changes for an additional
    personnel fee.
  › For certain events (open social events, banquets,
    concerts), all three rooms as well as the 2nd floor
    lounge must be reserved so that other events are not
    disturbed.
  › If Multipurpose Room B will be using the in-house
    audio system, all multipurpose rooms must be reserved.
• The 2nd Floor Lounge may be reserved for special events
with smaller attendance.
• The kitchen was designed to allow cooking food at student
  group meetings/cultural events.
  › All food must be removed from the kitchen immediately
    after your respective event. No food can be stored in
    the refrigerator, cabinets or drawers. Any food items left
    will be thrown away and may result in additional fees.

Fronting
Registered student organizations, or University departments
may not serve as “fronts” for other groups in order to obtain
free or reduced rates on meeting spaces for any outside
organization or off-campus user. An outside organization event
is one in which over 50% event attendees is comprised of
off-campus people having no affiliation with the University.
If fronting is discovered, event will be canceled. University
departments and student organizations may co-sponsor
events with off-campus organizations in accordance with the
following guidelines:
• The event or meeting must be planned and managed
  by an OU registered student organization or University
  department. Members of the organization or department
  must also be the point of contact in communication with
  the Campus Scheduling Office.
• A majority of those attending events scheduled by a student
  organization or University department are expected to be
  University of Oklahoma students, faculty or staff, or have
  a legitimate connection to the organization or University
department.
CATERING GUARANTEE
A final guarantee (number of attendees) for catered events must be
given to the Campus Scheduling Office three complete
working days before the event. (E.g. if an event is planned for
Wednesday, the guarantee must be in no later than noon the
Friday before. A final guarantee for events held on Monday must
be given by noon on the Wednesday prior to the event.) If no
guarantee is received, preparations will be made for the total
number estimated at the time the menu was ordered. The final
charges will be for no less than the guaranteed number. If it is
necessary to set up additional space at the time of the function,
an added setup charge may be applied. Any addition to the
guarantee less than three full working days prior to the function
will result in an additional charge of $1.50 per person.

CATERING CANCELLATION POLICY
Cancellations must be made two full working days prior to the
event. Cancellation 25-47 hours prior to the event will result in
a 30% cancellation fee based upon the final guarantee.
Cancellation 24 hours or less prior to the event will be charged
100% of the order.

STATE AND FEDERAL TAXES
State and federal taxes will be charged when applicable.

DELAY IN SERVICE
An additional labor charge may be assessed if the serving time
or departure time is delayed more than 30 minutes through no
fault of the JTMC or University Catering. This will be figured on
a per hour fee for the total number of staff covering the event.

DECORATING POLICY
All decorations must adhere to the University of Oklahoma
decorating policies found at ou.edu/content/risk/fire_marshal/
decor. It is the intent of these policies to protect our customers
by adhering to fire safety regulations. Prohibited decorations/
materials may not be used in interior or exterior spaces unless
otherwise noted.
  • The use of flammable materials, such as straw, hay and
evergreens is prohibited.
  • No torches or lanterns are allowed on JTMC premises,
including exterior space.
  • No crepe paper, tissue paper, paper ribbon, glitter or confetti
can be used.
  • Lighting devices using open flame, such as tiki lamps, oil
lamps and torches are not allowed.
  • Candles may be used if they are enclosed in a tip-resistant,
noncombustible container, and the flame is ½” below the
top of the container.
  • Anything in an aerosol can is prohibited (E.g spray glue,
spray paint, etc.)
  • Fog machines/hazers are prohibited.
  • No items can be attached to the walls or hung from the
ceiling. The use of tape, nails, staples or tacks is strictly
prohibited. Any damages to the building surfaces will result
in a damage fee.
  • Alteration of existing JTMC decoration is prohibited.
Any violation of the above rules will result in a damage charge
and/or loss of reservation privileges.

SPECIAL EVENTS AND CIRCUMSTANCES
OPEN SOCIAL EVENTS

Only SGA administrative/registered student organizations can
reserve building space for open social events. Multipurpose
Rooms are the only rooms that can be reserved. All three
Multipurpose Rooms will be reserved for a four hour block from
10 PM to 2 AM
  • The kitchen may NOT be reserved for these events.
  • Approved Open Social event notification form must be
submitted by the stated deadline.
  • Strict adherence to cleaning policies and procedures must be
followed.

Please see the Open Social Event Policy for more information
on this type of event.

BANQUET/CONFERENCE EVENTS
In order for groups to reserve building space for banquets and/
or conferences, all Multipurpose Rooms must be available and
reserved to avoid noise conflicts.
  • University Catering must be the exclusive professional
caterer allowed to serve in the JTMC.

SECURITY PERSONNEL
Security is required for student events that fall under the Student
Affairs “Open Social Event Policy” located at ou.edu/studentlife
and student dances, or it can be arranged at the host’s
request. All security must be arranged through the Campus
Scheduling Office. The Campus Scheduling Office will employ
one security person per 50 people attending the function, at
prevailing rates and the Campus Scheduling Office’s discretion.
The organization or department will be charged for any fees
involved. The Campus Scheduling Office reserves the right to
require an additional number of security officers for any event.

SPECIAL SERVICE CHARGES
Special service charges will apply in the event the reserved
space requires an extra clean up, non-customary setup, or if the
facility is damaged in any way. Charges will be assessed
for excessive litter, and therefore, unusual cleanup caused by
decorations and/or literature. Tape, nails or tacks cannot be
put on any surface of the JTMC building. Any damage to any
surface will result in a damage fee, and the offending item will
be immediately removed.

PAYMENT OF SERVICE
A purchase order or full payment of the total estimated cost of
the function is required three full working days in advance of
the event. Any additional charges for food, alcohol, technical
fees, audiovisual rentals or damages not covered by an advance
payment must be paid within 30 days after the function. Any
reservation request submitted by an organization or department
with an outstanding debt will automatically be rejected.
The balance must be paid in full before the request will be
processed. Failure to pay the account in full will result in the
account being turned over to University Collections.

ACADEMIC CLASSES
Regular classes may not be held in the JTMC on the basis that
the university assigns classroom space in designated classroom
buildings for regularly scheduled classes; JTMC facilities are
reserved for gatherings which are not scheduled as regular class
or academic activities.

FACILITY CANCELLATIONS
Reserved space must be canceled by contacting the Campus Scheduling Office. A 72-hour notice of cancellation is necessary to avoid service charges.

The Campus Scheduling Office reserves the right to cancel a reservation if it conflicts with standard operating procedures or University, local, state, federal laws, policies and procedures regarding events on campus, or in case of an emergency.

**NO-SHOW POLICY**

When a group or individual does not utilize a room reservation and does not communicate to the Campus Scheduling Office in the timely manner described above, the group or individual has committed a “no-show”. Reserved space is considered abandoned after 30 minutes have passed from the scheduled start of the reservation and will result in a no-show. Upon a no-show, the offending organization is subject to the following:

- A warning is issued for the first no-show of the semester and documented on the reserving group’s account.
- A final warning is issued for the second no-show of the semester and documented on the reserving group’s account.
- A third no-show violation will result in suspension of the organization from reserving space in the Henderson-Tolson Cultural Center, Jim Thorpe Multicultural Center, or Oklahoma Memorial Union for the remainder of the present semester.

**CANCELLATIONS DUE TO INCLEMENT WEATHER**

When the University is closed due to inclement weather, events in the JTMC hosted by University departments and registered student organizations and University Catering orders will automatically be canceled. University departments and registered student organizations will not be charged for food orders on inclement weather dates.

Every effort will be made by the Campus Scheduling reservationists to contact groups that have events scheduled. Groups may also call 405-325-2121 to speak to a reservationist or leave a voicemail message. Voicemail is checked by staff on a regular basis throughout the day.

If the event is rescheduled for a later date, the full rates for food will be charged for the rescheduled date’s event.

**LIABILITY**

The sponsor or advisor shall be responsible for the activities and actions of their guests and agents. The sponsoring group is responsible for any and all damages. The Campus Scheduling Office reserves the right to inspect and control all functions. The Campus Scheduling Office will not assume responsibility for the damage to, or loss of, any merchandise or personal property.

Activities taking place in the JTMC may not include unnecessarily risky activities for the safety of guests and preservation of JTMC resources; unnecessarily risky activities include any type of contact sport.

Some types of events require liability insurance. Please check with your advisor and review the Risk Management Policy for Student Organizations found at ou.edu/studentlife.