

**The University of Oklahoma Norman Campus  
GUIDELINES FOR RESERVING FACILITIES  
for Runs, Biathlons, Triathlons, Walks, Bicycle and Wheelchair Races**

- University facilities include all grounds, structures and property owned by the Board of Regents of the University of Oklahoma.
  - Events of this nature require extensive coordination throughout campus and may also involve coordination with the City of Norman and potentially the federal government, depending upon the location.
  - Planning for such an event must begin no less than six months prior to the preferred date for the event.
  - Any such event on any part of campus property will be required to utilize one of three pre-approved routes.
  - Written approval (paper or electronic) must be received from each relevant organization below and by either the director of Student Life (for Registered Student Organizations or Student Affairs departments ) or the Real Estate Operations office (for all other groups) for final consideration.
  - No organization should assume approval of the event until they have been notified in writing of such approval by the director of Student Life (for Registered Student Organizations or Student Affairs departments ) or the Real Estate Operations office (for all other groups).
  - No publicity for the event may begin until final approval has been obtained.
  - OU may require additional security, at the planning group's expense, for an event such as this. Inquiries as to the need for additional security should be directed to the University of Oklahoma Police Department (OUPD).
  - Any participant in an event of this nature, occurring on the University of Oklahoma Campus, will be required to complete a *Waiver and Release of Liability Form*. These are available from Student Life and Risk Management.
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**STUDENT LIFE**

Student Life coordinates facility use requests for Registered Student Organizations and Student Affairs Departments and will provide a copy of *The University of Oklahoma Risk Management Policy for Registered Student Organizations*.

- Student Life  
Oklahoma Memorial Union, Suite 370  
Phone: (405) 325-3163 / Fax: (405) 325-7493

**PUBLIC AFFAIRS**

Public Affairs coordinates the dates of major campus events, approves publications and the use of the University name or logos. An event of this nature should not conflict with any major campus event.

- Public Affairs  
Whitehand Hall, Room 319  
Phone: (405) 325-1701 / Fax: (405) 325-7607

**RISK MANAGEMENT**

Risk Management determines the University's insurance requirements for any event occurring on the University of Oklahoma's property.

- Risk Management  
NEL, Room 112  
Phone: (405) 325-2981 / Fax: (405) 325-7238

## **POLICE**

If the event will take place *only* on University of Oklahoma streets and property contact the University of Oklahoma Police Department (OUPD):

- OUPD  
2775 Monitor Avenue  
Phone: (405) 325-2864 / Fax: (405) 325-5122

If the event will take place on *both* City of Norman streets and University of Oklahoma streets and property contact both OUPD and Norman Police Department (NPD)

- OUPD  
2775 Monitor Avenue  
Phone: (405) 325-2864 / Fax: (405) 325-5122
- NPD  
201-B W. Gray Street  
Phone: (405) 321-1600 / Fax: (405) 366-5329

## **CART (Cleveland Area Rapid Transit)**

CART manages the OU/Norman transit system. Any activity which could impact transit routes must be cleared through CART.

- CART  
510 E. Chesapeake Street  
Phone: (405) 325-CART(2278) / Fax: (405) 325-7490

## **FITNESS AND RECREATION**

Fitness and Recreation is responsible for Huston Huffman Center, the Recreation Fields and the Murray Case Sells Swim Complex.

- Fitness and Recreation  
1401 Asp Ave. Room 170, Huston Huffman Fitness Center  
Phone: (405) 325-3053 / Fax: (405) 325-1365

## **HEALTH DEPARTMENT**

If the event will serve food or beverage, it must be approved by the Health Department. All persons serving approved items must carry a valid food handlers' license.

- Cleveland County Health Department  
250 12<sup>th</sup> Ave. NE  
Phone: (405) 321-4048 / Fax: (405) 329-1273

## **TRADEMARK LICENSING**

Any requests to use University-related logos, names, images, or other trademarked items on any publicity or merchandise for the event must be approved by the University of Oklahoma Trademark Licensing office.

- Office of Trademark Licensing  
180 West Brooks, McClendon Center for Intercollegiate Athletics  
Phone: (405) 325-8547 / Fax: (405) 325-4151

## **REAL ESTATE OPERATIONS**

Real Estate Operations coordinates facility use requests for departments and groups *other than* Registered Student Organizations and Student Affairs departments. Some locations on campus will require coordination with Real Estate Operations.

- Real Estate Operations  
3200 Marshall Ave., Suite 130  
Phone: (405) 325-6041 / Fax: (405) 325-6944