OSU Center for Health Sciences
Facilities Use Policy and Agreement

General Eligibility

1. All Oklahoma State University Center for Health Sciences (also known hereafter in this document as “OSU CHS” or “the Center”) facilities are reserved first for instructional activities, including, but not limited to, scheduled classes, labs, small group discussions, and so on. During the year all campus facilities are for the primary use and enjoyment of students, faculty, administration and staff. Scheduling of space during the academic year must be initiated by an academic department, administrative office, or OSU CHS recognized organization.
2. All use of facilities must follow the procedures held within this Facilities Use Policy and Agreement including use by standing committees, Ad Hoc committees, departments, etc. that meet regularly at OSU CHS.
3. When university facilities and grounds are not in use for instructional activities, they may be scheduled through the Office of Educational Development for campus events and activities that are in line with the mission of the Center (i.e. other educational institutions, other health professional organizations, etc.). The Center reserves the right to determine the eligibility of a potential group.
4. The use of the Center’s facilities for non-instructional purposes is subject to approval by the Office of Educational Development. Consideration will always be given to the relation of such use to the Center’s mission and goals.

Scheduling

1. OSU CHS instructional activities are scheduled before any facilities are opened for use. Uses that are non-instructional are subject to availability.
2. When there are multiple requests for the use of the same space, priorities are:
   a. Center instructional activities
   b. Other activities sponsored by an OSU CHS academic department, administrative office or recognized organizations.
   c. Activities sponsored by an outside organization or group approved by the Office of Educational Development
3. Space usage arranged by an organization or group not affiliated with OSU-CHS may be subject to a rental fee, a written agreement, a liability clause, or a deposit to cover cleaning and other possible restoration charges.
4. All normal room reservations (below 50 participants) must be made 24 hours in advance using the online room reservation form located on centernet (centernet-calendars and schedules- reserve a room) or at http://www.osu-tulsa.okstate.edu/it/chs/roomReservation.php. Large events (over 50 participants) must be scheduled at least 3 days in advance. Otherwise, availability, scheduling, arrangements, etc. cannot be guaranteed.
5. AV requests are subject to equipment and staff availability and must be made with the room reservation.

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Procedures for Scheduling Events and Reserving Facilities

The procedures listed below are for faculty, staff, and OSU CHS organizations. Outside individuals should call the Office of Educational Development directly at 918-561-8478. All room reservations will be processed by the Office of Educational Development on a first come, first-serve basis. The Office has the authority to approve, deny, or reconcile room requests based on conflicts, room availability, short notice, incomplete requests, or lack of AV support.

Hours of Operation

Normal operating hours are Monday through Friday, 8:00am to 5:00 pm. The Center is unavailable in the evenings and on Saturdays and Sundays due to security issues. The Center may occasionally accommodate events outside of normal operating hours, if arrangements are made in advance to ensure proper security and support personnel are available and present.

Reserving a Room

Faculty/staff/OSU CHS Designated Organizations

- Normal room reservations (below 50 participants) must be made at least 24 hours in advance to guarantee a room or services for an event. Large events (over 50 participants) must be made at least 3 days in advance. Please allow 1-3 business days for processing of a reservation (3 days will be necessary for larger events).
- An Event Coordinator must be designated and submit a signed Facilities Use Policy and Agreement form (only required once) and an online room reservation form located on centernet (centernet-calendars and schedules- reserve a room) or at http://www.osu-tulsa.okstate.edu/it/chs/roomReservation.php. The forms must be completed in full.
- The Office of Educational Development will then approve the event and assign a room. The Office will try to ensure that you receive the room of your choice or an equivalent space.
- If the event requires special services (i.e. AV, equipment, arrangement, etc.) the information will be forwarded to those areas. However, the Event Coordinator is responsible for following up with those offices directly to ensure that these services are completed to their satisfaction.

NOTE: No room is reserved until all forms have been received, approved, and the Event Coordinator receives written notice from the Office of Educational Development (either through campus mail or email) that the reservation is complete. Verbal communication will not serve as receipt or confirmation of a reservation.

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Student Organizations

- Normal room reservations (below 50 participants) must be made at least 24 hours in advance to guarantee a room or services for an event. Large events (over 50 participants) must be made at least 3 days in advance. Please allow 1-3 business days for processing of a reservation (3 days will be necessary for larger events).
- All room requests for student organizations must be placed through the Office of Student Affairs.
- The Office of Student Affairs will approve all student activities and submit a room reservation form on behalf of student organizations.
- The Office of Educational Development will then approve the event and assign a room. The Office will try to ensure that you receive the room of your choice or an equivalent space.
- If the event requires special services (i.e. AV, equipment, arrangement, etc.) the information will be forwarded to those areas. However, the Event Coordinator is responsible for following up with those offices directly to ensure that these services are completed to their satisfaction.

NOTE: No room is reserved until all forms have been received, approved, and the Event Coordinator receives written notice from the Office of Educational Development (either through campus mail or email) of that the reservation is complete. Verbal communication will not serve as receipt or confirmation of a reservation.

Individual Students

- Individual students are not allowed to reserve rooms at OSU CHS. However, the Office of Student Affairs in conjunction with student representatives have developed a Student Policy for Use of Breakout Rooms which outlines ways that students can use the breakout rooms for educational purposes (i.e. tutoring, independent study, group study, etc.).
- Use of the breakout rooms under the Student Policy for Use of Breakout Rooms only applies if the room is not scheduled for other purposes under this Facilities Use Policy and Agreement.
- If a student or group of students are in a breakout room that has been scheduled under this Facilities Use Policy and Agreement, they will be asked to leave and must vacant immediately leaving the space in the condition found or expected by OSU CHS. If a student refuses to leave or does not do so immediately, they may lose the privilege of using these breakout rooms.
- Notices posted showing use of a room by an individual student cannot cover the official daily schedule for that room. It must be posted next to the schedule for that room.

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**Cancellation Instructions**

If an event gets cancelled or changed, you must submit a cancellation notice or changes 24 hours before the event. You can cancel or change an event by calling 918-561-8478 or submitting an online reservation form using the following instruction. If you are simply cancelling an event, please put “CANCEL THIS EVENT” in the comments area. If you are making changes, please put “MAKE THE ABOVE CHANGES TO MY EVENT”.

Proper cancellations and changes allow the Office to rebook, if possible. It also allows the Center to give accurate information to individuals who may call or show up for an event. The Office of Educational Development reserves the right to refuse facilities based on failure of event coordinators or groups to cancel an event or notify the Office of Educational Development of changes prior to the event.

**No shows or no meetings**

If a representative or group has meetings scheduled throughout the year and does not show for 3 reserved meeting times or there are no meetings for 3 consecutively reserved dates, then the group will be removed from all future reservations.

**Conditions and Limitations of Use**

All arrangements will be in accordance with the following rules and conditions for use of the OSU CHS facilities.

- **Food and beverage:** Food and beverages (non-alcoholic) are allowed in OSU CHS facilities. It is the responsibility of the Event Coordinator or other designated person to ensure that all trash and food items are removed from the facility and all tables cleaned at the end of the event.

- **Furniture:** Furniture and fixtures should not be moved from any room without consulting the Office of Educational Development. Rooms must be returned to their original condition following the event.

- **Signage:** Announcements or notices for events may only be placed outside the door, in elevators, on easels by the information desk, or in other areas as designated by the Center. Any signs found in inappropriate places will be removed.

- **Audio/Visual Equipment:** To request A/V equipment for an event, specify the needed equipment in the comments area of the room reservation form. All equipment must be used for its intended purpose and not be altered from its original configuration, except as approved.

- **Cleaning:** The Event Coordinator or sponsoring group is responsible for returning the facility to its original condition. All spaces used for the event must be left in a clean and mutually agreed upon condition---this includes bathroom facilities used. Trash, bottles, cans, decorations, food, etc. must be removed at the end of the event. If you are scheduling a large event that will require extra trash receptacles, please make a note on the room reservation form.

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• **Supplies:** Most classrooms are equipped with basic supplies such as dry erase markers, erasers, cleaners, etc. There is a printer at the reception area on the first floor outside the classrooms where printing from the classrooms can be picked up. These supplies and equipment are not guaranteed but we will make every effort to ensure that they are available and in working order. If there are basic supplies missing or problems with equipment or printers, please contact the Office of Educational Development immediately.

• **Smoking, Drugs, Alcohol:** The Center for Health Sciences is a drug, alcohol, and tobacco-free facility and these items are not allowed anywhere on the grounds. Those caught will be asked to leave and any appropriate legal action will be taken.

• **Personal Belonging:** The Center is not responsible for personal belongings. Do not leave them unattended at any time, and remove them at the end of your meeting or event. Please give any unclaimed items to the Front Reception Desk to be put in the lost and found.

• **Responsibilities:** Each Event Coordinator or designated representative must sign this written facilities use policy and agreement form before a room(s) can be reserved for an event. This agreement only has to be signed once by the designated group representative. If that person leaves or someone else takes over the room reservation responsibilities for a group, a new agreement will be required. It is the responsibility of the Event Coordinator or designated person employing professional outside services such as catering, photographers, etc. to acquaint them with all rules and customs regarding the facilities at OSU CHS.

A dynamic and efficiently used Center is to the benefit of all in the community. We ask your assistance to ensure that the Center can serve all those who want or need to use the building.

We strive to keep the Center open and accessible to as many groups as possible. While we would only do so under extreme circumstances, groups which fail to comply with this Facilities Use Policy and Agreement or the instructions of Center personnel may not be allowed to book additional space and may forfeit future uses of space which have already been booked.

The Center will not allow space to be used by any group which will undertake illegal activities. Event coordinator and group/event members (herein referred to as "Users") agree to abide by, and comply with all of the applicable laws, rules, and regulations of the United States, the City of Tulsa, and the State of Oklahoma. No sexual activity is permitted in the Center.

Use of the Center's name as a meeting site in publicity materials does not imply endorsement by OSU CHS. Users should exercise care in their use of Center and its equipment. The Center cannot be responsible for equipment or property that is left or stored on the premises. You may not leave anything here unless you have made prior arrangements with OSU CHS personnel. The Center reserves the right to dispose of any property left on the premises after a meeting or event is concluded.

The Center will not be held responsible for any damages or penalties whatsoever arising from the improper use of copyrighted materials by any group using the space at the Center.

The Event Coordinator and Users may use the space only for the purpose indicated in this Facilities Use Policy and Agreement. Any changes must be approved by the Office of Educational Development.

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The Event Coordinator entering into agreement with the Center shall indemnify and hold harmless the Center from any and all claims arising from the coordinator's and his or her group's use of the Center during the period covered in this agreement for damages or injuries to persons or property.

The Event Coordinator agrees that the Center shall not be liable for failure to provide the physical properties and services referred to in this agreement in the event that such failure is caused by acts or regulations of public authorities, labor difficulties, strike, epidemic, interruption or delay of transportation services, delays in construction schedules or any other cause beyond the control of the Center.

The Event Coordinators and Users will neither cause nor permit any damage to the Center. This includes but is not limited to putting up tape, nails, tacks, or screws without receiving permission from a Center staff.

The Event Coordinator agrees that no portion of the sidewalks, entries, vestibules, halls, or ways of access to public utilities shall be obstructed by the Coordinator or used for any purpose other than for entering and exiting a room or the building.

Center staff shall have the right to enter any event at any time in order to communicate information to the Event Coordinator or Users.

The Center reserves the right to terminate this agreement without prior notice if the Event Coordinator or Users in any way fails to adhere to the rules outlined in this document.

The Office of Educational Development reserves the right to update or change this policy as needed without notice.

If you have any questions, please call the Office of Educational Development at 918-561-8478.

This agreement shall be in effect when signed by Event Coordinator and shall remain in effect until terminated by either party. As the signer, I certify that I have read the above Facilities Use Policy and Agreement and agree with the terms herein. I understand that signing this agreement makes me the person responsible for upholding the terms of this agreement for myself and the group I represent.

Event Coordinator Signature    Date

Print Name

Name of Group or Event    Event Coordinator Telephone Number

Event Coordinator Mailing Street Address    Event Coordinator City, State, Zip

Note: Above Event Coordinator contact information must be filled out and kept on file at the Center. Please return this Agreement to the Office of Educational Development. Failure to return this signed Agreement may result in denial of room space.

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