

# Room Reservations for Devon Energy Hall

The College of Engineering provides the use of these rooms as a service to the university. There are no charges to the user nor any contract between parties. We will do everything possible to provide a place for your event but in the rare instance that we need to reschedule due to a college need, that need will take precedence over a previous group's reservation. Though infrequent, when this occurs we will try to assist your group to find other accommodations.

## Access

Doors are unlocked from 8:00am – 9:00pm, Monday through Friday. If your event is outside of these hours you will need to visit the Devon main office, room 150, during normal business hours (Monday-Friday, 8:00am – 5:00pm) to check out a corresponding key or temporary Soonercard. After hours, Devon Energy Hall entry doors are only opened by card swipe access, so you will need to provide someone to assist with entry. **Doors MUST NOT be propped open.**

## Setup and Cleanup

We are happy to provide space for your meeting. We do not provide staff, food, beverages, or paper goods to assist with your event. You may bring those items in, but **you are responsible for cleanup after the event. If food is served, all trash must be taken out as a courtesy to the next group meeting there. This applies during and after office hours.** If you need assistance with information technology, food service, equipment delivery, etc., your group will need to make independent provisions for that support (for example, you will need to bring your own HDMI cable to link your laptop to the displays and allow time to be sure it works properly).

In addition, please review the following information in preparation for your event:

- Will someone use the equipment in the room? If so, has someone in your group been trained to use the equipment?
- Will someone use the telephone for a conference? Do you have a long-distance code?
- If food will be served, do you have the appropriate cleanup materials?

If additional equipment is needed, the person reserving the room is responsible for locating the equipment and moving it to the room.

Individuals or groups who use the room are responsible for setup and cleanup. Furniture in the room can be moved, however, it must be returned to its original arrangement. The lights must be turned off and the door locked after the meeting (if outside of open hours). If a key/card is checked out overnight, return it promptly the next day. If a student group wants to reserve a room outside of regular hours, they must have the name of a faculty or staff member who will be responsible for the room.

## Damages

You may not use paint, glue, glitter, cutting materials, or any material that cannot be easily removed from surfaces or that would cause damage to the furnishings or facility. The person reserving the room is responsible for any damages that occur during the event. If you see damages when you come in, please report it to [ece@ou.edu](mailto:ece@ou.edu) before your event.

For questions or additional information, you may contact the administrative offices in Devon Energy Hall: ECE at 405-325-8131 or CS at 405-325-4042. Thank you.