

ExxonMobil Lawrence G. Rawl Engineering Practice Facility

Facility Usage Guidelines

FACILITIES

The ExxonMobil Lawrence G. Rawl Engineering Practice Facility (REPF) has facilities of various sizes available on the second floor of the building. The **LGR Foundation Multipurpose Room (REPF 200)** has a dual projection system so the whole audience can view a presentation with ease, a small kitchen for food prep, and a whole wall that is a dry erase board. Our smaller facility **Bull and Family Team Room (REPF 261)** has a large television that can connect to laptops and dry erase boards.

The National Oilwell Varco Drilling Simulator Room can be reserved by contacting Sonya Grant, Assistant to the Director and Industry and Alumni Liaison for the Mewbourne School of Petroleum and Geological Engineering, at (405) 325-6822, or sdgrant@ou.edu.

EVENT SCHEDULING

Reservations: To make a reservation, contact the REPF Staff by email at, repfrooms@ou.edu.

- Fall semester: Student organizations may start reserving the room one week before classes start and non-engineering organizations/departments may start requesting room reservations during the first week of the fall semester. No requests will be accepted before this and will need to be resubmitted.
- Spring semester: Student organizations and non-engineering organizations/departments may start requesting room reservations during the first week of December.
- Summer: Student organizations and non-engineering organizations/departments may start requesting room reservations after finals week.

Additional reservation guidelines:

- Student organizations may reserve REPF 200 once a month.
- No reservations will be made by students for pre-finals ('dead') week and finals week.
- No same-day reservations will be made.

Your reservation is not finalized (complete) until an REPF authorized staff/faculty has approved your request and sent a reservation confirmation email.

REPF Usage Policies and Regulations

1. If any problems with the A/V equipment occur, contact OUIT personnel at (405) 325-HELP.

DO NOT ATTEMPT TO ADJUST EQUIPMENT YOURSELF.

2. Any non-technical issues with the rooms should be directed to the REPF receptionist during normal business hours.

3. Rooms used should be left clean and orderly at the end of the all events. All tables should be wiped down and returned to their original positions. Secure floor outlets. **REMOVE any items/materials you brought at the end of your event.**

4. **DO NOT HANG OR TAPE** anything on the walls, windows, screen, doors, or whiteboards. Event organization or primary event contact will be responsible for any damage caused by not following this rule. **DO NOT** use glue, paint, etc. unless approved by REPF Staff. **NO GLITTER ALLOWED – No exceptions.**

6. **It is forbidden to use any kind of tool or item that can potentially harm furniture, carpets, walls, or other room fixtures.** This includes, but is not limited to: hammers, drills, glue, saws, nails, power tools, sharp objects, or other adhesives. The event organization or primary event contact will be responsible for any damage caused by not following this rule. If you are unsure that your planned event violates this policy or have questions, please contact REPF Staff via email or phone.

5. Turn off lights when the room is unattended.

6. The kitchen door is to remain locked except when the kitchen is in use. While the multipurpose room is occupied and the kitchen has additionally been reserved, the door between the kitchen and the multipurpose room may remain open. **A key will need to be picked up for kitchen use.**

7. Food, beverages and supplies in the kitchen are the property of the Gallogly College of Engineering. **Please bring all necessary supplies for your event.**

8. The coffee pot and serving utensils may be used during the workshop, but they must be cleaned and returned to the kitchen at the completion of the scheduled event.

9. **EVENT SIGNAGE:** Event organization may prepare signs to help participants navigate between the 1st floor entrances and the multipurpose or team rooms; however, make sure to not put tape on glass or wood surfaces. Remove signs at conclusion of event and make sure no tape residue is present on surfaces.

10. **INFORM EVENT PARTICIPANTS OF POLICIES** outlined in this document: Event organization is responsible for conveying all rules and guidelines to participants.

11. Event organization is responsible for replacement or repair costs for any damaged furniture, A/V equipment, or computer equipment.

AVAILABILITY

General

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

- All events held at the REPF must be requested in advance through the Rawl Engineering Practice Facility Staff. Contact repfrooms@ou.edu for room request.
- Each event is required to comply with these guidelines and University policies and procedures.
- All requests for events are subject to review and approval by the REPF Operating Committee.
 - o An event will not be approved if it is deemed likely to interfere with the education, research, and operational activities that are the primary functions of the facility.
- If a Gallogly College of Engineering event or organization needs the room at the same time, cancellation/rescheduling may be done.
 - o Modifications or cancellations will be done on a case-by-case basis determined by the nature and the importance of the event or meeting.
 - o The REPF staff will work with the organizer to see if rescheduling is possible in the case of necessary cancellation; if rescheduling is not possible, a full refund will be provided to the organizer (if applicable).

College of Engineering Affiliated Schools and Student Organizations

REPF facilities are available free of charge to its students and to organizations and departments connected to the Gallogly College of Engineering. Organizations included in the Gallogly College of Engineering or events done by the College will be given priority in room reservations in the REPF. If any damages occur, however, the organization will be held responsible and billed.

Non-Engineering Groups

REPF facilities are also available to other University groups for meetings and events free of charge. However, if your event is not affiliated with the Gallogly College of Engineering, you will be required to give the REPF Staff an account number for billing for incidentals.

Admittance to Building

If you have scheduled an event after normal business hours, 8:00am-8:00pm M-F, then a Gallogly College of Engineering faculty or staff person must be present (excluding engineering student organizations). Doors to the facility after hours are by card swipe access for Gallogly College of Engineering faculty, staff and students only; therefore, if you are a non-engineering group, you will need to provide someone to assist people with entrance to the facility. It is important that the **REPF doors are NEVER propped open**. If other arrangements must be made, contact the REPF Staff.

Hours

The REPF Staff is in office 8:00am-5:00pm Monday through Friday. It is preferred that events be booked via e-mail, repfrooms@ou.edu. When booking an event, time allowance must be made for set-up and clean-up.

PARKING

You will need to contact Parking Services if your events guests do not have parking permits.

<http://www.ou.edu/content/parking.html>

ACCESSIBILITY

The REPF is an accessible facility. All visitors have the option to enter the northwest (main) entrance, or the south side entrance by the loading dock. Disability parking is located at the parking lot East and South of Sarkeys Energy Center.

SMOKING IS PROHIBITED

Effective July 1, 2012, the use of all tobacco products including but not limited to cigarettes, cigars, pipes, and smokeless tobacco shall be strictly prohibited anywhere on the OU grounds or campus. All facilities of the University of Oklahoma, regardless of campus or location, are tobacco-free.

RULES OF USE

Entertainment: The REPF Staff must approve all arrangements for entertainment.

Printed Materials: The REPF Staff 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 Gallogly Communications Staff 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. Normally, an individual may take or arrange for photos/videos of his/her event for personal use without obtaining any formal permission. However, if the individual's intent is to use any part of the REPF as a backdrop for commercial photography, video, television or film production, the project must be reviewed and approved by OU Public Affairs, and a written agreement signed by the Engineering Communications Staff.

- This written consent will serve as an addendum to the use agreement.

Set-up and Clean-Up: The event organizer will review plans for event set-up and clean-up with the REPF Staff. Furniture may be moved by those hosting an event. All arrangements will be the responsibility of the group reserving the room. However, if you need extra chairs or have any questions about the room, please refer to the REPF Staff. Persons and organizations using REPF facilities must leave the space(s) in the same condition as initially found. If the facility or furnishings are damaged in any way, the costs of repair will be billed to the event organizer. The REPF Staff will be available to walk through the spaces to be utilized with the event organizer before the event. The space will be checked after the event by REPF Staff.

After conclusion of the event, the event organizer must:

- Take out trash - Dumpster is located behind Felgar Hall
- Wipe down tables
- Sweep/vacuum floor, if needed
- Wash dishes, if kitchen used

In order to avoid damage to the tables while moving them, please follow the below rules:

- **DO NOT sit on the tables**
- **DO NOT roll tables while the casters are in locked position**
- **DO NOT unscrew the locking washers on the top of the casters to level the tables**
- **If you notice a caster loose, use a wrench (stored in the room closet) to tighten the washer on top of the caster**
- **DO NOT drag tables while casters are loose**

Electronic audio/visual presentation equipment and internet connectivity: Event organizers desiring to use AV equipment during an event must utilize OU IT. They can be reached at (405) 325-HELP.

Decorations: Signs and banners may not be used without prior approval from the REPF Staff. All equipment and decorations, to include, but not limited to A/V equipment, lights, plants, floral arrangements and signage must be removed at the end of the event. The event organizer will be responsible for any and/or all damages to REPF by actions of the organizer or guests.

Alcohol: Alcoholic beverages are to be served only by a licensed caterer who has been approved by the OU Staff. The serving of alcoholic beverages will comply with the laws of the State of Oklahoma and the policies of the University of Oklahoma. Under the laws of the State of Oklahoma, alcohol may not be brought into the building by anyone other than the licensed contracted caterer. Student organizations are NOT allowed to host events with alcoholic beverages in this building.

Liability: The event organizer shall be responsible for the activities and actions of their guests and agents. The REPF Staff reserves the right to inspect and control all functions. The University of Oklahoma will not assume responsibility for the damage to, or loss of, any merchandise or personal property.

Any violation of the above policies and procedures may result in loss of rental privileges.

NOTE: REPF staff/faculty is not responsible for any damaged, lost or stolen items left in this facility. Thank you!