



**Founders Student Center Usage Agreement Form
For Non-OU Organizations**

Conditions for Facility Use

1. This agreement must be completed and signed by an authorized member of the renting party and returned to the office of OU-Tulsa Student Affairs prior to the beginning of the event.
2. The renting party agrees to be financially responsible for any damages that occur to the facility's interior furnishings, walls, floors, equipment, tables, or chairs during the event's period.
3. The renting party shall remain in the space assigned to them by Student Affairs staff members. Student Affairs has the right to relocate the event within the building and to place reasonable time, place, and manner of use restrictions on the use of the facility. In consultation with the campus police, Student Affairs may cancel the event if he/she believes the renting party's actions or the actions of its members or guests in the facility represent a threat to the safety of persons or property.
4. Space within the Founders Student Center may be used only during standard business hours, Monday-Friday, 8am - 5pm.
5. The renting party is responsible for **all** clean-up which must be completed by the ending time of the event stated below. Trash must be deposited in the provided trash receptacles. The renting party will pay the cost of any additional clean-up required from its use of the facility.
6. The room or space used by the renting party must be vacated by the ending time of the event stated below. The renting party will pay the cost of any labor and materials necessary to return the space to its original state as decided by the Office of Student Affairs.
7. The renting party's failure to abide by these provisions may result in refusal to provide space to the renting party in the future as determined by OU-Tulsa Student Affairs.
8. Tape, nails, tacks, staples, crepe paper, tissue paper, paper ribbon, glitter or confetti is strictly prohibited in the Founders Student Center.

Name of Organization Group _____

Type of Event _____ Date of Event _____

Beginning/ Ending Times of Event _____ Room(s) Requested _____

Contact Name _____ Phone (_____) _____ Email _____

Address _____ City _____ Zip _____

The signature below must be that of a member of the renting party who is responsible to see that the renting party abides by the terms of this agreement and the Facility Use Policy. Failure of the renting party to comply with these terms may result in the forfeiture use of the Student Union for your organization /group.

Printed Name of Contact

Signature of Contact

Date