



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.
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.
6. The room or space used by the renting party must be vacated by the ending time of the event stated below.
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.
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 \_\_\_\_\_