

# Gallogly Hall Room Reservations

We are happy to provide space for your meeting, but we do not provide staff, food, beverages, or paper goods for your event. You may bring those items in, but **YOU must be responsible for cleanup after the event. If food will be served at any meeting, all trash must be taken out to the dumpster on the south side of the Engineering Practice Facility. This applies to anyone using the room whether during or after office hours.**

## Access

If you have scheduled an event after hours, you will need to come to the building administrative office during normal business hours, Monday through Friday 8am to 5pm, to check out a key. After hours, access to the buildings are allowed by card swipe only. You will need to provide someone to assist people with entrance to the facility.

**Doors MUST NOT be propped open.**

## 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 the facility in any manner. The person reserving the room is responsible for any damages that occur during the event. If you see any damage when you come in, please report it before the event takes place.

In addition, we suggest that you review the following information in preparation of your event:

*Will equipment located in room be used?*

- **If so, has someone in your group been trained to use that equipment?**
- **If using the telephone for a conference call, do you have a long-distance code?**
- **If food is allowed in your room and is being served, do you have the appropriate cleanup materials?**

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

Individuals or groups using the room are responsible for setup and cleanup of the room. 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 applicable). Any equipment used in the room must be turned off. If a key/swipe card is checked out overnight, it must be returned promptly the next business day. When a student group wants to schedule a room that is normally locked after hours, they must provide the name of the faculty/staff advisor who will attend the meeting.

The college has provided the use of this room as a service to the university. There are no charges to the user nor any contract between parties. Please know that we will do everything possible to provide a place for your event. Though infrequent, a college level meeting or event would take precedence and therefore require us to reschedule your reservation. If that does occur, we will contact you immediately and do our best to assist your group in finding other accommodations.

For questions or additional information, you may contact the administrative offices for

**Gallogly Hall, Rooms 116, 126, and 127:** Deans office, CEC 107 | (405)-325-2621 | [carsonrooms@ou.edu](mailto:carsonrooms@ou.edu)  
**Gallogly Hall, Room 323:** Shayla Glover, GLG 101 | (405)-325-0789 | [shaylaglover@ou.edu](mailto:shaylaglover@ou.edu)