

# HENDERSON-TOLSON

## CULTURAL CENTER

### POLICIES AND PROCEDURES FOR RSOs AND UNIVERSITY DEPARTMENTS

#### SPACE RESERVATION COSTS

Space at the Henderson-Tolson Cultural Center (HTCC) shall be reserved through the Campus Scheduling Office and is assigned in the order requests are received. Costs associated with reservation of the space may be found on the [ou.edu/scheduling](http://ou.edu/scheduling) website.

#### HOURS OF OPERATION

Regular hours of operation are daily from 7 AM - 11 PM. The facility will be closed on all University of Oklahoma recognized holidays, campus emergencies (e.g. severe weather days), during the last week of scheduled classes and finals week each semester.

Per the Co-curricular policy, no registered and/or recognized student organization may host an event between the hours of 12 AM and 8 AM, Monday through Friday.

#### ADVANCED RESERVATION PROCEDURES

All meeting and programming space reservations in the HTCC is coordinated and approved through the Campus Scheduling office. All reservation requests must be submitted through the OU Reserve platform, [link.ou.edu/oureserve](http://link.ou.edu/oureserve). The deadline for submitting any reservation is three full working days prior to the event (e.g. If an event is planned for Monday, the request needs to be submitted no later than 5:00 PM the Wednesday before). Details on how to reserve space are listed below:

- All Registered Student Organizations, in accordance with the Student Government Association policies, and university departments may request space for up to one (1) year in advance. Request for future reservations may be submitted immediately following the conclusion of the event during the current year.
- Registered Student Organizations may submit requests for recurring meetings/study halls up to 30 days in advance. These recurring activities are limited to a maximum of 2 consecutive hours. Rooms are reserved on a first-come, first-served basis, space permitting.
- University departments may reserve space on a semester-by-semester basis. Space reservations (excludes weekly, recurring meetings and study halls) will be allowed for the respective semester on the Monday of the first week of classes for the semester.

The Campus Scheduling Office reserves the right to cancel or move an organization to another room (or location/facility). Every effort will be made to accommodate all parties involved. Any additional requests requires approval from the offices of Campus Scheduling and Student Life.

#### BUILDING ACCESS

Access to the HTCC will be provided to the event coordinator, or appropriate event representative(s), through Sooner Card

door locks. A Cultural Center Access Agreement (the form link is emailed to requester in confirmation email) should be completed by the event representative that will be the responsible party to providing access to the space.

#### ROOM CONDITIONS AND TIMES AVAILABLE

Rooms will be available at the start time of the scheduled event.

- When requesting facility usage, please include time needed for set-up and break-down (including cleaning time) in time requested.
  - › Room setups may be adjusted by the reserving party for no additional fee, or arrangements may be made with Campus Scheduling for building staff to complete the setup changes for an additional personnel fee.
- Organizations are responsible for setting up, breaking down & cleaning their reserved spaces. If reserved spaces are not left clean, the organization may face additional cleaning fees and loss of reservation privileges.
- Organizations MUST vacate the reserved location immediately at the completion of their requested and approved scheduled time. Clean-up must be completed before this time.

#### CLEANING POLICIES AND PROCEDURES

The following cleaning procedures have been created to make certain the facility remains in good condition for the use of all student organizations. All cleaning must adhere to the rules set forth by the HTCC building staff.

- All rooms are to be cleaned after use of the facility. The HTCC staff will inspect each space at the end of each day.
- All floors need to be swept or removed of all visible trash.
- All tables must be wiped clean.
- All chairs and tables used must be re-stacked, trash must be taken out to garbage container behind HTCC.

If a room is left unsatisfactory by an organization, the group will be charged additional fines (starting at \$50, increases based on condition of used space) to cover the cost of cleaning. All damages will be assessed by the Campus Scheduling Office and the appropriate cost for damage will be issued to the offending organization(s).

Persons and organizations using the space are held responsible for leaving the room in the same condition in which it was found.

#### FRONTING

Registered student organizations, or University departments may not serve as "fronts" for other groups in order to obtain free or reduced rates on meeting spaces for any outside organization or off-campus user. An outside organization event is one in which over 50% event attendees is comprised of

off-campus people having no affiliation with the University. If fronting is discovered, event will be canceled. University departments and student organizations may co-sponsor events with off-campus organizations in accordance with the following guidelines:

- The event or meeting must be planned and managed by an OU registered student organization or University department. Members of the organization or department must also be the point of contact in communication with the Campus Scheduling Office.
- A majority of those attending events scheduled by a student organization or University department are expected to be University of Oklahoma students, faculty or staff, or have a legitimate connection to the organization or University department.
- The mission of the outside group relates to the on-campus group.

The Campus Scheduling Office will make the determination as to on-campus vs. off-campus sponsorship by considering the nature of the event, past experience with respect to similar events, type and the nature of attendees.

### **UNIVERSITY SOLICITATION PERMIT**

A solicitation permit is required when student organizations or University departments are collecting money (e.g. a philanthropy, fund raiser, ticket sales of University related events, subscription sales of official University of Oklahoma publications or sale of other approved items). The solicitation permit form must be completed and returned to the Campus Scheduling Office, and a daily fee will be charged. Purchase order or payment must be received prior to the event. Any items with the OU logos or University name must have prior approval from the OU Office of Trademark and Licensing. For permission to use logos, contact OU Marketing and Promotions, 3545 Gaylord Family-OK Memorial Stadium or call (405) 325-7811.

### **SALES/FUNDRAISING**

Student organizations and University departments may host Non-University vendors or contractors to sell merchandise when the organization or department reserves a room for official OU use and the selling is supplemental to the event, not the primary use of the room (i.e., room may be reserved for guest speaker and guest speaker is allowed to sell his book, or room may be reserved for a conference and supplemental conference materials may be sold). All Non-University vendors and contractors must be pre-approved by the Campus Scheduling Office. Any Non-University vendor or contractor may be asked to leave the HTCC at the Campus Scheduling Office's discretion. Sales of third-party food or beverages will not be permitted.

As the HTCC is a State entity, no fundraising for political parties, campaigns, or candidates may take place in the facility.

### **FOOD & CATERING**

Food may be ordered through University Catering as described below.

#### **UNIVERSITY CATERING**

Arrangements for catering and refreshments may be coordinated through the Campus Scheduling Office at least

three full working days prior to the event. Any catering price quotation given more than three months in advance may be subject to change.

#### **CATERING GUARANTEE**

A final guarantee (number of attendees) for catered events must be given to the Campus Scheduling Office three complete working days before the event. (E.g. if an event is planned for Wednesday, the guarantee must be in no later than noon the Friday before. A final guarantee for events held on Monday must be given by noon on the Wednesday prior to the event.) If no guarantee is received, preparations will be made for the total number estimated at the time the menu was ordered. The final charges will be for no less than the guaranteed number. If it is necessary to set up additional space at the time of the function, an added setup charge may be applied. Any addition to the guarantee less than three full working days prior to the function will result in an additional charge of \$1.50 per person.

#### **CATERING CANCELLATION POLICY**

Cancellations must be made two full working days prior to the event. Cancellation 25-47 hours prior to the event will result in a 30% cancellation fee based upon the final guarantee. Cancellation 24 hours or less prior to the event will be charged 100% of the order.

#### **STATE AND FEDERAL TAXES**

State and federal taxes will be charged when applicable.

#### **DELAY IN SERVICE**

An additional labor charge may be assessed if the serving time or departure time is delayed more than 30 minutes through no fault of the HTCC or University Catering. This will be figured on a per hour fee for the total number of staff covering the event.

#### **DECORATING POLICY**

All decorations must adhere to the University of Oklahoma decorating policies found at [ou.edu/content/risk/fire\\_marshal/decor](http://ou.edu/content/risk/fire_marshal/decor). It is the intent of these policies to protect our customers by adhering to fire safety regulations. Prohibited decorations/materials may not be used in interior or exterior spaces unless otherwise noted.

- The use of flammable materials, such as straw, hay and evergreens is prohibited.
- No torches or lanterns are allowed on HTCC premises, including exterior space.
- No crepe paper, tissue paper, paper ribbon, glitter or confetti can be used.
- Lighting devices using open flame, such as tiki lamps, oil lamps and torches are not allowed.
- Candles may be used if they are enclosed in a tip-resistant, noncombustible container, and the flame is 1/2" below the top of the container.
- Anything in an aerosol can is prohibited (E.g spray glue, spray paint, etc.)
- Fog machines/hazers are prohibited.
- No items can be attached to the walls or hung from the ceiling. The use of tape, nails, staples or tacks is strictly prohibited. Any damages to the building surfaces will result in a damage fee.
- Alteration of existing HTCC decoration is prohibited.

Any violation of the above rules will result in a damage charge and/or loss of reservation privileges.

### **SPECIAL SERVICE CHARGES**

Special service charges will apply in the event the reserved space requires an extra clean up, non-customary setup, or if the facility is damaged in any way. Charges will be assessed for excessive litter, and therefore, unusual cleanup caused by decorations and/or literature. Tape, nails or tacks cannot be put on any surface of the HTCC building. Any damage to any surface will result in a damage fee, and the offending item will be immediately removed.

### **PAYMENT OF SERVICE**

A purchase order or full payment of the total estimated cost of the function is required three full working days in advance of the event. Any additional charges for food, alcohol, technical fees, audiovisual rentals or damages not covered by an advance payment must be paid within 30 days after the function. Any reservation request submitted by an organization or department with an outstanding debt will automatically be rejected.

The balance must be paid in full before the request will be processed. Failure to pay the account in full will result in the account being turned over to University Collections.

### **ACADEMIC CLASSES**

Regular classes may not be held in the HTCC on the basis that the university assigns classroom space in designated classroom buildings for regularly scheduled classes; HTCC facilities are reserved for gatherings which are not scheduled as regular class or academic activities.

### **FACILITY CANCELLATIONS**

Reserved space must be canceled by contacting the Campus Scheduling Office. A 72-hour notice of cancellation is necessary to avoid service charges.

The Campus Scheduling Office reserves the right to cancel a reservation if it conflicts with standard operating procedures or University, local, state, federal laws, policies and procedures regarding events on campus, or in case of an emergency.

### **NO-SHOW POLICY**

When a group or individual does not utilize a room reservation and does not communicate to the Campus Scheduling Office in the timely manner described above, the group or individual has committed a "no-show". Reserved space is considered abandoned after 30 minutes have passed from the scheduled start of the reservation and will result in a no-show. Upon a no-show, the offending organization is subject to the following:

- A warning is issued for the first no-show of the semester and documented on the reserving group's account.
- A final warning is issued for the second no-show of the semester and documented on the reserving group's account.
- A third no-show violation will result in suspension of the organization from reserving space in the Henderson-Tolson Cultural Center, Jim Thorpe Multicultural Center, or Oklahoma Memorial Union for the remainder of the present semester.

### **CANCELLATIONS DUE TO INCLEMENT WEATHER**

When the University is closed due to inclement weather,

events in the HTCC hosted by University departments and registered student organizations and University Catering orders will automatically be canceled. University departments and registered student organizations will not be charged for food orders on inclement weather dates.

Every effort will be made by the Campus Scheduling reservationists to contact groups that have events scheduled. Groups may also call 325-2121 to speak to a reservationist or leave a voicemail message. Voicemail is checked by staff on a regular basis throughout the day.

If the event is rescheduled for a later date, the full rates for food will be charged for the rescheduled date's event.

### **LIABILITY**

The sponsor or advisor shall be responsible for the activities and actions of their guests and agents. The sponsoring group is responsible for any and all damages. The Campus Scheduling Office reserves the right to inspect and control all functions. The Campus Scheduling Office will not assume responsibility for the damage to, or loss of, any merchandise or personal property.

Activities taking place in the HTCC may not include unnecessarily risky activities for the safety of guests and preservation of HTCC resources; unnecessarily risky activities include any type of contact sport.

Some types of events require liability insurance. Please check with your advisor and review the Risk Management Policy for Student Organizations found at [ou.edu/studentlife](http://ou.edu/studentlife).