

# Alumni Chapel Facility Request Form

To reserve the USAO Alumni Chapel, you must complete this form in its entirety. Your reservation is marked tentative until the form is approved and fees are paid. See fees on page 2.

## 1. Basics

Today's date \_\_\_\_\_ Event date \_\_\_\_\_ Event name \_\_\_\_\_

Time event begins (as published or advertised) \_\_\_\_\_ Time building should be open for set-up \_\_\_\_\_

Time building should be locked after event \_\_\_\_\_ Rehearsal Date & Time \_\_\_\_\_

Security  Custodian Estimated number of guests \_\_\_\_\_

Outside event (not sponsored by USAO)

USAO-sponsored event Account name \_\_\_\_\_ Account number \_\_\_\_\_

## 2. Equipment Needs Mark all that apply:

No equipment needed

Mic (Please choose one: one lapel, one corded, or one wireless). \_\_\_\_\_

Audio/Visual Technician (A/V) and Sound Technician  
(Tech rehearsal required for all events that need A/V support. Technicians are available Mon.-Fri. from 8 a.m.-5 p.m.):

Scheduled time/date \_\_\_\_\_

Preset lights for stage area

Piano (separate application and \$100 fee)

**NOTICE:** Technology needs are not guaranteed until you have met with the Technical Director, 405-574-1264. We require a rehearsal on our equipment in this space if you plan to play a DVD or music on a media player.

## 3. Contact Info

Booking Rep (filling out this form) \_\_\_\_\_ Phone \_\_\_\_\_

Event-day Contact (physically present at event) \_\_\_\_\_ Phone \_\_\_\_\_

Payee (who pays the bill?) \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_ Email \_\_\_\_\_

(By signing this, I agree to abide by all University regulations, as listed on page 2 of this form. I also assume responsibility for damage to University property.)

### OFFICIAL USE ONLY

Approved

Facility \_\_\_\_\_ Personnel \_\_\_\_\_ Equipment \_\_\_\_\_ Facilities Mgmt \_\_\_\_\_

Post to web calendar \_\_\_\_\_ Billing \_\_\_\_\_ Security Dep \_\_\_\_\_

Welcome to USAO. We are pleased to host your event. If you have questions about facilities at USAO, please call Student Services at 405-574-1278 Monday-Friday from 8 a.m.-5 p.m.

## REGULATIONS

Please prepare and submit this form to the Office of Student Services, located in Student Center 303. You may fax this form to 405-574-1220 or email to [fr@usao.edu](mailto:fr@usao.edu). When you submit this form, you are making a "booking hold." Your event is not confirmed until it is approved and fees are paid. All blocks on the front must be filled out, and you must confirm your facility reservation in person or by phone, 405-574-1278.

1. No food or drinks are allowed in the Alumni Chapel.
2. USAO is tobacco free, as are all state agencies. This means tobacco in any form, including but not limited to cigarettes, cigars, pipes, smokeless tobacco, electronic cigarettes (e-cigarettes), vaping devices and other tobacco products are prohibited on the campus property of USAO.
3. Posting decorations with tape, nails or thumb tacks to walls, doors, draperies, blinds, pews, drapes or other surfaces is PROHIBITED – in all campus facilities.
4. The following items are PROHIBITED in all facilities: lighted candles, fabric with glitter, ice sculptures, rice, bird seed, live rose petals, glitter (in any form), confetti, smoke/fog machines, duct tape. If you need to tape down any decorations or cords to the floor, please ask us for a roll of theater gaff tape, which leaves no residue.
5. Under Oklahoma State statutes, firearms are not allowed anywhere on University property.
6. The University will not be responsible for any personal equipment, clothing, and/or other items. If an item is found, it will be retained in Student Services. Call 405-574-1278 for lost and found.
7. All facility rental fees must be paid once reservations are approved. This amount is non-refundable.
8. To protect campus facilities, a security deposit is required for every event.

## Capacity / Space / Use

**Alumni Chapel . . . . . 150 max seating**  
Stage is 14'4" deep. The back is narrower (16'). The steps leading up the stage are wider (24') for arranging attendants or flowers. Length of center isle is 38 feet. There are 22 pews. Ideal for weddings, intimate music concerts, religious services, meetings. The small lobby can be divided for makeshift dressing rooms for the bride's and groom's parties.

## FEES

Once your event is approved, you will be required to pay facilities fees within seven business days or your reservation will be forfeited. Facilities fees are paid to USAO. Catering fees are paid to Campus Dining separately.

**Alumni Chapel Rental Fee . . . . . \$200**  
..... ( one day plus rehearsal time)

Add \$150 for A/V support. Use of concert grand piano requires completion of a separate contract and a payment of \$100.

**Security deposit . . . . . \$500**  
.....or the equivalent to the rental fee (whichever is lower)

Charged to protect facilities. This will be refunded after the event if no damages are incurred.

**Security personnel . . . . . \$25/hour**  
.....(2-hour minimum)

If we determine that additional security is needed for your event, the number of security personnel needed will be arranged through Student Services in consultation with Security. The hourly rate will be charged per staff needed.

**Custodial . . . . . \$20/hour**

If we determine that additional custodial support is needed, arrangements are made through Student Services.

**Audio Visual (A/V) technician . . . . . \$25/hour per technician**

If we determine that an A/V technician(s) is needed for your event, a two-hour minimum applies.

### Additional multimedia equipment

If the A/V needs for your event can be satisfied easily with the equipment already installed in this facility, and without staff support, no additional charges will apply. However, you may be required to pay fees for the following:

**Laptop rental.....\$50**

**Additional mics.....\$20 each**

Once the equipment has been set to meet your needs, with or without a tech rehearsal, you may NOT adjust any settings to the preset equipment, including your personal equipment. If settings are changed, and the equipment quits working for your event, additional charges may be applied. Charges may include a tech to come after hours and reset the equipment.