

On Campus Facility Request (for internal use only)

To reserve the a venue on the USAO Campus, you must complete this form in its entirety. Your reservation is marked tentative until the form is approved.

1. Basics

Facility Requested: Emerson Room Gary Hall Lounge Davis Hall Amphitheater
 Classroom _____ Other _____

Estimated number of guests _____

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 (Notice: USAO requires security at events where alcohol is served.) Custodian

Account Name _____ Account Number _____

2. Equipment Needs

No equipment needs

NOTICE: Requestors must write down all requests they will have, however USAO cannot guarantee all requests will be met. 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 CD.

3. Food Service (Emerson Room and Nesbitt Gallery only)

Yes, I need food service (light refreshments only). (See fees on page 2)

No, I am **not** serving food or refreshments at my event.

Food service arrangements must be made directly with Campus Dining Services at 405-224-6050. No food or drink is permitted in the USAO Regents Room unless purchased from Campus Dining Services.

To help you plan your meeting or reception at USAO, a variety of menus are available at usaodining.sodexomyway.com/catering. Contact 405-574-1254 for more information regarding food services.

4. Contact Info

Contact _____ Phone _____

Signature _____ Email _____

(By signing this, the division/department will abide by all University regulations, as listed on page 2 of this form. The division/department assumes responsibility for damage to University property.)

OFFICIAL USE ONLY

Approved

Equipment _____ Post to web calendar _____

Facilities Mgmt _____

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. 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 outside catering is permitted except for wedding cake. Please discuss your plans with Campus Dining, 405-224-6050.
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. Alcoholic beverages are prohibited on University property except for alcohol catered through Campus Dining Services, which is licensed by the state. Alcohol must be consumed in the space where it's served, not outside or in other facilities. If alcohol is served at your event, additional security personnel are needed. See fees at right.
4. Posting decorations with tape, nails or thumb tacks to walls, doors, draperies, blinds, pews, drapes or other surfaces is PROHIBITED – in all campus facilities.
5. 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.
6. Under Oklahoma State statutes, firearms are not allowed anywhere on University property.
7. 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.
8. All facility rental fees must be paid once reservations are approved. This amount is non-refundable.
9. To protect campus facilities, a security deposit is required for every event.