

Stevens Alumni House Facility Request Form

To reserve a guest room or meeting space in the Stevens Alumni House, you must complete this form in its entirety.

- Outside Event (not sponsored by USAO)
- University-related event
- Guest Room Reservation

University Account Name _____ Account # _____

Today's date _____ Date(s) facility/room needed _____

If **meeting space** is being requested, please provide the following information:

Sponsoring Organization _____
 Name of Event _____
 Number of estimated attendees _____ Time meeting begins: _____ Ends: _____
 Time meeting room should be opened for set-up _____ Will food be served: _____ Yes * _____ No
 Please list any special needs or requirements: _____
 Will the patio be utilized? _____ Yes _____ No. If seating is required on the patio, please indicate the number of chairs _____ and/or tables _____ needed.

If **guest room reservations** are being requested, please provide the following information:

Guest(s) Name	Address	Phone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

Rooms are available on a first-come basis. Please circle Guest Room(s) requested: **Mo Anderson Room**, one king bed (limited to two guests); **1960's Room**, two queen beds (limited to four guests); **Fabulous 50's Room**, two single beds & one queen bed (limited to four guests); **Opel Thorpe Room**, one queen bed (limited to two guests)

Estimated Arrival Time: _____ Estimated Departure Time: _____

Please list any special needs or requirements: _____

- Please circle
 University affiliation
 Alumni
 Faculty/Staff
 University Retiree
 Student
 Student Family Member
 Special Guest
 Alumni/Foundation Board Member
 Other

Contact Information

Booking Rep (person filling out this form) _____
 Address _____ Phone _____
 Email _____
 Payee _____
 Address _____ Phone _____
 Email _____

OFFICIAL USE ONLY

Approved : _____ Yes _____ No
 Signature : _____
 _____ Payment Received
 _____ Payment Billed to Account
 _____ Security Notified
 _____ Custodial Notified

- Food service arrangements may be made by contacting Campus Dining Services at 405-224-6050.
- Room fees and rules for use of the Stevens Alumni House facility are listed on the reverse side of this form.

Who May Use the Downstairs Meeting Rooms

Use of the downstairs meeting rooms are available for use at **no cost only** to groups affiliated with the University.

The space may be reserved for use by organized civic or community groups through special arrangement and payment of fees. The space may also be reserved for events such as anniversary or wedding receptions or other special functions by OCW/OCLA/USAO Alumni or individuals affiliated with the University with payment of fees.

To Reserve the Stevens Alumni House Meeting Space

Please complete and submit this form to the USAO Office of Development, located in USAO Troutt Hall First Floor during business hours (8 a.m.— 5 p.m., Monday-Friday). You may also email the completed facility request form to mfeaver@soiconline.org. For questions or additional information, you may call 405-274-9135 during business hours.

Meeting space is limited to the downstairs area only. Please keep in mind that Alumni staff maintains an office in the downstairs area during regular business hours. All rules and regulations as noted below apply to use of the meeting space. Fees for use of the meeting space are noted below:

\$10 per hour—2 hour minimum

\$30 for one half day—four hours

\$50 for full day—eight hours

Who May Use the Guest Rooms

The Stevens Alumni House guest rooms are available to the University community, including alumni, faculty, staff, retirees, students and their families, and guests of the University. Staff does not have the authority to waive fees, so please do not ask. Payment is due at check-out.

Intra-University Use	-	\$25 per night per room
OCW/OCLA/USAO Alumni	-	\$40 per night per room
All Other Guests	-	\$50 per night per room

General Rules and Regulations

We wish to make the use of the Alumni House as simple and friendly as possible; however certain rules do apply:

1. No outside catering is permitted except for wedding cake. All catering must be contracted through Campus Dining Services, 405-224-6050.
2. USAO is tobacco free, as are all state agencies. This means ALL tobacco in any form is prohibited, including e-cigarettes.
3. Alcoholic beverages are prohibited on University property except for alcohol catered through Campus Dining Services, which is licensed through the state. Alcohol must be consumed in the space where it is served.
4. Posting decorations with tape, nails or thumb tacks to walls, doors, draperies, blinds or other surfaces is prohibited. If disregarded, you may find damage fees assessed.
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 and duct tape.
6. NO firearms or weapons will be allowed on University property.
7. The University will not be responsible for any personal equipment, clothing, and/or other items left behind. Found items, however, will be retained at the Alumni House for a period not to exceed six weeks.
8. You must be at least 21 years old to check into overnight rooms, unless approved by the University President or a Vice President .
9. In order to maintain the integrity of the furnishings in the Stevens Alumni House, overnight guests should be at least 12 years of age or older, unless approved by the University President or a Vice President.
10. There will be a one year advance booking limit on overnight accommodations.
11. The Stevens Alumni House will not be available for use on official University breaks and holidays unless special staffing needs can be arranged through the University.