



25130.01

Student Union Director

**POLICY GOVERNING USE OF OKLAHOMA STATE UNIVERSITY
STUDENT UNION PUBLIC SPACE**

This Oklahoma State University Student Union policy has been developed as an extension of the Oklahoma State University Policy and Procedures Letter #1-0107, entitled Availability of University Facilities which holds:

1. As a publicly supported institution, University facilities are available, not only to its students, faculty and staff, but to the general public.

1.00 AVAILABILITY OF STUDENT UNION PUBLIC SPACE

- 1.01 In general, the public space of the OSU Student Union is intended primarily for use by students, faculty, staff, alumni and guests of the University for programs which will enhance the educational (non-credit), social, cultural and recreational development of individuals. As space is available, public space may be reserved by organizations not affiliated with Oklahoma State University provided approval is obtained by the Student Union Director or his/her designee. Therefore, in keeping with this policy, the use of the Student Union public space will be available for:

- a. Student groups which have membership representation at Oklahoma State University and the meetings of which have a relationship to academic programs or to campus activities;
- b. Educational meetings sponsored by colleges, schools or departments of the University;
- c. Educational meetings sponsored by colleges, schools or departments of the University in conjunction with outside organizations;
- d. Educational organizations which are professionally recognized or have a direct relationship to elementary or secondary schools or to colleges and universities, either public or private;
- e. Organizations other than educational which present programs that are directly related to institutional academic programs or that make use of the academic resources of the institution;
- f. Non-university groups upon invitation by a sponsoring University department(s) and/or registered student group(s) in good standing may schedule Union space for meetings of public or social significance. Space assignment is based upon space availability and charges may apply.
- g. Meetings, short courses, institutes, and conferences requiring facilities unique to those of the institution; and

- 1.02 In the interest of equity for all student organizations, each organization is limited to 5 reservations in any of the four premium spaces (Ballroom, Council Room, Theater and Starlight Terrace) per semester. The 5 reservations can be spread out amongst any of the 4 spaces or all 5 can be used in one location but not consecutively. All exceptions must be approved by the Director of the Student Union and/or the Manager of Meeting and Conference Services.

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- 1.03 Because of the unique nature of Bennett Memorial Chapel, student religious groups will be encouraged to use that facility for their meetings. Student Union public space will be made available and can be used if Bennett Memorial Chapel is either not available or inadequate for the purposes of the meeting.
- 1.04 All use of the Student Union public space must comply with applicable laws, policies and Student Union bond requirements.
- 1.05 Any exception to these guidelines must be approved in advance by the Student Union Director or his/her designee.
- 2.00 RENTAL OF STUDENT UNION SPACE
As a general rule, Student Union public space will require direct or indirect compensation to the Student Union. This principle will be administered as follows:
- 2.01 As the Student Union is not compensated through the University fee structure for use by groups not directly affiliated with or employed by the University, there will be a direct charge for the use of Student Union public space by such groups. This will include all meetings/conferences/short courses/institutes/activities or events sponsored by or for non-university groups or persons.
- 2.02 As the Student Union is partially compensated through the University fee structure for general building use by OSU students, faculty and staff, there is normally no charge for public space used for University related meetings and events when each of the following criteria is met:
- a. The meeting or event is sponsored by University recognized or registered student, faculty or administrative groups;
 - b. The nature of the meeting or event is within the recognized purposes of the group and is intended for members of the department or organization, or for students, faculty and staff of OSU;
 - c. There is no admission charge. Registration fees and donations, which generate revenue in excess of direct program costs, will be viewed by the Student Union as profit from which a rental fee will be charged.
- 2.03 In addition to a rental fee, technical charges or setup fees may be assessed for use of the Student Union facilities when the department or organization requires equipment, staging, tablecloths, skirting or settings beyond that which is normally provided for the facility being reserved.
- 2.04 Some public events, which are judged by the Student Union Director as a desirable contribution to the general welfare of the University community, may be co-sponsored by the Student Union and thereby exempted from rental charges. Technical charges and some direct and indirect charges may be assessed if deemed appropriate. Any such exception must be approved in advance by the Student Union Director.
- 2.05 With prior approval of the Student Union Director, departments of the OSU Student Union operating system will normally be exempted from public space rental assessments. Charges for technical services may be assessed, however.

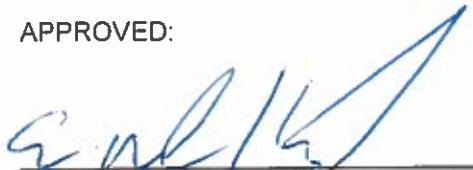
3.00 RESERVING STUDENT UNION PUBLIC SPACE

3.01 All use of Student Union public space must be reserved through the office of Student Union Meeting and Conference Services (179 SU). Reservations will be made based on availability of space and compliance with the guidelines of this policy (see attached guidelines).

3.02 Requests for space by groups not affiliated with the University may require additional time for a decision. An immediate response may not be the rule, as scheduling must be compatible with the University Master Calendar and availability of Student Union space. The Student Union reserves the right, if necessary, to make room changes at any time to maximize the use of the Student Union facility and better accommodate the specific needs of the customer. All non-affiliated groups will be responsible for paying all related fees and permitting cost up front in accordance with current policy and fee schedule.

3.03 Any university recognized department or registered student organization that reserve Student Union spaces for the purpose of allowing non-University groups and or vendors access to advertise, hold meetings and/or events, engage in commercial, political and fundraising solicitation without the expressed understanding and permission of the Student Union Meeting and Conference Service office is participating in "fronting", which is prohibited by University policy.

APPROVED:



E. Mitchell Kilcrease, Student Union Director

2-3-16

Date

Revised: August 17, 2006
October 9, 2012
January 28, 2013
April 23, 2014
June 15, 2015
January 27, 2016

RESERVATION PROCEDURES

1. All reservations must be made through the office of Student Union Meeting and Conference Services. One contact person should be designated to make the arrangements (AV, food, room setup, special needs, etc.) to avoid conflicting details. It is the responsibility of this person to inform the group of and insure their adherence to Student Union and University policies and safety procedures.

Student organization's reservations should be made on a semester basis according to the following: February 1, for the subsequent Summer and Fall sessions, and October 1 for the Spring session. Groups not meeting these deadlines will be treated like all other space users and will receive space allocation based on availability.

Individual students and student organizations are required to register all on-campus events (including meetings and contact tables). These events must be registered using the appropriate approval form no later than 10 working days before the event is scheduled to occur. OSU Police Department requires at least 10 working days notice if security is required. OSU Transit requires at least 10 working days notice if transportation is required. The location and equipment needed should be reserved at least two weeks in advance.

2. If direct charges are being made, appropriate arrangements for payment must be completed before reservations will be processed and confirmed.
 - (a) This requirement will be met when the Student Union has received either
 - (1) a cash payment in advance of the space being used,
 - (2) a University account number (FAS 11-digit number), or
 - (3) a BRS charge account number (for non-university agencies) to which the rental charges will be billed.
3. Any confirmed reservation not cancelled within 10 days of a scheduled event will result in the responsible party being charged a cancellation fee of \$30.00. Confirmed reservations not cancelled within 10 days of a scheduled event being held in the Ballroom, Theater or Starlight Terrace will incur a cancellation fee of \$75.00.
4. Habitual abuse by groups and or departments that schedule and then do not use assigned space may result in loss of privilege.
5. Any group failing to pay Student Union charges when billed will be denied usage of the Student Union until their account is paid in full.
6. The Student Union reserves the right, if necessary, to make room changes at any time to maximize the use of the Student Union facility and better accommodate the specific needs of the customer. Considerable care will be given to insure comparable meeting space. If a room change is necessary, the customer will be notified in advance.

STUDENT UNION RESERVATIONS GUIDELINES

STUDENT UNION SCHEDULING

Early and thorough planning will ensure the smooth function of your event. The experienced Student Union staff will provide quality resources, facilities and manpower to maximize the effectiveness of your event. Our number one priority is to make your event a success.

All events (meetings, conferences and food events) in the Student Union shall be scheduled at Meeting and Conference Services in 179 SU, 405-744-5232.

Individual students and student organizations are required to register all on-campus events and activities (including meetings and contact tables). These events must be registered using the appropriate approval form no later than 10 working days before the event is scheduled to occur. OSU Police Department requires at least 10 working days notice if security is required. OSU Transit requires at least 10 working days notice if transportation is required. The location and equipment needed should be reserved at least two weeks in advance. If the event is being organized by multiple organizations, each organization must complete a form.

STUDENT UNION FOOD SERVICE

Menu Planning

Your menu and reservation should be planned through Meeting and Conference Services "One Stop Shop" as early as possible or at least two weeks prior to the event, 405-744-5232. While discussing the menu, prices and special needs, all other needs should be discussed such as audiovisual equipment or special decorations.

Refreshment orders must be submitted 5 days in advance. For beverage service only, a minimum of 24 hours is accepted. If time allows, more notice is preferred.

Guarantee

A final guarantee number of guests is due at before 5:00p.m., 5 days prior to the event. Your group will be responsible for the final guarantee number. After the guarantee number has been given, you will be charged 1½ times for each meal over the original number and the original number cannot be decreased.

Cancellation

In the event of a cancellation, notification is required a minimum of 72 hours prior to the event. If cancellations are made after this time period, any expenses may be billed.

Leftovers

Due to Health Department regulations, remaining food may not be removed from the premise.

Billing

University Departments and Organizations: Your account name, responsible person and account number must be given at the time your reservation is made. Other groups and individuals without a University account number must have an approved request for credit prior to receiving a billing account number. VISA/MC, American Express are accepted.

THE ATHERTON HOTEL at OSU

It is our desire and intention to work with every conference coordinator to house most if not all conference participants. Please contact The Atherton Hotel directly to setup your room block and to discuss your contract at 405-744-6835.

THE RANCHERS CLUB

The Ranchers Club reservations are made by calling 405-744-2333. Customers may be charged individually or billed as a group, depending upon the preference of the person making the reservation.

NON-STUDENT UNION FOOD SERVICE

With the exception of refreshments for scheduled student organizational meetings*, food and refreshments may not be brought into the Student Union (including outside areas on the West Porch, Student Union Plaza and any other immediately adjoining property). SU Dining will be glad to provide or assist with any special services you may desire.

*Student Organizations may be permitted to bring refreshments/snacks into the Student Union for scheduled organizational meetings only, so long as the refreshments are not re-sold in any manner and are packaged and/or prepared by a commercial vendor. For health reasons, no homemade or prepared on-site products are permitted. For purposes of this policy "refreshments/snacks" are defined as unopened bottled or canned soft drinks, juices and water, bags of chips and commercially prepared and packaged cookies, pizzas and sandwiches. Organizations are expected to remove and properly dispose of any leftover refreshments, associated trash and service ware at the close of the meeting. Failure to comply with these provisions will result in the loss of this privilege for the remainder of the semester.