



INSTITUTE OF TECHNOLOGY

Facility Use Rental Agreement Form

This document when signed by both parties shall constitute an agreement between OSUIT and the Organization/Responsible Person for the temporary use of the OSUIT Area or Facility designated in this agreement as follows:

Name of Event or Activity: _____

Purpose of Event or Activity: (list types of activities planned, i.e., meeting, lecture, etc): _____

Organization or Group Submitting Request: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Responsible Person/Contact Person for Event or Activity: _____ Telephone #: () _____

Facility/Area to be used: _____

Event Date: _____ Day of week: _____ Time: from _____ am/pm to _____ am/pm

If Set-Up/Tear-Down Time Required, Please Specify

Date: _____ Day of week: _____ Time: from _____ am/pm to _____ am/pm

Anticipated Attendance: _____ Open to Public: Yes _____ No _____

Who Will Set-Up? _____ Self _____ Physical Plant Services _____ Other (Please Specify)

Food Services Requested? _____ Yes (If Yes, Contact Food Services @ 293-4964) _____ No

Please List any Special Services or Equipment Requested:

(An Equipment Rental Fee will be charged for the use of OSUIT Audio Visual Equipment)

Agreed User Fee: \$ _____ Deposit: \$ _____ Balance: \$ _____ Check #: _____

An additional charge of \$ _____ will be assessed if the said facility is not adequately and properly cleaned.

The balance of the user fee must be paid a minimum of 72 hours in advance of the date of usage. If not paid, the facility will not be opened. A refund of the deposit will be made if written notice of cancellation is submitted to the OSUIT Student Union Services Office a minimum of 72 hours prior to the scheduled use.

Strict regulations govern the use of hanging banners, posters, signs, or decorations on areas or facilities on the OSUIT campus. For more information, contact the Student Union Services Office at extension 4940.

I hereby verify that I have read and understand the foregoing agreement and agree to all terms and conditions as set forth on the reverse side of this agreement. I agree to abide by and be responsible for the enforcement of all rules and regulations set forth herein and those of OSUIT. I further agree to indemnify and hold harmless OSUIT, the OSU A & M Board of Regents and the State of Oklahoma against any and all liability for damages arising from accidents or torts based on negligence of my agency, our employees or our agents while our scheduled event is being conducted on the OSUIT campus.

Responsible Party Designee

Title

Date

Director, Student Union Services & Special Events

Date

◆ Submit completed form to the OSUIT Student Union Services Office for approval, or fax form to (918) 293-4606 ◆

ADDITIONAL TERMS & CONDITIONS

For the Use of OSUIT Areas & Facilities by Off-Campus Groups

The following policies will help ensure a safe and well-planned event:

1. OSUIT reserves the right to cancel any reservation (should circumstances necessitate such action), provided we have notified the affected party or organization two (2) weeks in advance.
2. OSUIT reserves the right to deny any activity or equipment usage that could damage university property or its contents.
3. The use and/or consumption of alcoholic beverages, drugs, or firearms on OSUIT property is prohibited. Any individual(s) found to have any of these prohibited items will be reported to university police and will be subject to arrest and criminal prosecution. Prohibited items are subject to confiscation by university police.
4. Requests for any articles to be placed on doors, glass or walls or otherwise displayed (including decorations) must be approved in advance by an authorized OSUIT representative. **The use of adhesive tape, thumb tacks or nails on doors or walls is prohibited.**
5. All food and beverage requests must be made through the OSUIT campus food services office. No other food or beverages may be provided without the prior approval of the campus food services office.
6. State of Oklahoma health regulations dictate that all food prepared by OSUIT food services must be consumed at the time and place of the function; therefore, excess food will be retained by OSUIT food services.
7. OSUIT is not responsible for lost or stolen items while on the OSUIT campus. Items found will be turned in to Lost and Found located at the Student Life Office in Covelle Hall.
8. Individuals or organizations will be held responsible for any negligent or intentional damage to OSUIT equipment or property. Any such damage occurring during a scheduled event will be charged to the responsible party.
9. OSUIT does not carry insurance coverage for off-campus participants and, therefore, is not held liable for accidents or injuries which may occur while using any facilities. As a result, OSUIT requires each organization to carry its own insurance.
10. The sponsoring organization will be responsible for the conduct of the participants and all insurance of participants, including liability and hospitalization.
11. OSUIT requires the sponsoring organization to provide one (1) adult per every ten (10) minor participants. "Minor participants" is defined as any person under the age of 18. These adult staff will be responsible for:
 - a) Discouraging excessive noise in rooms and common areas.
 - b) Providing first aid services if necessary. Medical services are not the responsibility of OSUIT.
 - c) Immediately notifying OSUIT staff of any problems with the building or of any injuries.
12. Ordinary courtesy will be expected at all times. Promotional or motivational type meetings must maintain a noise level that is not disruptive to other events taking place. Solicitation of others outside the meeting is prohibited.
13. All events must end by 11:00 p.m. and the building completely vacant of all event guests, entertainers, speakers, and all other individuals by 12:00 a.m., unless pre-authorized in writing by an authorized OSUIT representative. Failure to comply will result in an additional charge of \$100.00 per hour for every hour past 12:00 a.m.
14. Cancellations are requested no later than five (5) business days prior to the scheduled event. A cancellation fee, usually in the amount of the reservation fee, and any other costs incurred may be charged if the cancellation is received after that date.
15. In case of emergencies, contact the campus operator at 293-4678 or university police at 293-4896.