

## STUDENT ORGANIZATION ROOM RENTAL AGREEMENT

\*Each section must be initialed by Student Organization President. The signature page on the back must be completed by the listed officers. This form must be renewed **EACH SEMESTER** and returned before any events can be booked for the semester.

### **STUDENT ORGANIZATION:**

#### **Nigh University Center Standards**

The Nigh University Center of UCO is a multi-functional building serving faculty, staff, students, and the general public. It is the goal of the Conference and Events Office to provide quality meeting space, professional meeting consultation services, and to help achieve a successful event while maintaining a productive, professional, and pleasing atmosphere.

In order to accomplish this goal we have set standards by which our customers must comply for the benefit of everyone using this facility. The standards are as follows:

#### **General Policies:**

- Student organizations may not “sponsor” events for the profit of an outside group or person. All events must be for UCO students.
- Events scheduled in the Nigh University Center must be organized and facilitated by members of a UCO student organization. In addition, the **majority of those attending the event must be UCO students.**
- Events must be coordinated and controlled to keep a good level of organization and calm in the group. Any group considered to be behaving unruly or unprofessionally to the Conference and Events staff or other customers will be asked to leave.
- You may bring in items from a rental company; however, they must be picked up by 9:00am the following morning. If items are left that must be stored, you may be assessed a storage fee to be determined by the size and quantities of the items.
- Animals: No animals are permitted inside the Nigh University Center with the exception of Service Animals.
- You must obtain the proper license for all music played, computer programs, recordings, or plays that are reproduced for your event.
- The **Nigh University Center closes at 12:00am**. A penalty fee of **\$75.00 per hour** will be applied to any group requiring the room(s) to remain open after **12:00am** for the breakdown of their function.

#### **Student Organization Room Reservation Process and Procedures:**

- Active student organizations needing to request a room in the Nigh University Center must complete a Student Room Reservation Request Form electronically via UCO’s OrgSync System. This form can be completed by adding an event to the organization’s Event Calendar on OrgSync.
- Student Room Reservation Requests must be submitted at least **5 business days before the requested event date**. Any form submitted less than 5 business days in advance will be automatically denied. **NO EXCEPTIONS.**
- Larger, more detailed events should be reserved at least 2 weeks in advance.
- All necessary information and details for the event must be included on the OrgSync form or the request will be automatically denied.
- The following rooms can only be booked 2 weeks in advance: Ballrooms, Heritage Room, Constitution Hall, Mary Fallin Room & Cherokee Room. To book more than 2 weeks out, approval must be received from the Director or Assistant Director of the Nigh University Center. The form needed to make this request is included in the OrgSync Student Room Reservation Request Form
- Rooms in the Nigh University Center may be scheduled 1 semester at a time and reservations can be made no earlier than 2 weeks before the semester begins. Exceptions can be made for one time special events at the approval of the NUC Director.
- The president or vice president of the student organization will have the responsibility of enforcing the terms set forth in the Student Organization Room Rental Agreement.
- Events after 5:00pm AND on Saturday/Sunday will be reviewed and a determination will be made if a UCO Advisor or UCO Activity Chaperone are required to be in attendance. Examples of events which will require a UCO Advisor or UCO Activity Chaperone are, but not limited to, musical concerts, step shows, pageants, member presentations/probates and conferences
- The Conference and Events Office reserves the right to limit or assign rooms based on the number of attendees or appropriate space due to activities involved in the event being scheduled.

### Music/Pageant/Performance Events: [REDACTED]

- Musical events must be kept at a moderate level. Please keep in mind that there may be other people renting the room next to you. Treat other renters as you would want to be treated.
- All performances are allowed only 2 days of practice and 1 day for the performance in either Constitution Hall or Ballrooms. All other practices must be scheduled in another room of the NUC or if needed, in another location.
- If you are **planning a dance, music event, or performance of any kind** you are required to have the presence of a UCO Police Services officer at the event. The cost is **\$40 per hour**, per officer with a minimum of **\$120**. The charge will be added to your reservation. You must have 1 officer per 100 people. The Conference and Events staff will arrange the officer(s) for you and notify you of the officer(s) name(s).

### Room Set Up and Furniture Needs: [REDACTED]

- Do not move any furniture or plants in the NUC hallways and lobby areas from their positions. These are not for event use.
- All student organizations are **prohibited from dancing, stepping, strolling, or jumping** on portable stage pieces.
- Standing on furniture (i.e. chairs or tables) is not permitted.
- Furniture needed for outside of the Nigh University Center building is not provided by the Conference and Events Office. Student organizations must submit a work order via OrgSync to request furniture for outside events.
- Any changes to furniture or set up needs for the student organization's room must be submitted via email to their Conference Consultant at least 2 days before the event. Small changes can be made the day of the event (i.e. adding a few extra chairs, one more table), but major changes to the room may not be available

### Audio/Visual Needs: [REDACTED]

- Audio/Visual equipment must be operated by approved personnel only. No unauthorized person will be allowed in the Constitution Hall Media Room and should never handle or attempt to operate the equipment.
- If an Audio Visual Technician is needed to work your event, there is a \$20 per hour charge per technician. This also includes time for rehearsal and sound checks.
- A request for an Audio Visual Technician must be submitted at least **7 business days in advance** or the Conference and Events Office cannot guarantee a technician will be available for your event.
- Audio Visual needs that are complex will require an itinerary provided to our Audio Visual Technician.
- Simple sound/equipment checks can be done at no charge. Complex needs or extended time spent checking equipment may incur a fee.
- Events requiring electrical support other than basic electrical outlets, will be assessed a fee to be determined by the Nigh University Center Director.

### Decorations/Clean-Up/Damages: [REDACTED]

- No **GLITTER OR CONFETTI** of any kind is allowed to be used in any of the rooms in the NUC. **A minimum \$50 clean-up fee will be assessed for any found during or following the event.**
- The use of nails, tacks, hot glue, tape, (**with the exception of blue painters tape**), etc. on the walls, furniture, or floor, is not allowed.
- If electrical cords need to be taped down, you must use Gaffers tape or blue painters tape, absolutely no duct tape.
- Do not hang props or decorations from any lighting or equipment fixtures.
- Any event wanting to include paint or arts and crafts activities must receive prior approval. If the activity is approved, the student organization must provide proper covering to protect furniture, floor, and walls from spills or splashes. If any paint, glue, etc. is found after the event **a minimum \$50 clean-up fee will be assessed.**
- No candles, smoke machines, or fog machines are allowed in the NUC. These items will set off the smoke alarms that are located throughout the building.
- Live Christmas trees and hay bales may **not** be brought into the Nigh University Center.
- All trash must be gathered and disposed of at the conclusion of your event. **Excessive clean-up may result in a minimum \$50 clean-up fee being charged to the customer.**
- Damages: The Conference and Events Office **cannot** be held responsible for damage or loss of merchandise or articles left in the Nigh University Center during or following an event. Any personal items left in rooms will be taken to Lost and Found located at the Conferences and Events Office room 317B.
- Personal items left that are too large for Lost and Found will be discarded if not picked up within 1 week following the event.

### Cancellations/No Shows: [REDACTED]

- Groups that have not arrived **45 minutes** after the scheduled event start time will be considered a **no-show**. If you think that your group will be more than **45 minutes late** please call **405-974-5932** during business hours or **405-974-2210** during evening and weekend hours. If your event is the only event of the evening and you have not arrived after **45 minutes** the building will be closed. **The building will not be re-opened once we have closed for the day.**

- **Please notify the Conference and Events Office of any cancellations ASAP.** If an organization fails to cancel a room or food reservation in the Nigh University Center **at least 3 business days** before a scheduled event, the organization's next meeting will be cancelled.
- Any student organization with **2 or more no shows** will have the remainder of their events in the NUC cancelled for that semester. The student organization will not be allowed to book events until a new semester begins.
- If campus closes for any reason (i.e. inclement weather), any event scheduled at or after the closing time is cancelled.

#### Food Policy and Catering Needs:

- Final catering orders for smaller orders (refreshments, small no-frills orders) must be placed no later than **5 business days prior to the event** through the Conference and Events Office.
- **Larger catering orders, all served meals, and all buffets need to be placed no later than 10 business days in advance.** Orders not placed in enough time may not be able to be accommodated.
- Student organizations will receive a 5% discount when ordering off the regular UCO Dining Services menu.
- Student organizations will be allowed to bring in outside food items, if the sum of the food items is under \$200. **This food can only be from a licensed kitchen.** Student organizations must have signage on tables stating where the food was purchased from.
- Any food items in excess of \$200 must be purchased through UCO Dining Services.
- Special requests, including international cuisine, must be approved if a student organization wants to bring in outside food costing more than \$200. The student organization must complete and return an Outside Food Request Form to Conferences and Events at least **14 business days before the event.** Approval is at the discretion of the UCO Dining Services Catering Director.
- If a student organization brings in food items, they are responsible for clean-up of the items brought in. Student organizations that do not clear the room of food items will be assessed a **minimum \$50 clean up fee.**

#### Parking:

- If an outside guest, who does not have a UCO parking decal is going to be in attendance, parking arrangements must be made with Conferences and Events at least **5 business days in advance.**

#### Billing and Payment:

- Payment for events (Catering, AV, Security, Parking, etc.) is due **5 business days before the event.** NO EXCEPTIONS. If payment isn't submitted before the event, services with charges will not be rendered.
- **If an organization has an outstanding bill with the Conference and Events Office, no other events will be allowed until the bill has been paid in full.**
- If an external organization or anyone other than the student organization is paying for any part of the bill, the student organization needs to notify the Conference and Events Office as soon as possible.

#### Activity Tables

- Activity Tables will not be placed on the 2<sup>nd</sup> floor until a representative of your organization checks in with the Conference and Event Office. Student organizations must check in with Conference and Events at their scheduled time, receive a number, and return the number when they are finished.
- Student organizations **may not** sponsor Activity Tables for Non-University groups.
- If an organization has not checked in by 15 minutes after their scheduled time, their table will be cancelled.
- If the Student organization needs to cancel their table, they must let Conference and Events know at least 1 day in advance. If they don't, it will be considered a "no show" and the rest of their scheduled Activity Tables for the week will be cancelled.
- Selling or giving away food at Activity Tables is not permitted. The only exception to this rule is bake sales. **Items being sold cannot be commercial pre-packaged items; they must be "homemade".** In order to have a bake sale, you must get a placard from the Conference and Events Office to place on your table. The placard must be prominently displayed on the table.
- Posters and/or other materials, including literature may not be attached to the wall or other places throughout the building. The use of tape (with the exception of blue painters tape), nails, staples or tacks is strictly prohibited.

#### Emergency Procedures:

- UCO Police Services has a dispatcher on duty at all times. However, if you are unable to contact that department, telephone the Edmond Police Department and they will contact UCO Police Services.
- When a fire alarm is sounded, all individuals should clear the buildings by the nearest exit and proceed to an open area on campus. Stand clear unless called upon to help. Do not return to buildings until the all clear is signaled.
- If a fire is discovered, sound a vocal alarm, sound the mechanical alarm, and report the fire to UCO Police Services at 911. Fire extinguishers are available in every building on campus and usage is encouraged if there is no immediate danger.
- If a tornado or security warning is sounded go to the nearest shelter immediately. In the Nigh University Center the nearest shelter is located on the 1<sup>st</sup> floor at the North end by Print Central
- Emergency Phone Numbers: **UCO Police Services 974-2345 or 911**

## Signature Page

Failure to comply with these guidelines after being notified will result in room cancellation.

A warning will be given for a first offense/violation to any group violating any of these standards. Any second offense will warrant being placed on probation and the third will result in forfeiture of the right to rent rooms in the Nigh University Center for the remainder of the semester.

By signing below, you agree that you have read, understand and agree to the terms set forth by the Conference and Events Office. Names must match the officers listed on the student organization's OrgSync Portal.

Student Organization: \_\_\_\_\_

### President of Student Organization

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Printed Name	Signature	Phone	UCO Email
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### Vice President of Student Organization

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Printed Name	Signature	Phone	UCO Email
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### Social or Events Chair of Student Organization (Optional)

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Printed Name	Signature	Phone	UCO Email
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### Student Organization UCO Faculty/Staff Advisor

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Printed Name	Signature	UCO Phone	UCO Email
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