

OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY  
POLICY & PROCEDURES LETTER

<p><b>Use of Campus Facilities</b></p>	<p><b>3-032 FISCAL SERVICES July 2009</b></p>
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POLICY

- 1.01 Oklahoma State University Institute of Technology campus facilities are intended for use by students, faculty, staff, alumni and guests of the University, for programs that enhance the educational, social, cultural and recreational development of individuals. As available and with prior approval obtained through the appropriate responsible office, space may be reserved for designated functions by organizations. In accordance with this policy, the use of campus public facilities space may be available for use by/for:
- A. Student groups that have membership representation at Oklahoma State University Institute of Technology, and the meetings of which have a relationship to academic programs or to campus activities;
  - B. Educational meetings sponsored by units of the University;
  - C. Educational meetings sponsored by units of the University in conjunction with outside organizations;
  - D. Professional, scientific and learned organizations having state or national recognition;
  - E. Educational organizations which are professionally recognized or have a direct relationship to elementary or secondary schools, or to, either public or private colleges and universities;
  - F. Organizations that are not education-based but present programs directly related to institutional academic programs, or that make use of the academic resources of the institution;
  - G. Non-university organizations that are of public or social significance and make a desirable contribution to general community welfare;
  - H. Meetings, short courses, institutes and conferences requiring facilities unique to those of the institution;
  - I. Local activities contributing to the welfare of the community.
- 1.02 Groups will be allowed to use a campus public facility only on availability basis, with first priority given to student activities and use by campus-related groups.

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- 1.03 Use of any campus public facility must comply with applicable laws and university policies.
- 1.04 Any exception to established guidelines must be approved in advance by the university's administration.

PROCEDURES

Rental of Student Union Public Space

- 2.01 Requests to use facilities will be classified as:
- 1) Cost Free – the function is a non fund-raising activity and meets the eligibility criteria.
  - 2) Service Charge – the function is a fund-raising activity and meets the eligibility criteria. A charge schedule is available in the Student Life Office.
- 2.02 As a general rule, use of campus public facility space may require direct or indirect compensation to the university.
- 2.03 Use of space(s) not funded through the Educational and General Budget of the University by groups not directly affiliated with or employed by the University, may result in a direct charge. This relates to meetings, conferences, short courses, institutes, activities or events sponsored by or for non-university groups or persons.
- 2.04 When use of space(s) is compensated (fully or partially) through the University fee structure for general building use by OSUIT students, faculty and staff, there is normally no charge for University-related meetings and events when the following criteria is met:
- A. The meeting or event is sponsored by a faculty or administrative group or registered student;
  - B. The nature of the meeting or event is within the recognized purposes of the group and is intended for members of the sponsoring group, or for students, faculty and staff; and
  - C. There is no admission charge. Registration fees and donations that result in revenue in excess of direct program costs will be viewed as profit from which a rental fee may be charged.
- 2.05 In addition to a rental fee, technical charges or setup fees may be assessed for use of facilities when the sponsoring group requires equipment, staging, or settings beyond that which are normally provided for the facility being reserved.
- 2.06 Public events determined to be a desirable contribution to the general welfare of the University community may be co-sponsored by the University, and thereby exempt from rental charges. Technical charges will normally not be waived, and any such exception

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must be approved in advance.

Reserving Student Union Public Space

- 3.01 All use of Student Union public space must be reserved through the Office of Student Union Services. All reservations will be made on a first come, first served basis, based on availability of space and compliance with the guidelines of this policy.
- 3.02 Requests for space by groups not affiliated with the University may require additional time for a decision.
- 3.03 If direct charges are being made, appropriate arrangements for payment must be completed before reservations will be processed and confirmed. This requirement will be met when the Student Union has received either a...
- 1) cash payment in advance of the space being used, or
  - 2) University account number.
- 3.04 Any group failing to pay charges when billed will be denied usage of the Student Union until their account is paid in full.
- 3.5 The Student Union reserves the right, if necessary, to make room changes to better accommodate the specific needs of the customer. Considerable care will be given to ensure comparable meeting space. If a room change is necessary, the customer will be notified in advance.

Use of Campus Facilities Other Than Student Union and Food Service

- 4.01 Unit Facilities may be made available for special events when space and equipment use has been approved by the unit leader. Activities occurring after regular hours (7:30 - 4:30) must be coordinated by an approved unit employee who will be responsible for security of the building and equipment.
- 4.02 Campus Facilities which are non unit may be used by any unit for official college functions upon the request of a unit leader. Use of a facility will be coordinated through the Student Life Office and the facility will be scheduled in the order requests are received.
- The facility will be opened and closed as scheduled by personnel assigned by the Student Life Office. The requesting campus entity will be responsible for building and equipment security, and seeing that the facility is properly used.
- 4.03 Use of non-unit facilities for activities not directly related to official college business will be carefully evaluated. Individuals or groups desiring the use of campus facilities and equipment must obtain and complete the proper form through the Student Life Office. After the request has been evaluated, a copy will be sent to the applicant stating the decision reached.

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Approval will be granted for activities that are consistent with the Oklahoma State University Institute of Technology mission, or that contribute to general community improvement.

Food Services

- 5.01 Use of food service and food services facilities must be scheduled through the Student Union Services Office after receiving approval to use the campus facility. All requirements and arrangements should be handled and provided to the Student Union Services Office by authorized unit personnel.

Approved: July 1996  
Revised: August 2007  
Revised: July 2009