



OKLAHOMA PANHANDLE STATE UNIVERSITY

FACILITY REQUESTS

Guidelines for Facility Requests:

All event/facility requests should be sent through the online form.

If you are a student organization submitting this form, an advisor or sponsor will need to sign at the end of the request.

A facility request should be made as far in advance as possible or a minimum of 3 weeks (15 business days) before an event is said to take place.

Allow extra time for facility requests that are submitted on or near campus breaks.

Cancellations are requested no later than five business days prior to the scheduled event. Cancellation fees may be charged if cancelled after five days.

All requests will require a set-up illustration due at the time of submission of form.

Tips for Facility Requests:

- Make sure that your event name and description are as detailed as possible, this will ensure that your event is approved in a timely manner.
- If you submit the form correctly—a confirmation email will be sent to you to let you know that your request has been submitted. This email will also give you details on who you will need to email to verify the following: catering, marketing, and IT.
- Your facility request is NOT approved until you receive an email confirming that your event is APPROVED!

Catering:

If you are requesting catering, please contact: Laura Torres—laura.torres@opsu.edu (580)349-1552

If you are using university funds for your catering, then you will need To submit an online facility request: Go to: <http://www.opsu.edu/Events/Request/>

Marketing:

If you are requesting marketing, please fill out the marketing request form by going to: <https://www.opsu.edu/Offices/Communications/Marketing-Request/>



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ADDITIONAL TERMS AND CONDITIONS FOR THE USE OF OPSU FACILITIES

1. OPSU reserves the right to cancel any reservation, provided we have notified the affected party or organization two (2) weeks in advance.
2. The use and/or consumption of alcoholic beverages, drugs, or firearms on OPSU property is prohibited. Any individual(s) found to have any of these prohibited items will be reported to the police and will be subject to arrest and criminal prosecution. Prohibited items are subject to confiscation by police.
3. OPSU reserves the right to deny any activity or equipment usage that could damage university property or its contents.
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 OPSU representative. The use of adhesive tape, thumb tacks or nails on doors or walls is strictly prohibited.
5. All food and beverage requests must be made through Great Western Dining. No other food or beverages may be provided without prior approval of the Office of Outreach.
6. OPSU is not responsible for lost or stolen items while on the OPSU campus. Items found will be turned in to the Lost and Found located at the Housing Office in the Student Union Building.
7. Individuals or organizations will be held responsible for any negligent or intentional damage of OPSU equipment or property. Any such damage occurring during a scheduled event will be charged to the responsible party.
8. OPSU 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, OPSU requires each organization to carry its own insurance.
9. The sponsoring organization will be held responsible for the conduct of the participants and all insurance of participants, including liability and hospitalization.
10. OPSU requires the sponsoring organization to provide one (1) adult per every ten (10) minor participants. "Minor participants" are defined as any person under the age of 18. These adult staff will be responsible for:
 - a. Discouraging excessive noises in rooms and common areas.
 - b. Providing first aid services if necessary. Medical services are not the responsibility of OPSU.
 - c. Immediately notifying OPSU staff of any problems with the building or of any injuries.
11. 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.

12. 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 midnight, 12:00 a.m., unless pre-authorized in writing by an authorized OPSU representative. Failure to comply will result in an additional charge of \$100.00 per hour for every hour past 12:00 a.m.

13. 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.