

ADMINISTRATIVE POLICIES AND PROCEDURES

SUBJECT: OAKLAND CENTER

NUMBER: 1350

AUTHORIZING BODY: PRESIDENT'S CABINET

RESPONSIBLE OFFICE: OAKLAND CENTER

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RATIONALE: This policy governs the use of Oakland Center facilities and services which are made available for meetings, conferences and events by a diverse range of building users.

POLICY: The Administration and Reservations Office is the department responsible for coordinating the use of Oakland Center facilities. Applicable facility use as are determined by User Group classifications as defined by this policy. All food and beverage sold or served in the Oakland Center must be provided by the Oakland Center in-house food service provider.

SCOPE AND APPLICABILITY: This policy applies to all facility users including registered student organizations, faculty, staff, institutional departments, and both on and off-campus event sponsors and guests.

DEFINITIONS:

User Group A: Recognized University groups including faculty and staff groups, all University departments, and registered student organizations associated directly with the University. User Group A sponsored meetings and events must be directly related to conducting official University business for a University audience which consists primarily of University participants. Set-up and clean-up charges may be billed to department and organization accounts.

User Group B: Recognized University groups including faculty and staff groups, all University departments, and registered student organizations associated directly with the University. User Group B is different because they charge admission or registration charges, collect donations, generate funds in any manner, promote business products or services, or include event and/or



meeting participants primarily from off-campus but are related to University business. Those in User Group B must have a sponsoring department or organization that lists a University department employee or student organization officer as the main contact person for event planning, coordination and decision making. User Group B includes all regional and national conferences affiliated with University departments and/or registered student organizations. All User Group B charges shall be billed directly to a University account. A facility service agreement is required.

User Group C: Non-University groups (Group C) include all off-campus profit and non-profit organizations, groups, corporations, businesses, religious organizations, churches, clubs and individuals. User Group C also includes University departments and individually sponsored organizations, events, programs, conferences, camps and meetings which are not directly related to University business. A facility service agreement is required.

PROCEDURES:

General Meeting Room Policies

Reservations must be made either by phone, Ext.: 3230, or by visiting the Administration and Reservations Office, 118 Oakland Center, during regular business hours, Monday through Friday, 8:00 a.m. to 5:00 p.m. Recognized student organization reservations must be made via the Grizz Orgs online system. Reservations must be made by a member of the sponsoring group. In an effort to meet the needs of our diverse customers, room assignments are at the sole discretion of the Oakland Center Administration and Reservations Office.

Prior to the start of the Fall and Winter semesters there is a one-day priority booking window for registered student organizations. At such time, registered student organizations are given priority booking status and may reserve meeting rooms for the upcoming semester on a first-come, first-served basis. The priority status is for one day only, after which registered student organizations may continue to reserve space as it is available throughout the semester.

After student booking day, University departments are allowed to reserve space. At times special consideration is given to a University department request if the event requires facility space confirmation prior to an off-campus mailing.

General Food Service Policies: Food Service – With the exception of the University bookstore and vending machines all food and beverage sold or served in the Oakland Center must be provided by the Oakland Center in-house food service provider. Groups are not permitted to bring food or beverage into the Oakland Center. Violation of this policy may result in a suspension of facility scheduling privileges. For information on allowable use of food by University employees at meetings and events, see OU AP&P 207 Business Expenditures.

For a complete listing of food service policies refer to the University Catering Guide, which is available from the Oakland Center in-house food service provider, Oakland Center, Room 121A, Ext.: 3400.

RELATED POLICIES AND FORMS:

OU AP&P 207 Business Expenditures

APPENDIX: