

ConocoPhillips OSU Alumni Center Usage Guidelines

Eligibility for Use

The ConocoPhillips OSU Alumni Center (hereinafter referred to as "Alumni Center") is available for use by the following:

- OSU Alumni Association
- Alumni and Friends
- Oklahoma State University
- General Public

The Alumni Center's facilities cannot be used by any group for purposes other than for which the reservation was made. The OSU Alumni Association (hereinafter referred to as "Association") reserves the right to determine eligibility based on the type of group and the nature of the event.

Reservation Procedures

All use of the meeting rooms and public areas must be scheduled, in advance, through the Association. Inquiries can be made via telephone (405-744-5368) or email (alumni.center@okstate.edu). Another option for inquiries is to go to www.osualumni.org, where room availability can be checked and requests for reservations may be sent to Association staff. Following an inquiry and tentative booking, an agreement with quoted costs will be forwarded for signature. All reservations will be made on a first come, first served basis, and based on availability of space and compliance with the guidelines of this policy. Annually recurring events at the Alumni Center or groups of 200 or more may be scheduled up to three years in advance, excluding weddings and wedding receptions. All other events may be scheduled up to one year in advance.

Hours of Operation

The regular operating hours of the Alumni Center are Monday through Friday from 8:00 a.m. until 5:00 p.m. and during scheduled events. The Alumni Center will be closed on all official University holidays. Exceptions to this policy may be approved for scheduled events.

Building Rentals and Fees

All events in the Alumni Center must be booked through the Association. To **confirm** a reservation, a deposit in the amount of the room rental fee (or 50% of room rental rates for events with estimated charges of \$2000 or more), a valid credit card number, and a signed rental agreement are required. The Association requires a valid credit card number (debit or p-cards are also acceptable) be kept on file until after event invoicing is processed. *Tentative* reservations, or reservations without a paid deposit and signed agreement, will be honored for no longer than three (3) weeks. If the confirmation requirements are not received by the end of this time period, the tentative reservation will be cancelled and the room will be available to other groups. The Association reserves the right, if necessary, to assign or reassign rooms or building locations in order to accommodate the combined needs of the customer, the Association, and the university. Considerable care will be given to insure comparable meeting space. If changes are necessary, the customer will be consulted in advance of the change. The fee schedule below will be observed. Any changes must be approved by the OSU Alumni Association Marketing and Policy Committee.

Rooms	Rates*		Weddings and Wedding Receptions
	4 hours or less	Over 4 hours	
Click Family Alumni Hall	\$450	\$750	\$1,200
Click Family Alumni Hall (East or West Half)	\$300	\$500	\$800
Jones Seminar Room	\$210	\$350	
CL Craig Family Room	\$120	\$200	
Sports Lounges (Clay Cowboy & Stinchcomb Aggie Lounges)	\$150	\$200	
Halligan Presidential Suite	\$150	\$250	
Barnes Executive Conference Room	\$135	\$200	
Harrison Conference Room (2 nd Floor)	\$60	\$100	
Drummond Conference Room (2 nd Floor)	\$50	\$80	

Traditions Hall	\$180	\$300	\$400
Southwestern Legacy Hall	\$180	\$300	\$400
Outside Terrace	\$150	\$250	
Entire First Floor		\$1,800	

* Official University meetings receive a 25% discount off of room rental. Groups can qualify for University Rates only if the primary funding for the event is borne by an official University department or organization.

The above fees are minimum fees and groups may be subject to additional charges. Those costs include, but are not limited to:

1. relocation of furniture
2. high attendance numbers at an event
3. prior-to-event access to the Alumni Center for decorating or other reasons
4. events that limit access to the Alumni Center for other uses
5. excessive cleanup requirements
6. security
7. meeting attendant
8. audio visual requirements
9. setup needs
10. liability insurance

An estimate of costs can be provided upon request. A quote of estimated charges will also be given in the reservation agreement.

Security Fee

Organizations, individuals and university groups may be required to pay a security fee when utilizing the Alumni Center. The security fee is \$35.00/hour, beginning one-half hour prior to the event start time and one-half hour after the event end time. The security fee will be used for the Association to hire a security guard to be on site throughout the duration of the event. Security hourly rate is subject to change. The security fee will be added to the total charges for each event.

Liability Insurance

In such instances that it is required by the Association, organizations, individuals and university groups shall provide and maintain comprehensive general, liability and personal injury liability insurance against any loss or liability from damages which may result from activities at or

associated with the Alumni Center. The OSU Alumni Association should be listed as “Additional Insured” and the limits should not be less than one million dollars (\$1,000,000) for injury for each person injured in any one accident and not less than one million dollars (\$1,000,000) for property damage. Insurance coverage is subject to the approval of the Association.

Outside Terrace Policy

Use of the Outside Terrace is restricted to groups that have reserved the space through the Association. All guidelines pertaining to use of the interior rooms of the Alumni Center are also in effect for the Outside Terrace. Alcoholic beverages are not allowed beyond the designated boundary of the Alumni Center, which shall be marked with signage as necessary.

Food and Beverage

All food and beverage consumed in the Alumni Center must be brought in and served by one of the vendors on the Alumni Center’s approved list of caterers. Wedding cakes may be provided from vendors not on the approved caterers list. An approved list of caterers is on file in the Association office and will be made available upon request, or it can be viewed at www.osualumnnicenter.org. Caterers are charged 10% of their business to cater in the Alumni Center. This percentage is not just a cost to do business, but is for their use of the kitchen, kitchen equipment, and tableware (china, glassware, flatware). All of this is provided to ensure a high quality product to our customers. Caterers may choose to simply add 10% to your bill to cover this cost. We encourage you to inquire about this charge as you choose the caterer for your event.

Alcohol

If the event is approved for the service of alcoholic beverages, the following requirements will govern the service of alcohol at the event:

1. The individual or agency sponsoring the event assumes responsibility for compliance with all laws governing the dispensing and serving of alcoholic beverages.
2. No alcoholic beverages may be brought into the facility by a party other than the approved vendor.
3. No alcoholic beverages may be sold without a license. A caterer having the required licenses to serve the alcoholic beverages is required for events offering "cash" bar(s), or events requiring the pre-purchase of a ticket (or the purchase of a ticket at the door), at which, once entry is made alcoholic beverages are available. Sale of alcoholic beverages must be arranged for and purchased through a licensed caterer of alcoholic beverages.
4. Only persons of legal drinking age may possess, be served, or be permitted to consume alcoholic beverages (to include 3.2 beer). Signs to this effect must be posted at the event.
5. Events where alcoholic beverages are served may not be open to the public.
6. When alcoholic beverages are served, non-alcoholic beverages and food must also be made available to guests.
7. Alcoholic beverages are not allowed outside the designated boundaries of the Alumni Center.
8. The Association reserves the right to control the time and length of an event in which alcohol is served. The Association further reserves the right to deny service to individuals and to discontinue the service of alcoholic beverages prior to the scheduled ending time should the conduct and decorum of the guests or violations of these guidelines or state laws make it necessary to do so. If the Association deems it necessary to have security at the event, it will arrange such, at the expense of the sponsor.
9. All alcohol must be served by the catering staff. Bottles of alcohol are not to be placed on guest tables, nor are guests to have the ability to serve themselves.

Cancellation Policy

Cancellations will be accepted provided that notification is given in writing to the Association. The Association reserves the right to charge any costs incurred prior to cancellation and the following rental fees:

For any reservations involving the use of Click Alumni Hall:

- Reservations cancelled at least 90 days before scheduled date(s) will incur a \$25 handling fee.
- Reservations cancelled less than 90 days before scheduled date(s) will be charged 50% of room costs.
- Reservations cancelled less than 30 days before scheduled date(s) will be charged 100% of room costs.

For reservations **NOT** involving the use of Click Alumni Hall:

- Reservations cancelled at least 30 days before scheduled date(s) will incur no costs.
- Reservations cancelled at least 15 days before scheduled date(s) will be charged 50% of room costs.
- Reservations cancelled less than 15 days before scheduled date(s) will be charged 100% of room costs.

Billing

All bills for use of the Alumni Center will be prepared by the OSU Alumni Association and will be payable in full upon receipt. Payments not received within 45 days after invoicing will be charged to the credit card on file plus a 3% processing fee. The Association reserves the right to require deposits and credit references for organizations and individuals using the Alumni Center.

**** Because of its non-profit designation, The Association cannot accept payment by CVI (Campus Vendor Invoice); it is against state law. Payments from on-campus groups must be made by check, credit card, or p-card.**

Fall Schedule

During the fall semester each year (late August through November), the Association hosts pregame events for every OSU home football game. Space will not be made available to rent on Saturdays during this time of year until the release of the official OSU football schedule. The Association further reserves the right to cancel or move any booking should the OSU football schedule change, causing a home football game to conflict with said booking. If alternative space/dates are unavailable or unacceptable at the Alumni Center, all deposits and

fees collected will be returned in full. We recommend that planners reserve alternative space for any fall semester Saturday booking as a backup in case such circumstances were to arise.

Audio-visual

The Alumni Center has some of the latest audio-visual equipment available for use by groups renting the facility. Audio-visual arrangements should be made in advance, preferably at the time the reservation is made. Outside audio-visual equipment is not allowed to be used in the Alumni Center without written permission from the Association. Specific audio-visual capabilities and a list of prices are available upon request. Although the appropriate Association staff are well qualified to set up all of the equipment and able to troubleshoot problems that occur, a technician will not be provided unless arrangements have been made ahead of time.

Parking and Handicapped Access

Parking at the Alumni Center is restricted for Alumni Center use only. Only eight parking spaces are located on the grounds, of which two are designed for handicapped parking. Additional parking spaces are available at the Student Union Parking Garage, which is directly across Hester Street from the Alumni Center. Other special parking arrangements may be made with prior consultation with the Association. The Alumni Center complies with current American with Disabilities Act standards and is completely accessible and functional to the physically impaired. **After** 5:00 pm Monday through Friday and on the weekends (excluding football gamedays) clients may also park in the Alumni Association parking lot located on the south side of University Avenue at the intersection of University and Hester. During the normal work week, this lot is leased to OSU as a faculty/staff lot and is unavailable.

Advertising and Promotions

All advertising material is subject to the approval of the Association prior to the placement of such advertising. All advertising space on the premises is the exclusive property of the Association. If the renting individual or organization advertises, promotes or sells the event to the general public, said individual or group agrees to clearly identify themselves as the promoter, producer, presenter or organizer in all their advertising, promotions and sales and will advertise their event as held at the "ConocoPhillips OSU Alumni Center."

Decorations

Decorations may not be affixed to walls, ceilings, or stairways of the Alumni Center. Party decorations and furniture rearrangements in reserved rooms must be coordinated in advance with the Association. Use of candles is restricted to enclosed flames (e.g., votive or hurricane lamp with chimney). The flame must be at least one inch from the top of the container or floating in water. An additional cleaning or replacement charge will be assessed for wax damage to carpet or fixtures. All types of confetti and glitter are prohibited in the Alumni Center. The Association is not responsible for lost, damaged, or stolen articles. No posters or banners will be permitted on the Alumni Center building exterior or grounds without the express written consent of the Association. Certain decorative items (centerpieces, votives, plants, etc.) may be available for rent from the Alumni Center. A list of items, quantities, and prices is available upon request.

General Policies for Alumni Center Operations

1. Oklahoma State University is a Tobacco-Free campus. A NO SMOKING AND NO-TOBACCO POLICY is in effect inside the building and on the entire Stillwater campus. Organizers and attendees of events (meetings, conferences, lectures, cultural events and sporting events) using OSU facilities are required to abide by the policy. Organizers of such events are responsible for communicating the policy to attendees' .OSU Police Department does enforce the policy and violators will be ticketed on site.
2. Appropriate standards of dress and behavior will be observed at all times for events held in the Alumni Center.

3. All groups are responsible for leaving the Alumni Center facilities clean and orderly after use and are responsible for any damages incurred. An additional cleanup charge may be assessed for meeting rooms/reception areas not left in a satisfactory condition, as determined by the Association.
4. A representative or employee of the Association must be present in the Alumni Center during the times it is occupied. Any complaints regarding the Alumni Center and its operation should be addressed to such person.
5. Animals are not allowed inside the Alumni Center except for those licensed to assist persons with disabilities.
6. Sound amplification systems may not be used inside or outside the Alumni Center without specific permission from the Association.
7. All persons or groups using the Alumni Center must abide by the rules and regulations of the Association.
8. The Association is not responsible for lost, damaged, or stolen articles.
9. Liability insurance may be requested.
10. The fireplace, if used, must be set and attended by an Association staff person.
11. The removal of any fixtures, furniture, or furnishings from the Alumni Center is prohibited.
12. No posters or banners will be permitted on the Alumni Center building exterior or grounds without the express written consent of the Association.
13. Depending upon reception time, space will be available a maximum of 8 hours prior to any wedding reception.
14. All events must conclude no later than midnight.
15. Wedding cakes may be provided from vendors not on the approved caterers list.
16. All types of confetti and glitter are prohibited in the Alumni Center.
17. Flowers, rice, birdseed, wheat, and other similar materials may not be tossed as you exit either the room or the building.
18. All confirmed room reservations (including group name, event name, contact name, and contact phone number) are posted to an interactive, online calendar for the Alumni Center, as well as distributed in a weekly schedule to appropriate campus officials and service providers. If you do not want this information published in this manner, you must notify the Association at the time that you make your reservation.
19. Exceptions to any of these policies may be made by the OSU Alumni Association Marketing and Policy Committee.

OSU Alumni Association reserves the right to change or modify these Usage Guidelines as it deems necessary without notice to any other party, which such changes shall be binding upon the individuals and organizations using the facilities at the time of change.