



FACILITY USE POLICY

Events and activities taking place on the University of Oklahoma Norman campus must adhere to the Facility Use Policies as described below. Click your appropriate link to view the related policies.

SELECT POLICY SECTION ▲

I. POLICY OVERVIEW

The University of Oklahoma (University) is dedicated to fostering the free exchange of ideas and opinions and committed to the principles of free speech and expression. To that end, non-university groups, university departments, registered student organizations (RSOs) and individual students may use defined University facilities for their activities in accordance with the policies adopted by the University Vice President for Student Affairs and Dean of Students, administered by Campus Scheduling & Student Organization Services and defined herein. The goals of the policies governing the use of University facilities shall be to facilitate the orderly conduct of the educational process and to facilitate the regular, efficient, and consistent use of University facilities.

The following policy is applicable for non-university and university purposes. University purposes include activities by departments of the University of Oklahoma, RSOs in good standing with the University of Oklahoma Student Government Association (SGA) and University, or an individual OU student. RSOs include Interest Student Organizations (ISO), Competitive Club Student Organizations (CCSO), Sport Club Student Organizations (SCSO), and Departmental Student Organizations (DSO).

University resources and its land and buildings are to be applied first and foremost to its mission of teaching, research and public service, and therefore, such University properties are primarily dedicated to this mission, which encompasses all academic activities, student life, intercollegiate athletics, and the administrative functions that support this mission. Campus spaces can be reserved and guaranteed with appropriate approval and when scheduled in advance.

Nothing herein creates any contractual, constitutional or other legal rights on behalf of the Reserving Party regarding the use of University property/facilities. No public forum is intended to be created by any policy contained herein. The University reserves the right to amend, modify, or delete any of the policies contained herein at any time and in its sole discretion.

1. RESPONSIBILITIES

Granting permission to use OU facilities (including buildings, grounds, real and personal property) is the responsibility of the [appropriate OU representative](#) (hereinafter referred to as “Facility and/or Building Coordinator”).

It is the responsibility of the non-university group representative, university department representative, RSOs, RSO officers and advisers, or individual student (hereinafter referred to as the Reserving Party) to ensure compliance with the following policy.

OU will neither grant nor deny permission to use its facilities for any reason that is in violation of constitutional standards or that discriminates on the basis of race, color, national origin, sex, sexual orientation, marital status, genetic information, gender identity/expression (consistent with applicable law), age (40 or older), religion, disability, political beliefs, or status as a veteran or other impermissible basis.

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II. RULES GOVERNING FACILITY USE

The following apply to use of all university facilities. Each facility may establish additional procedures as needed, but no facility may negate the procedures included in this policy.

1. ELIGIBILITY

Use of OU facilities for university purposes may be extended when:

1. Use of University facilities does not disturb or disrupt the continuity of the educational process and must be otherwise consistent with the educational mission of the University.
2. The use of the facility does not conflict or interfere with OU programs or functions previously scheduled.
3. The use is appropriate to the nature, purposes, and capacities of the facility and the University.
4. The use does not violate any applicable federal, state, local law or OU regulation or policy.
5. The Reserving Party pays all applicable fees.
6. The facility request must comply with all requirements of this policy and other applicable regulations and policies.

2. FACILITIES USE FEES

OU may charge facility use and additional services fees. It is the responsibility of the Reserving Party to ensure compliance with this requirement. A standard fee schedule may be requested of any venue that charges a fee for facility use or services provided. The Reserving Party is advised to be fully knowledgeable of those policies at the time of reservation.

In addition to the use fee, any additional costs arising from the event (including utilities and clean-up, service department support, equipment or technical support) must be repaid by the Reserving Party. The Reserving Party will be billed for all charges arising from the use of the facility.

A due date for payment of all fees will be established and included in any reservation confirmation. Payment will be required before any other University facilities may be used by the Reserving Party. Past due fees will be reported to Financial Services for collection proceedings if such fees have not been paid within **45 days** following invoicing and shall be subject to a 1.5% late fee for every day payment is not received.

RSOs:

- RSOs using SGA funds must obtain a purchase order before charging anything to a SGA account.
- Any RSO, RSO officers or individual students misusing University facilities are subject to being charged under the Student’s Rights and Responsibilities Code. Complaints of misuse will be forwarded to the Student Conduct Office. Misuse includes, but is not limited to, use of reservable University facilities without following the appropriate reservation steps, failing to notify appropriate departments where required, failing to receive permission for such use, disrupting the educational process or damaging the facility.

3. SCHEDULING

Scheduling for use of OU facilities will be processed by the managing department of the space. The Reserving Party must request the use of a facility space in accordance with the procedures and timeframes of that facility.

RSOs:

- The Reserving Party must be in good standing with the SGA and the University and fully comply with policies governing use of University facilities.

4. LIABILITY FOR RESERVING PARTY’S OPERATIONS

There may be times when a high legal risk of damage to persons or property exists. The Reserving Party may be asked to agree to indemnify, defend and hold the University, its officers, employees, agents, current and former Regents harmless from any and all claims arising out of the Reserving Party's use of University facilities, including but not limited to any claims of personal injury, strict liability, products liability, environmental claims or negligence.

RSOs:

- In the case of RSO events, RSOs and RSO officers and advisers will be responsible for the organization's activities and conduct during an event. It is assumed that the RSO's officers and advisers will be in attendance. If not, the name(s) of their designated representative(s) who will be in attendance must be submitted in writing to Student Government and Organization Services no later than 24 hours prior to the event.

5. YOUTH PROTECTION POLICY

Events, where minors (under the age of 18) may be in attendance, are required to comply with the University's [Youth Protection Policy](#). If the guidelines are not being followed, OUPD will be notified. Approval for the event must be secured from the OU Special Events Committee, through the request form, in accordance with [Section IV, 1 below](#).

6. EVENT TIMES

Normal schedule times will be 8:00 a.m. to midnight, Monday through Saturday unless otherwise approved or required by the Facility Coordinator and Campus Police. Student event times should adhere to the [Co-curricular Involvement Policy](#) (PDF). OU expressly reserves the right to require that (1) any event end at an earlier time, given considerations of safety, crowd control, weather, noise, and potential disruption of favorable community relationships, and (2) the event ends or is canceled, as provided for in these procedures.

7. NOISE

Levels of sound from amplification equipment shall not exceed noise levels specified by the [City of Norman codes](#). Any use of sound amplification will be monitored by Campus Police. The use of sound amplification shall not disrupt academic classes near university buildings and student campus residences from 7:30 a.m. to 9 p.m., Monday through Thursday, 7:30 a.m. to 5 p.m. Friday, and 8 a.m. to noon Saturday, .

Responsible officials of OU have the right to require that amplification systems be turned down, or off entirely, whenever it is determined that sound levels exceed specified levels, or whenever it is determined that the event is disturbing or disruptive to surrounding neighbors or interferes with OU's academic or educational mission or to other activities that may be taking place elsewhere on campus.

Additionally:

1. No bands or loud music are allowed in classrooms at any time.
2. No bands or live musical performances will be allowed near academic buildings from 7:30 am – 9 pm, Monday through Thursday, 7:30 am – 5 pm Friday, and 8 am to noon on Saturday.
3. Noise levels must be kept to a minimum during any organization meeting, rehearsal, or performance taking place in academic facilities. The Reserving Party is expected to remember that academic classes and other meetings may be taking place around them. If complaints are received, the Reserving Party's privileges to use academic facilities may be suspended.
4. Permission to host a concert or operate a sound truck or a public address system at any time on the University campus or adjacent streets must be secured from the OU Special Events Committee, through the request form, in accordance with [Section IV, 1 below](#).

8. FIRE PREVENTION & SAFETY

Fire prevention and safety concerns are important issues that must be addressed by the Facility Coordinator prior to and during the use of facilities. The OU Fire Marshall enforces the State adopted fire and life safety codes. These codes specifically address special events and assemblies to include regulations concerning the means of egress, number of occupants at an event, types of decorations permitted, proper use and storage of compressed gases, and other potential fire hazards. These rules and regulations shall be followed during the use of facilities. Information on these requirements may be obtained from the OU Fire Marshal.

Activities involving the use or storage of hazardous chemicals or other possible environmental hazards must be approved by the Environmental Health & Safety Office via the [Special Event](#) process prior to the event.

Decorations must comply with the [University of Oklahoma Norman Campus Holiday Decorations Policy \(.pdf\)](#) and shall not include items that cannot be easily removed after an event without damage.

Use of University facilities by an RSO/individual student must comply with [The University of Oklahoma Norman Campus Risk Management Policy for Registered Student Organizations \(pdf\)](#).

9. TOBACCO AND FIREARMS

The Reserving Party must agree to comply with the university's [Tobacco-Free Policy](#) and Firearms Policy. No weapons are permitted on campus, including firearms and swords.

10. SITE

The Reserving Party agrees to protect all property in the facility, to clean the facility within the designated time period and to the satisfaction of the Facility Coordinator, and to dispose of trash in the designated area following the event. The Reserving Party also agrees to keep all individuals in the designated area to be agreed upon in advance with the Facility Coordinator.

11. INSPECTION OF SITE

Unannounced Inspection - At the discretion of the Facility Coordinator, the Fire Marshall, Campus Police, and/or an OU employee may make an unannounced inspection of the facility during its use for purposes of monitoring compliance.

Event Inspection - OU recommends that the Reserving Party accompany the Facility Coordinator (or their designee) on an initial site inspection prior to the event in order to establish the condition and cleanliness of the facility. Prior to securing the site following the event's termination, the Facility Coordinator (or his/her designee) will fully inspect the facility to determine its cleanliness and/or any possible damage to the building or contents. This site inspection will include checking any unlocked rooms accessible to the Reserving Party and its guests (such as restrooms, offices, and closets). OU also recommends that the Reserving Party accompany the Facility Coordinator on the final site inspection.

If the Reserving Party and Facility Coordinator so agree, the final site inspection may be postponed to occur during regular business hours of the next University workday following the event, which may or may not occur after clean-up operations. If the Reserving Party agrees to postpone the final site inspection, he/she agrees that any evidence of damage to OU property found at the time of inspection shall be deemed to have been caused by the Reserving Party or its guests and will be repaired by OU at the Reserving Party's and/or its insurance carrier's expense.

Any damage found by the Facility Coordinator during the inspection will be reported immediately to Campus Police and Campus Scheduling, and costs arising from the repair of these damages will be reported to the Reserving Party and/or its insurance carrier for payment.

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III. USE OF MULTIPLE FACILITIES OR UNIVERSITY SERVICES

It is possible that a Reserving Party will request multiple facilities for a large event. In such an instance, Facility Coordinators for the various venues should coordinate with each other, with Campus Scheduling, and with the service departments to ensure that all procedures are followed and all contingencies are covered.

1. SECURITY SUPPORT

The need for police/security support in conjunction with any use of OU facilities shall be determined by the Facility Coordinators and Campus Police. The University of Oklahoma Chief of Police, or their designee, shall have the final decision-making capability and will decide how many police officers will be present, if any, and how many security personnel will be present, if any, after being properly advised as to the facts surrounding the event and the likelihood of potential disruptions or security threats, based on the history of the event in other areas, room size, value of the property, number of entry and exit points, daytime/nighttime use, estimated crowd size, and the nature of the area hosting the event.

The use of security services from non-OU sources shall be at the discretion and direction of Campus Police and at the expense of the Reserving Party.

During events, the following minimum standards will apply:

1. If an event is held where alcohol is not present, a minimum of two OUPD officers will be required per 1000 attendees for an additional cost.
2. If an event is held where alcohol is present, a minimum of two OUPD officers per 500 attendees will be required for an additional cost.
3. Additional security shall consist of OUPD or University-approved security agency personnel approved by the Facility Coordinator.

The minimum security requirements of this policy do not preclude security requirements of any other University policies.

2. PARKING SUPPORT

Parking support should be coordinated through [OU Parking and Transportation Services](#).

3. SUPPORT SERVICES

On occasion, the use of facilities will require the services of the Department of Facilities Management, e.g., events requiring utility hook-ups, custodial services, trash disposal, hauling services, landscape requirements, and/or other special requests. Any costs for custodial, hauling, or maintenance services that are required to bring the site back to its original state of cleanliness and repair will also be billed to the Reserving Party. The Reserving Party is responsible for coordinating these types of services with the Facilities Management.

4. EQUIPMENT SUPPORT

Permission for use of equipment owned by OU at the facility site may be granted at the discretion of the Facility Coordinator.

5. TECHNICAL SUPPORT

Use of OU-approved and appropriate personnel as technical support will be coordinated by the Facility Coordinator.

6. FOOD/DRINK/ALCOHOL

Distribution and consumption of food or drink is not allowed in auditoriums, classrooms, plazas, open areas, and other facilities without the express permission of the Facility Coordinator. No alcoholic beverages of any type shall be possessed or consumed by individuals in any OU facility, unless such has been approved by and coordinated with the Facility Coordinator, Campus Scheduling and Campus Police.

Preparation and/or serving of food is not permitted in University buildings at any time except by approved food service providers (this may vary by facility). Alcoholic beverages are only permitted in University buildings or on University property if provided by a licensed service provider, who shall be responsible for checking IDs, and in accordance with applicable local, state and federal laws and University policy and in accordance with the policies of the individual facility. The licensed caterer shall furnish proof of liability insurance for its operations to Risk Management at least 5 working days prior to the event.

1. OU may cancel the permission for serving alcohol if the proof of insurance and satisfactory evidence of all the required licenses are not received within the designated time.

Univ. Departments:

- University departments purchasing food and beverages must allow University Catering the first opportunity at the transaction. The purchase may be awarded to outside vendors only upon sufficient justification or upon refusal by University Catering.

7. USE AGREEMENT

The use of facilities shall be allowed only after all terms and conditions in these procedures have been met; the Reserving Party has obtained any and all applicable permits, certificates, and licenses; and the Reserving Party has received confirmation from the Facility Coordinator.

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IV. EVENT TYPES

1. SPECIAL EVENTS

The University of Oklahoma permits the use of campus facilities (indoor and outdoor) for special events proposed to be held by internal and external groups provided that such events are consistent with the University's mission and are not in violation of applicable law; or any policy or regulation of the University.

A **Special Event** is defined as any activity proposed to take place on University property which alters the property's ordinary use and/or involves the erecting or placement of tents (larger than 10' x 10'), structures, stages, platforms, inflatables, animals, fixed equipment, artwork, or any similar items, and automotive vehicles, food trucks, aircraft, or other mobile craft in an effort to assemble persons for the purposes of live entertainment/performances, gatherings, celebrations, attractions, participation, races, walks, runs, parades, fairs, festivals, rides, competitions, sponsored outdoor catered events, and similar occasions.

Sponsoring organizations, including Third Party Groups' who have received the department's approval, shall submit Special Event requests via the [Special Events Request Form](#), at least fifteen (15) business days prior to the event. All relevant information for the event shall be provided in the application. Any additional information requested by an appropriate University authority shall be provided upon request.

Special Events may be sponsored by the following organizations:

- University academic departments, schools, institutes, etc.
- University administrative offices within and operating on behalf of the University
- Registered and approved student organizations (RSOs) within the University
- Other university-recognized organizations or independent groups
- University-related non-academic departments.

Third Party Groups:

- Third party groups are outside entities not affiliated with the University that have been hired and/or contracted to provide a service or to conduct business on campus. These groups do not fall under any insurance coverage or self-insurance provisions maintained by the University or the State of Oklahoma and therefore must acquire their own liability coverage and any other insurance as necessary for risks associated with a Special Event.
- Other non-university organizations seeking to host a Special Event on campus must first obtain approval from the facility for the event. If the facility indicates an initial approval, the non-university organization shall submit their request for the Special Event directly into the system.

The theme and purpose of a Special Event must be consistent with the mission functions (instruction, research, public service, academic support, student services) of the University and must be compatible with the goals and purpose of the Sponsoring Organization.

A Special Event's Sponsoring Organization must notify all appropriate University authorities (e.g., Vice President, Dean, and/or Department Head) of the event, assume all related financial responsibility, and, if applicable, ensure that all parties are properly and timely paid. Where there is no official University sponsoring organization, the Third-Party must submit its request directly as noted in Section 4 below.

The Sponsoring Organization must demonstrate that it has considered and taken all appropriate action relative to the Special Event's

The Sponsoring Organization must comply with all University policies and regulations, including, but not limited to, OU Parking and Traffic Regulations, [Tobacco Free Norman Campus Policy](#), [Youth Protection Policy](#), and building-specific rules.

The Reserving Party shall designate an event coordinator who will be responsible for:

- Submitting the [Special Events Request Form](#),
- Serving as the main point of contact to coordinate with all applicable University authorities relative to complying with their requirements (fire, life safety, facility use agreements, emergency preparedness, law enforcement/security, utilities, traffic, parking, and other policy-related matters).
- Coordinating with outside third parties and obtaining insurance certificates and other necessary documentation
- Logistical planning and overall execution of the event
- Maintaining a physical presence for the duration of the event.

No group or person shall conduct a Special Event without submitting a completed application and receiving approval from the University. Any unauthorized Special Event in progress will be immediately stopped and disbanded.

SPECIAL EVENT REQUEST FORM

2. 5K RUNS/WALKS

Events of this nature require extensive coordination throughout campus and may also involve the City of Norman and potentially the federal government, depending on the location. Reserving parties may utilize either of the two pre-approved routes as linked below. All events of this nature must reserve the desired course through the Campus Scheduling Office and complete a [Special Event Request Form](#).

NORMAN CAMPUS ROUTE (PDF)

3. POLITICAL ACTIVITY

The University of Oklahoma is committed to providing an environment conducive to the free, spirited, and safe exchange of ideas. Assuming responsibility for the use of University facilities includes protecting the rights of speakers to be heard, the rights of the University community to hear speakers, and the reputation of the University as a center for free speech and scholarly inquiry. The right to freedom of speech and assembly are expansive but not unlimited. The University reserves the right to enforce reasonable time, place and manner restrictions on expressive activity as set forth in its policies governing facilities use. These policies are viewpoint- and content-neutral and are designed to limit disruption to the normal business, patient care, and academic operations on campuses. All speakers, regardless of point of view, are prohibited from interfering with the campus community's ability to move safely about campus and to conduct University business.

Political campus organizations shall have access to selected University facilities on the same basis as all other campus organizations in keeping with the rights of all members of the campus community to express political views. A policy of nonpartisanship and neutrality will govern the University at all times in its relationship with elected officials or persons campaigning for public office.

All political organizations are to be assessed the usual costs for the use of these facilities.

RSOs:

- If the public at-large is invited to an RSO political event, (as opposed to only the University community being invited), the RSO will be charged the standard facility rate charged to the public for such use. If only the University community is invited to the RSO political event, the RSO will receive any applicable discounts available to any other RSO for any standard facility fees. Standard fee schedules for RSOs as well as those fees charged to the general public may be requested of any venue.
 - Except as provided herein, RSOs may not use University facilities to promote or to oppose the campaign of a candidate for public office.
 - There may be no fundraising during the RSO political event.

Individual students are not permitted to use University facilities for political campaigning, solicitation or fundraising, except as provided by for in this policy.

4. FRONTING

“Fronting” is defined as permitting a non-University individual or organization to use University space/facilities and services under the guise that the activity is a University-sponsored program in order to receive a discounted rate or avoid payment. Fronting is prohibited by University policy. Violation of this policy by an RSO/individual student may result in the individual student being referred to the [Office of Student Conduct](#) for discipline.

Generally, non-University individuals/organizations are required to request use of University space through Campus Scheduling and pay for use of space and services in accordance with current policy and fee schedules. Any sponsoring University individual or organization that reserves space for the purpose of allowing non-University groups or vendors to advertise, hold meetings, and/or sell items without the express understanding and permission of Campus Scheduling is participating in fronting for the organization, which is prohibited by University policy.

A Non-University event is one in which over 50% event attendees is comprised of off-campus individuals having no affiliation with the University. If fronting is discovered, non-university rental rates will apply.

University departments and RSOs may co-sponsor events with off-campus organizations in accordance with the following guidelines:

- The event or meeting must be planned and managed by a university department and/or RSOs. Members of the organization or department must also be the point of contact in communication with the Facility Coordinator.
- A majority of those attending events scheduled by a university department and/or RSOs are expected to be University of Oklahoma students, faculty or staff, or have a legitimate connection to the organization or University department.
- The mission of the outside group relates to the on-campus group.

The Facility Coordinator hosting the event will make the determination as to university vs. non-university event sponsorship by considering the nature of the event, past experience with respect to similar events, type and the nature of attendees.

5. SPONTANEOUS EXPRESSIVE ACTIVITY

It is recommended to reserve space on campus for any activity to ensure priority use of that space.

In the instance of a spontaneous expressive activity, the below information applies.

Vital to the free and spirited exchange of ideas is that the exchange should be conducted in an appropriate forum. The outdoor areas of campus that are generally accessible to the public are available to be used for expressive activity on a first-come, first-served basis. The University does not limit demonstration activity taking place along its public roads and sidewalks, including leafleting and the dissemination of information, if the activity does not unreasonably restrict pedestrian traffic, cause damage to landscaping, disrupt the normal operations of the University, or otherwise violate law or University policy.

EXPRESSIVE ACTIVITY GUIDELINES

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V. COMMON FACILITIES

There are [facilities available](#) throughout campus for use and/or rental. The Reserving Party is encouraged to plan well in advance when considering reservations for any of these popular facilities. Each facility may have additional facility use policies that are applicable to any event scheduled in that space.

1. CLASSROOMS

Because the mission of the University of Oklahoma is to teach and promote academic excellence, the educational purpose of the University must be maintained at all times. Full classroom scheduling procedures can be found on [here](#).

Buildings on the academic campus are primarily for academic purposes (i.e. scheduled classes, departmental programs) and such use takes priority over any other type of use. To avoid conflict with the teaching goals of the University, the following policies must be followed by the Reserving Party when using classrooms in addition to the above sections:

1. Classroom spaces are available to University Departments and RSOs. First priority is given to University departments, followed by programs sponsored by branches of the SGA, which include the SGA Executive Branch, Undergraduate Student Congress, Graduate Student Senate and Campus Activities Council, then by programs sponsored by RSOs.
2. Non-academic classroom use is available on a semester-by-semester basis.
3. Reservation times will be limited during the first two weeks of each semester to accommodate necessary academic class adjustments.
4. Due to the priority of academic use, Campus Scheduling reserves the right to relocate any group's reservation to another space; however, every effort will be made to provide comparable space and services.
5. Classrooms should be left clean and as found prior to use.
6. Additional furniture is prohibited in classrooms without approval from the Classroom Management or Campus Scheduling office.
7. Food and drinks are not permitted in classroom spaces.

2. OUTDOOR FACILITIES

Any Reserving Party requesting outdoor space for events or tabling should be reserved through the appropriate channels described in [section II](#) above. It is recommended that space is reserved to ensure the space is available for the desired activity. Areas may be used on a first-come first-served basis. The Reserving Party cannot reserve outdoor locations through placeholders except by providing the University with advance notice. Outdoor activities may not create any disturbance of the University's educational mission occurs. If the Reserving Party does not commence utilizing the space within 30 minutes of its requested time, the Reserving Party will have forfeited its reservation.

Undeveloped outdoor properties have no rest room facilities, drinking fountains, lighting, or pay telephones. The Reserving Party should plan for these contingencies when holding events outdoors.

3. MAJOR CAMPUS EVENT DAYS

OU hosts numerous major campus events, including large-scale athletic events. These events attract large crowds. Use of facilities and outdoor property may be limited or restricted on the days of these events depending on the anticipated number of people in attendance, the location of the facility and the location of the athletic or other major campus event. All requests for events or tabling on major event days are coordinated through Campus Scheduling.

To ensure the safety of attendees and to ensure that there is no impediment of ingress and egress to the facility, no picketing, leafleting, handbilling, peddling or other displays shall be permitted within 300-feet of the facility hosting the event on the day of such an event. Provided, however, such activities by RSOs/individual students are permitted on all remaining public areas and public sidewalks. RSOs/individual students must ensure these activities do not disturb the educational mission of the University or its daily operations and must not impede individuals' abilities for ingress and egress.

During home football gamedays, the [Tailgating Policy](#) should be followed.

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VI. PUBLICITY

- Use of OU's name, other than as a physical address, is prohibited in advertising, solicitation, or promotion of **non-university** activities. Promotional use of the OU name and identifying marks must be approved by the Coordinator of Trademark Licensing at [405-325-8203](tel:405-325-8203). Non-university groups are permitted to publicize as described in the [Info tabling section](#).
- Any on-campus publicity materials must clearly list the hosting organization (university department/registered student organization) name.

- **University departments** may publicize as desired, following all applicable guidelines in this section. Banners & temporary stake signs to be posted or displayed must be submitted to the Campus Scheduling office, scheduling@ou.edu, for scheduling approval.
- Any publicity, as outlined below, by an **RSO** or individual student to be posted or displayed must be submitted to Student Organization Services by completing the [RSO Publicity Request form](#). Further information and guidelines for RSO on-campus publicity can be found on the [Registered Student Organization website](#).

In accordance with the *Americans with Disabilities Act*, all printed materials that announce an event or program, including invitations, news releases, fliers and newsletters, must include information to offer accommodations. An appropriate phrase to offer accommodations is: "Accommodations on the basis of disability are available by contacting (name, address, phone) by (date)."

1. ADVERTISING

Advertising must not begin until the reservation of the facility, if required, has been confirmed. Materials may not improperly contain University trademarks, logos and tradenames or otherwise violate. All advertising, promotional or informational material designed for display on any surface is restricted to permanent bulletin boards inside or outside University buildings unless there is prior approval from Campus Scheduling. The Reserving Party is responsible for removing any displayed promotions at the conclusion of the event.

2. CHALKING

Water-soluble chalk colors are limited to white or yellow and the use of spray chalk, fixatives (hair spray or otherwise) and adhesives is prohibited. Chalked messages are restricted to horizontal concrete sidewalks and must not be placed under any building overhangs or within ten (10) feet of any building entrance. Chalked messages must contain the name of the sponsoring organization. Chalking cannot interfere with another message that has already been chalked. Chalked messages meeting the listed criteria will be regular removed through natural weather events. Any Reserving Party/individual student violating this policy will be required to immediately clean-up the chalking or charges may be assessed through OU Facilities Management for clean-up and (if applicable) may be subject to disciplinary action through the Student Rights and Responsibilities Code.

3. BANNERS

Limited banner space is available only on the South Oval and may hang for a maximum of 5 days including weekends.

- The Reserving Party must contact the [Facilities Management Work Control Office](#) to schedule a work order for hanging your banner. The Reserving Party will be responsible for any costs incurred.
- The size of holes for banners to be hung must be at least 1/2" wide.

Banners left after the 5-day period will be removed at the expense of the Reserving Party.

4. TEMPORARY STAKE SIGNS

Limited use of temporary stake signage will be allowed for the Reserving Party. Scheduling approval for all temporary stake signs must be obtained through Campus Scheduling.

- The quantity of temporary stake signs that may be placed on campus for any one event is limited to 50 signs.
- Stake signs should not be placed in landscaping beds or damage landscaping in any way.
- Stakes for temporary signs must be no longer than 10 inches to prevent damage to underground irrigation systems and utilities.
- Approved temporary signs may be displayed for a maximum of 7 consecutive days. Temporary signs remaining on campus beyond this time may be removed at the expense of the sponsoring organization or department.
- Reserving parties are responsible for monitoring their temporary signs during the display period. It is the reserving party's responsibility to remove damaged signs or debris caused by signs.
- No signs may be displayed on the South Oval during homecoming week.

5. INFO TABLING

Univ. Departments & RSOs:

- Info tabling space must be booked using the [OU Reserve](#) system no later than three days in advance of the tabling date. Maps to the available spaces are linked below.
- No rain location can or will be provided. In the case of rain, clients will need to contact [Campus Scheduling](#) to reschedule.
- Non-essential visitors are not allowed on campus. Tabling participation from the reserving party must be limited to the university community only.

**OKLAHOMA MEMORIAL UNION
TABLING SPACES (PDF)**

**SOUTH OVAL
TABLING SPACES (PDF)**

Non-University groups may solicit through tabling space in the Oklahoma Memorial Union provided the product does not conflict with current university contracts and/or Oklahoma Memorial Union contracts or lease agreements.

Tabling space on the first floor of the Union is available for the distribution of information, on a first-come, first-served basis. Tabling space shall be reserved through the [Union Administrative Office](#) and is assigned in the order requests are received. A daily rate will be charged for the space. Representatives must sign in at the Union Administrative Office upon arrival each day. Posters and/ or other materials, including literature, must be confined to the table area and may not be attached to the wall or other places throughout the building. The use of tape, nails, staples or tacks is strictly prohibited. Any damage to the building surfaces will result in a damage fee being charged to the customer. Persons staffing the table must stay behind the table. Student organizations and University departments may not sponsor Non-University groups, contractors, vendors, or organizations. Soliciting or distributing information is not permitted in or around the Union without renting a table or room in the Oklahoma Memorial Union.

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VII. SOLICITATION

Unsolicited sales door-to-door, office-to-office, or in open areas, by commercial groups or individuals for commercial or financial gain is not allowed. Permission for solicitation by non-university groups may be obtained using an [Info Tabling space](#) in the Oklahoma Memorial Union.

Solicitation shall be prohibited on campus except for solicitation by university departments, RSOs or branches of the SGA which may occur in conjunction with regular student activities and campus events with the approval of the director of Student Life, or where in conjunction with vendor or licensing agreements with the University.

Fundraising for political candidates is not allowed in or on University facilities.

Unless otherwise permitted (e.g. fundraising for student organizations, University-related vendor/licensing arrangements), University

RSOs shall follow basic policies for revenue-producing activities.

1. Assuming the event is permissible under this policy, a [Solicitation Request](#) must be submitted to Campus Scheduling (3) three working days prior to an RSO event.
2. The University has a Payment Card Industry Data Security Standard (PCI DSS), as well as an approved campus standard that all University entities must adhere to when depositing funds into University accounts. In addition, any approved officers undertaking this responsibility will be held accountable for any security breach.
3. All RSO funds must be deposited upon receipt, in the appropriate account in accordance with state laws.
4. All RSOs using indoor or outdoor campus facilities for approved fund-raising purposes will be required to pay a solicitation fee, even when utilizing public places. Payment must be received by Campus Scheduling three business days before the day of the scheduled event.
5. Areas for solicitation by the Reserving Party must be approved by Campus Scheduling.

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VIII. APPEALS PROCESS

Should a Reserving Party's application for use of a University facility be denied in any fashion, applicants may seek an appeal by written request to the Vice President responsible for the facility within 24 hours of the denial. The appeal must contain the Reserving Party's name and mailing address, a concise description of the decision complained of, the Reserving Party's reasons for disagreeing with the decision, and the date the decision was announced. A determination shall be made by that Vice President, or his/her designee, within 24 hours of the appeal. The decision of the Vice President, or his/her designee, shall be final and binding.

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LAST UPDATED: DECEMBER 12, 2025

[PRINT FACILITY USE POLICY](#)

POLICY LINKS

- [Co-Curricular Involvement Policy \(pdf\)](#)
- [Youth Protection Policy](#)
- [Open Social Event Policy \(PDF\)](#)
- [Risk Management Policy for Registered Student Organization \(PDF\)](#)
- [Waiver & Release - Campus Visit \(PDF\)](#)

[Click here for information on **OU Athletics** camps.](#)

SOONER CARD ACCESS TO RESERVED SPACE

TERMS & CONDITIONS

Some buildings on campus will provision Sooner Card access from the OU Reserve platform. The below applies in this instance.

Access to the space in the reserved facility is a privilege. This privilege may be revoked at any point for violation of building or university policy. All OU Reserve requests must agree to the below for the time of their reservation:

- The Reserving Party Access Contact will be the only user of my SoonerCard when accessing this facility.
- The Reserving Party Access Contact will ensure the door closes after entering/exiting the building to prevent unauthorized individuals from entering the space.
- Individuals will not prop the door open under any circumstances.
- SoonerCard access to this space is a privilege and can be revoked, due to violations, at any time.
- The Reserving Party Access Contact assumes responsibility for the space(s) and equipment used during my time in the facility. Any

used to associate damages with appropriate parties.

- All reservations must be respected. Any unreserved use of a space must leave a space in time for the reservation to begin.
- The Reserving Party Access Contact will abide by these rules at all times.

If there are any building issues encountered before/during/after your reservation, please submit a:

RESERVED SPACE INCIDENT FORM

LOCATION SPECIFIC POLICIES

Click the appropriate link below to find location-specific policies. The linked policies should be adhered to for any reservation taking place in the respective location.

- [Central Classroom Spaces](#) ▼

- [Henderson-Tolson Cultural Center](#) ▼

- [Housing & Residence Life Spaces](#) ▼

- [Jim Thorpe Multicultural Center](#) ▼

- [National Weather Center](#) ▼

- [Oklahoma Memorial Union](#) ▼

- [South Oval & Surrounding Outdoor Spaces](#) ▼

- [Thurman J. White Forum](#) ▼



Campus Scheduling
900 Asp Ave Room 347
Norman, OK 73019