



Health Sciences Center

## University of Oklahoma

Student Affairs

### David L. Boren Student Union Usage Agreement Agreement for HSC Student Union Reservations

Conditions for Facility Use:

1. This agreement must be completed and signed by an authorized member of the renting party and returned to the Building Monitor prior to the beginning of the event.
2. The renting party agrees to be financially responsible for any damages that occur to the facility's interior furnishings, walls, floors, equipment, tables, or chairs during the event's period.
3. The Building Monitor has the right to relocate the event within the building and to place reasonable time, place, and manner restrictions on the use of the facility. The Building Monitor, in consultation with the campus police, may cancel the event if he/she believes the renting party's actions or the actions of its members or guests in the facility represent a threat to the safety of persons or property.
4. The facility may be used only during the posted hours of operation unless the renting party reserves space in accordance with the University's Facilities Use Policy.
5. The renting party is responsible for **all** clean up, which must be completed by the ending time of the event stated below. Trash must be deposited in the dumpster northeast of the facility. The renting party will pay the cost of any additional clean up required from its use of the facility.
6. The room or space used by the renting party must be evacuated by the ending time of the event stated below. The renting party will pay the cost of any labor and materials necessary to return the space to its original state as decided by the renting party and Building Monitor.
7. The renting party's failure to abide by these provisions and the University's Facilities Use Policy, which incorporated herein, may result in refusal to provide space to the renting party in the future as determined by HSC Student Affairs.
8. Tape, nails, tacks, staples, crepe paper, tissue paper, paper ribbon, glitter or confetti is strictly prohibited in the HSC Student Union.

Name of Organization/Group \_\_\_\_\_

Type of Event \_\_\_\_\_ Date of Event \_\_\_\_\_

Beginning/ Ending Times of Event \_\_\_\_\_ Room(s) Requested \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

The signature below must be that of a member of the renting party who is responsible to see that the renting party abides by the terms of this agreement and the incorporated Facilities Use Policy. Failure of the renting party to comply with these terms may result in the forfeiture of future use of the Student Union for your organization/group.

\_\_\_\_\_  
Printed Name of Contact

\_\_\_\_\_  
Signature of Contact

\_\_\_\_\_  
Date