



# Usage Agreement for the David L. Boren Student Union

The University of Oklahoma Health Sciences Center  
Student Organizations Internal Use/Charitable Causes

## 1 CONDITIONS OF FACILITY USE

1. This agreement must be completed and signed by an authorized member of the Student Organization and returned to the Building Monitor prior to the beginning of the event.
2. The Student Organization 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 Student Organization'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 Student Organization rents space in accordance with the University's Facilities Use Policy.
5. The Student Organization 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 Student Organization will pay the cost of any additional clean up required from its use of the facility.
6. The room or space used by the Student Organization must be returned to its original state by the ending time of the event stated below. The Student Organization will pay the cost of any labor and materials necessary to return the space to its original state if the Student Organization fails to do so.
7. The Student Organization'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 Student Organization 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 David L. Boren Student Union.

## 2 STUDENT ORGANIZATION

Org. Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Adviser Name: \_\_\_\_\_ College/Dept: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Room(s) Requested: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

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

Signature of Officer: \_\_\_\_\_ Date: \_\_\_\_\_

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