

## Oklahoma State University Policy and Procedures

<b>USE OF SCHEDULABLE STUDENT UNION PUBLIC SPACE</b>	<b>6-0802 STUDENT SERVICES July 2020</b>
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### **GENERAL STATEMENT**

1.01 This policy has been developed as an extension of the Oklahoma State University Policy and Procedures Letter 1-0107, entitled Availability of University Facilities, which provides:

- A. As a publicly-supported institution, University facilities are available not only to its students, faculty and staff, but to the general public, as well; however,
- B. Facilities of the University are not available to persons whose presence does not contribute to the institution's educational mission.

### **POLICY**

2.01 In general, the public space of the OSU Student Union and schedulable outdoor spaces are intended primarily for use by students, faculty, staff, alumni and guests of the University for programs which will enhance the educational (non-credit), social, cultural and recreational development of individuals. As space is available, public space may be reserved by organizations not affiliated with Oklahoma State University provided approval is obtained from the Student Union Director or his/her designee. Therefore, in keeping with this policy, the use of Student Union public space will be available for:

- A. Student groups which have recognized membership and/or representation at Oklahoma State University and the meetings of which have a relationship to academic programs or to campus activities;
- B. Educational meetings sponsored by colleges, schools or departments of the University;
- C. Educational meetings sponsored by colleges, schools or departments of the University in conjunction with outside organizations;
- D. Professional, scientific, and learned organizations;
- E. Educational organizations, which have a direct relationship to elementary or secondary schools or to colleges and universities, either public or private;
- F. Organizations other than educational which present programs directly related to institutional academic programs or make use of the academic resources of the institution;
- G. Non-university groups upon invitation for meetings of public or social significance with a desirable contribution to general community welfare;

H. Meetings, short courses, institutes, and conferences requiring facilities unique to those of the institution; and,

I. Local activities contributing to the welfare of the community.

2.02 Because of its unique nature, student religious groups will be encouraged to use Bennett Chapel for their meetings. Student Union public space will be used by student religious groups if Bennett Chapel or other facilities are either not available or are inadequate for the purposes of the meeting.

2.03 All use of the Student Union public space must comply with applicable laws, policies, and Student Union bond requirements.

2.04 Any exception to these guidelines must be approved in advance by the Student Union Director or his/her designee.

## **PROCEDURES**

### Rental of Student Union Public Space

3.01 As a general rule, use of Student Union public space will require direct or indirect compensation to the Student Union.

3.02 As the Student Union is not compensated through the University fee structure for use by groups not directly affiliated with or employed by the University, there will be a direct charge for the use of Student Union public space by such groups. This will include all meetings/conferences/short courses/institutes/activities or events sponsored by, or for, non-university groups or persons.

3.03 As the Student Union is partially compensated through the University fee structure for general building use by OSU students, faculty and staff, there is normally no charge for public space used for University-related meetings and events when each of the following criteria is met:

- A. The meeting or event is sponsored by University recognized or registered student, faculty, or administrative groups;
- B. The nature of the meeting or event is within the recognized purposes of the group and is intended for members of the sponsoring group, or for students, faculty, and staff of OSU; and,
- C. No admission charge is collected. Registration fees and donations which generate revenue in excess of direct program costs will be viewed by the Student Union as profit from which a rental fee will be charged.

3.04 In addition to a rental fee, technical charges or setup fees may be assessed for use of the Student Union facilities when the sponsoring group requires equipment, staging, or settings beyond those normally provided for the facility being reserved.

3.05 Some public events, which are judged by the Student Union Director as a desirable contribution to the general welfare of the University community, may be cosponsored by the Student Union, and thereby exempted from rental charges. Technical charges will normally not be waived. Any such exception must be approved in advance by the Student Union Director or his/her designee.

3.06 With prior approval of the Student Union Director, departments of the OSU Student Union operating system will normally be exempted from public space rental assessments. Charges for technical services may be assessed, however.

#### Reserving Student Union Public Space

3.07 All use of Student Union public space must be reserved through Meeting and Conference Services. All reservations will be made on a first come, first served basis, based on availability of space and compliance with the guidelines of this policy.

3.08 Requests for space by groups not affiliated with the University may require additional time for a decision. An immediate response may not be the rule, as scheduling must be compatible with the University Master Calendar and availability of Student Union space.

3.09 All reservations must be made through Student Union Meeting and Conference Services by an individual authorized to make a financial commitment for the group.

3.10 If direct charges are being made, appropriate arrangements for payment must be completed before reservations will be processed and confirmed.

A. This requirement will be met when the Student Union has received either:

1. a cash payment in advance of the space being used;
2. a University fund number (1-XXXXXX); or
3. a Banner ID for bursar account charging (for non-University agencies) to which the rental charges will be billed.

B. A temporary hold will be placed on the public space desired for a period not to exceed 48 hours until the billing information or cash can be obtained. Failure to provide this information within 48 hours may result in the "hold" being cancelled.

3.11 Any confirmed reservation not cancelled within 48 hours of a scheduled event may result in the responsible party being charged one-half of the appropriate fees, and technical charges when applicable.

3.12 Any group failing to pay Student Union charges when billed will be denied usage of the Student Union until their account is paid in full.

3.13 The Student Union reserves the right, if necessary, to make room changes to better accommodate the specific needs of Student Union customers. Considerable care will be given to ensure comparable meeting space. If a room change is necessary, the customer will be notified in advance.

3.14 The Director of the Student Union is responsible for scheduling outdoor events and activities for recognized student groups on the Oklahoma State University – Stillwater campus.

3.15 Additional guidelines pertaining to Student Union space rental, reservations, and definitions may be found online at <https://meetings.okstate.edu/guidelines.html>.

Revised:  
July 2020

Approved:  
E-Team, October 2020