

the S A M N O B L E
O K L A H O M A M U S E U M
of N A T U R A L H I S T O R Y



I. Background and General

Under the guidance of the Head of Administration and Financial Operations of the Sam Noble Oklahoma Museum of Natural History (Museum), the Special Events Office is responsible for arranging all space rentals. As always, supervisory guidance should be sought for questions or problems.

By signing the Letter of Agreement, sponsoring group accepts responsibility for the following policies outlined.

II. General Conditions of Facility Use and Rental

- A. Space will be reserved with the Coordinator of Special Events and all subsequent contact with the Museum will be through the Coordinator. The office is open from 8 a.m. to 5 p.m., Monday through Friday and can be reached by calling (405) 325-7975.
- B. Reservations are dependent on the following guidelines:
 - 1. Reservations will be accepted on a first-come, first-served basis. Requests should be made as far in advance as possible, and *must be made by an OU faculty or staff member*.
 - 2. The deadline for submitting reservations is two complete weeks in advance of the event.
 - 3. All reservations are subject to approval by the office of the President of the University prior to confirming a letter of agreement.
 - 4. Reservations are not confirmed until a letter of agreement is signed and an authorized purchase order or University account number has been presented in lieu of the advance payment.
- D. Any event date will be considered tentative until a signed letter of agreement and deposit, a purchase order, or a University account number are received. In the event that the Museum has a tentative hold in place and another party requests the same date, the first party with a deposit and a signed contract will be confirmed.
- G. A copy of any print material such as invitations, advertisements, or announcements will be submitted to the Museum for approval at least two (2) weeks prior to dissemination or publication.
- H. The sponsor will be responsible for the actions and activities of their guests and agents. The sponsoring group is responsible for any and all damages. The Museum reserves the right to inspect and monitor all activities. The Museum will not assume responsibility for the damage to, or loss of, any merchandise.
- I. The Museum reserves the right to move any group from a scheduled space. Every effort will be made to provide comparable space.
- J. The Museum reserves the right to make non-competing areas of the Museum available for other events. Only events that have contracted for the entire Museum will have exclusive use of all areas.

- K. The Museum reserves the right to change exhibits. No guarantee can be made that exhibits displayed at the time of a walk-through will still be displayed at the time of a rental.
- L. Anything left in a space following an event will be thrown away by the custodial staff.
- M. Rental fee includes one or more custodians (depending on the number of people expected) to be on site during the event to wipe up spills, empty trash, maintain restrooms, etc. Museum custodial staff will not be responsible for client clean-up following event (removal of decorations, etc.)
- N. Rental fees include from 2-5 uniformed Museum Security Guards, depending on the size of the space rented, and type of event. If additional Guards are required for an event, an additional charge of \$25 per hour per Guard will be added to the cost. Police officers may be required at an additional charge for open or cash bars. See Section IX. D.
- O. A charge of \$200 will be applied to any group or function requiring the Museum, or any portion thereof, to remain open after 12 midnight. For example, if an event does not conclude until 12:15 a.m., the overtime charge will apply.
- P. All clean-up will be completed one hour after the function ends, or an overtime fee will be charged. For example, if all guests for an event depart at midnight, but the building is not cleaned and vacated until 1:15 a.m., the overtime charge will apply. If necessary, caterers may take longer to complete their clean-up at no additional charge.
- Q. The Museum reserves the right to deny the use or the continued use of its facilities to any person or organization not complying with Museum policy and procedures.
- R. In accordance with Oklahoma State Statutes, no personal firearms or other weapons are permitted in the building except for commissioned law enforcement officers.

III. Cancellations and No Show Policy

- A. Cancellations must be submitted to the Museum in writing.
 - 1. A charge of fifty percent the total rental will be charged if reservations are cancelled between sixty (60) days and ten (10) days prior to the event.
 - 2. After an agreement has been signed, an event may be rescheduled once without penalty. Any subsequent change in the date of the event will result in a penalty equal to fifty percent of the rental.
 - 3. A charge of no less than fifty percent of the agreement amount will be made if cancellations are received less than ten (10) days prior to the event or if the client fails to hold the event.
 - 4. The Museum may, at any time, cancel an event for reasons beyond its control that would make performance of the contract impossible. All fees received as of the date of cancellation will be refunded.

IV. Space Conditions and Times Available

- A. Banquet/reception spaces are not available for rent during the Museum's public operating hours of 8 a.m. to 5 p.m. Tuesday - Saturday and 1:00 p.m. to 5 p. m. on Sunday. Spaces may not be set-up or decorated in advance of the public closing time.
 - 1. The auditorium may be exempt from this policy, providing that an event does not conflict with public access to the facility.
 - 2. Rental times will be from 6 p.m. to 12 a.m. (midnight) every day except Thanksgiving, Christmas, Christmas Eve, and New Year's Eve which will be 12:30 am.
 - 3. Rental times during the business day on Mondays may be available.
 - 4. All activities must be completed by the designated time or additional fees may be charged.

5. Exceptions may be granted by the Director.
6. The Museum is open to the public on some major holidays that fall on Mondays.
7. Persons and organizations using spaces are held responsible for leaving the space, catering pantry, and loading dock in the condition in which it was found. Spills will be cleaned up immediately.

V. Physical Arrangements Policies

- A. Client will designate an event contact through whom all logistical information will be disseminated. This designated event contact will be on site throughout all initial set up. If the designated event contact is not on site, the Museum staff will make the decisions.
- B. A maximum of thirty-eight 60” round tables can be used in the Great Hall, with 8 seats at each table (Maximum capacity 304 guests seated, 425 theatre-style or standing reception). A 46” center aisle (chair-back to chair-back WITH GUESTS SEATED) **will** be provided for egress in case of emergency.
- C. A maximum of eighteen 60” round tables can be used in the Pleistocene Plaza with 8 seats at each table (Maximum capacity 144 guests seated, 225 standing reception).
- D. The maximum number of seated guests in the Auditorium is 173, including four ADA bays. Maximum occupancy for the Auditorium is 210 with guests standing along walls.
- E. A maximum of twelve 60” round tables can be used in the Lobby, with 8 seats at each table (Maximum capacity 96 guests seated, 125 standing reception).
- F. A special service charge fee of \$250 will apply in the event the reserved space requires extra clean-up. This includes excessive litter, decorations, or literature left behind.
- G. The cost of repairing damage to the facility will be directly charged to the soponsoring group (name on the rental agreement).
- H. Use and set-up of electrical appliances and devices (i.e. audio/visual equipment, amplifiers, speakers, etc.) requires prior approval. All deliveries of such equipment will be scheduled in advance and will be made through the loading dock. In order to prevent damage to fragile artifacts, sound must not exceed acceptable decibel levels.

VI. Table and Chair Rentals

- A. The museum has 400 chairs and 50 sixty-inch round tables available for special events. Tables and chairs are included with the space rental.
 1. The lessee accepts responsibility for any damage to the chairs and tables during the course of the special event.
 2. If the lessee would like to use another provider for chairs and tables a list of approved vendors will be provided.

VII. Decorating Policies

- A. Alteration of existing Museum decoration is prohibited.
- B. All decorations will adhere to the Museum decorating parameters as set forth in this document. It is the intent of this document to protect the interior of the Museum and its exhibits and to protect the client from incurring damage charges. Additionally, all decorations will meet limitations imposed by the life safety code and the State Fire Marshal. All decorations will be approved by the Special Events Coordinator at least one week in advance of the event.
- C. Delivery of decorations and supplies will be scheduled in advance and all such supplies will be brought in through the loading dock. Decorations **MUST** be stored in plastic bags or tubs

- prior to entering the building, not in cardboard boxes or paper bags. All deliveries are subject to inspection on the loading dock before coming into the building. The Museum reserves the right to refuse use of any decorations deemed inappropriate or unsafe.
- D. The Museum cannot guarantee availability of carts or dollies for carrying of supplies and decorations into the building as these carts are frequently in use by staff.
 - E. No organic or flammable material may be brought into the Museum. This includes items such as fresh flowers, live plants, soil, sand, grasses, feathers, moss, branches, bark, potpourri, rice, oatmeal, straw, hay, etc. Mats or baskets woven of natural material that may harbor pests also may not be used as decoration.
This includes boutonnieres, corsages, and bouquets constructed, in part or in whole, of natural materials.
 - F. The throwing of rice, confetti, birdseed, or any other organic materials inside or outside of the museum is prohibited. Bubble-blowing outside of the facility is allowed.
 - G. Other prohibited items include smoke machines, chewing gum, hackey sacks, items that would release beads or bead-like materials if broken open, bouncing balls, crepe paper, tissue paper, helium balloons, paper ribbons, glitter, or confetti.
 - H. No items may be attached to the walls or hung from the ceiling. The use of tape, glue, nails, staples or tacks is strictly prohibited. Any damage to surfaces will result in a damage fee, and the item will be removed immediately.
 - I. Use of any substance in an aerosol can is prohibited, (example: spray glue, spray glitter, spray snow, spray string, or spray paint).
 - J. Lighting devices using open flame such as candles, lanterns, oil lamps, *Sterno*, or hurricane lamps may not be used. This also applies to exterior spaces.
 - K. All persons assisting with event set-up will check in with Security and be given a Museum security name badge to wear at all times during set-up. *Names of all persons involved in set-up should be provided as early as possible to allow Security to make name badges in advance.*

VIII. Catering and Food Service

- A. Organizations may only use caterers from the Museum's approved list. All arrangements concerning refreshments must be approved by the Museum prior to the event.
- B. Absolutely no food or drink will be allowed in the galleries or in the auditorium. Food and drink are limited to the Great Hall, Reception Lobby, Redbud Café, Pleistocene Plaza and Grand Plaza areas.
- C. No *Sterno* or other open flames may be used in any warming devices.
- E. All deliveries will be scheduled in advance with Museum staff and will be made to the loading dock entrance on the east side of the Museum. See section XI for instructions on cleanup and equipment storage.
- F. All food and equipment must be brought from the loading dock via the education hallway.
 - 1. All catering materials are subject to inspection and approval by pest management personnel.
 - 2. Every effort will be made to provide recycling bins for glass, aluminum, and paper waste.
 - 3. All electrical appliances must be in good working condition with no frayed, burnt, melted, or damaged plugs, cords, or electrical components.
 - 4. No food or equipment is to be carried through the Brown Gallery.
- G. Six-foot tables for use by the caterer are available at no extra charge.

IX. Alcoholic Beverages

- A. The Museum will uphold the University Student Alcohol policy (Appendix A) in addition to the following requirements:
 - 1. Any event where students make up 30% or more of the attending guests will be considered a student event.
 - 2. The Museum requires that any student event where alcohol is present will abide by the following guidelines:
 - a. Security will be hired by the sponsoring group in a ratio of 1 guard per 50 students
 - b. Guests will provide student identification and state identification to guards upon entering the Museum and those of legal drinking age will be marked with wristbands provided by sponsoring group.
 - c. Sponsoring group will provide public transportation to and from the Museum.
- B. The Museum does not have a license to serve alcoholic beverages. Obtaining such a license and complying with its terms is the sole responsibility of the client and the caterer hired by the client. Museum staff may order that the service of alcoholic beverages be discontinued or that the event be terminated if Museum staff determines in its sole discretion that under-age drinking or other illegal use or provision of any alcoholic beverage or other controlled and dangerous substance is occurring. If the Museum exercises these rights as described, the client will not be entitled to any refund or off-set against the fees or costs of the event.
- C. Alcoholic beverages may be served only by the licensed liquor handler hired by the client from the museum's approved catering list. The serving of alcoholic beverages will comply with Oklahoma State Statutes. Under museum policy, no alcoholic beverages may be brought into the building by the customer under any circumstances. Alcoholic beverages will not be served to individuals under the age of 21.
 - 1. Serving of alcoholic beverages will be terminated no later than thirty (45) minutes prior to the scheduled conclusion of an event.
 - 3. The Museum reserves the right to refuse service of alcoholic beverages to anyone based on Oklahoma State Statutes.
- D. At all events where liquor is available from an open or cash bar, at least one OU police officer will be assigned to serve as additional security, at a cost to the client at the current rate for the duration of the event. The Director or the Head of Security & Facilities may waive this requirement.
- E. Neither clients nor their guests will be allowed to take alcoholic beverages outside of those spaces leased for the special event.
- F. All deliveries will be scheduled in advance with Museum staff and will be made to the loading dock on the east side of the Museum.
- G. Left over alcoholic beverages that have been opened must be dumped in the catering pantry drains before the bottles are recycled. The drains must be flushed with water after dumping. All other unopened alcoholic beverages must be removed from the building following the event. *(No over-night storage.)*

X. Smoking

- A. Smoking is absolutely prohibited in all areas of the building. The designated smoking area for staff, including caterers is the parking area near the loading dock, at least 25 feet from any entrance. Patrons and client staff may smoke outside the main entrance during the event.

1. Cigarette and cigar butts must be placed in proper containers.
2. All smoking must be at least 25 feet from any entrance.

XI. Clean up and Special Services Charges

- A. All decorations and trash will be removed from the building immediately following the event. Client clean-up will be complete within one hour following the event's conclusion. Caterers may take longer if needed.
- B. All trash and catering garbage must be contained in double plastic trash bags, taken out in covered, wheeled containers, and placed inside the **large** covered dumpster near the loading dock and the lids/doors kept closed. No garbage will be placed in the small (construction) dumpster. Under no circumstances will plastic bags of garbage be carried or dragged through the halls.
- C. All vendors and caterers must remove all supplies and equipment from the public areas within one hour of event completion to allow for timely mopping by Museum custodial staff.
- D. With prior arrangement, caterer's equipment may be stored on the loading dock until the next morning. In these cases, all equipment must be removed by 9:00 a.m.
 1. No food or food products may be left on the dock for later pickup.
 2. Dirty dishes, glasses, etc may be left on the dock for later pickup provided permission is gained in advance from the Special Events Coordinator and all dirty dishes, glasses, etc are encased in sealed plastic bags.
- E. Special service charges will apply in the event the reserved space requires an extra cleanup, non-customary set-up, or if the facility is damaged in any way.

Appendix A

University of Oklahoma STUDENT ALCOHOL POLICY

All campus affiliated student organizations and all students who are currently enrolled at the University of Oklahoma are responsible for following federal, state and local laws, the Student Code of Responsibilities and Conduct, and the Student Alcohol Policy.

1. All fraternities, sororities, and residence halls shall be dry. Alcoholic beverages will not be allowed inside fraternity houses, sorority houses and OU residence halls or on the grounds surrounding them. Fraternity officers and members will sign an agreement to abide by this policy, which will be strongly enforced. Enforcement for campus alcohol violations and punishments has been increased.
2. To curtail alcohol abuse on and off campus, the university has adopted a mandatory, minimum “3 Strikes” policy. The first alcohol violation, whether off campus or on campus, automatically will result in appropriate parent/guardian notification and further alcohol education. A second offense will also automatically carry parent/guardian notification and an appropriate sanction. A third violation will result in automatic suspension from the university for a minimum of one semester. Parents/guardians will be informed of this policy at the time their son or daughter enrolls at OU.
3. Events at which alcohol is served, that are sponsored by campus-affiliated student organizations, shall be restricted to only Friday nights and Saturday nights.
4. Transportation to and from off campus parties sponsored by campus-affiliated student organizations shall include designated drivers or public transportation provided by the sponsoring group.
5. Alcohol education programs have been expanded, and all entering undergraduate students, age 22 and under, are required to complete these programs to remain in good standing. In addition, upon joining a fraternity or sorority, new members will participate in a university approved alcohol education program before their new member program begins.
6. An anonymous, confidential hotline has been established where violations of the anti-hazing and dry fraternity, sorority and residence hall policies may be reported (325-5000).
7. All fraternity and sorority recruitment events are alcohol free. In addition, regulations have been established for IFC fraternities to regulate summer recruitment activities. These regulations include: mandatory registration of recruitment-related facilities, notification one calendar week prior to recruitment events, and open invitations to IFC and University representatives to attend any recruitment activities.
8. Campus-affiliated student organizations are required to present a plan annually for organizationally-sponsored events prior to any activities at which alcohol is served.
9. Fraternity and Sorority Student Life has enhanced the University’s statement on prohibited hazing activities. Fraternity and sorority officers will sign a pledge to abide by this policy and report violations. It will also be provided to new members who will sign a statement promising to report violations. This statement on prohibited hazing activities will also be given to the new members’ parents/guardians, who will be urged to report any violations.
10. The University has established a formal relationship with licensed alcohol counselors for immediate student referrals.
11. The University has established the SafeRide program that includes a voucher system with a local public transportation company to provide safe rides to discourage drinking and driving.
12. Because of the critical student health and safety issues, any conflicting policy or process will be waived.