

# Oklahoma State University Policy and Procedures

USE OF STUDENT UNION PUBLIC SPACE

6-0802  
STUDENT SERVICES  
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## GENERAL STATEMENT

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

- 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 do not contribute to the institution's educational mission.

## POLICY

2.01 In general, the public space of the OSU Student Union is 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 by the Student Union Director. Therefore, in keeping with this policy, the use of Student Union public space will be available for:

- a. Student groups which have membership 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 having state or national recognition

- e. Educational organizations which are professionally recognized or 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 that are directly related to institutional academic programs or that make use of the academic resources of the institution.
- g. Non-university groups upon invitation for meetings of public or social significance that are a desirable contribution to general community welfare;
- h. Meetings, short courses, institutes, and conferences requiring facilities unique to those of the institution;
- i. Local activities contributing to the welfare of the community.

2.02 Because of the unique nature of Bennett Chapel, student religious groups will be expected to use that facility for their meetings. Should Bennett Chapel not be available, student religious groups are encouraged to use comparable facilities in the community. 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.

## PROCEDURES

### Rental of Student Union Public Space

3.01 As a general rule, 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.
- c. There is no admission charge. 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 that which is 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 co-sponsored 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.

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 the Office of Conferences and Scheduling. 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 the Student Union Scheduling Office by the president of the student organization or 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 account number (FAS 11-digit number)

(3) a BRS charge account number (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 will result in the "hold" being cancelled.

3.11 Any confirmed reservation not cancelled within 48 hours of a scheduled event will result in the responsible party being charged one-half of the appropriate rental fee, and one-half of any 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 the customer. Considerable care will be given to ensure comparable meeting space. If a room change is necessary, the customer will be notified in advance.