

## I. Background and General

- A. Under the guidance of the Head of Building Operations of the Sam Noble Oklahoma Museum of Natural History (Museum), the Facility Rentals and Events office is responsible for arranging all Space rentals.
- B. Terms defined:
  - a. **Sponsored group/department** – individual or group renting the Facility
  - b. **Museum** – entity as a whole
  - c. **Facility** – Museum building, its premises and contents
  - d. **Use Period** – event date and times
  - e. **Coordinator** – Coordinator, Facility Rentals and Events, Sam Noble Museum
  - f. **OU** – University of Oklahoma
  - g. **Space** – area(s) or room(s) leased
  - h. **Event Contact** – designated contact person(s)

## II. General Conditions of Facility Use and Rental

- A. Space will be reserved with the Coordinator, and all subsequent contact with the Museum will be through the Coordinator. The office is open from 9:00 a.m. to 5:00 p.m., Monday through Friday and can be reached by calling (405) 325-7975 or by e-mail at [reservations.samnoblemuseum@ou.edu](mailto:reservations.samnoblemuseum@ou.edu).
- B. Reservations will be accepted on a first-come, first-served basis and should be made as far in advance as possible. The deadline for submitting reservations is **two (2) complete weeks in advance** of the Use Period. Reservations may be subject to approval by the Administration of the University of Oklahoma prior to confirming a contract. Reservations are not confirmed until a signed letter of agreement and an authorized purchase order or University account number in lieu of advanced payment are received.
- C. Any Use Period will be considered tentative until a signed letter of agreement and an authorized purchase order or University account number in lieu of advanced payment are received. In the event that the Museum has a tentative hold in place and another party requests the same Use Period, the first party with a signed letter of agreement and an authorized purchase order or University account number in lieu of advanced payment on file will be confirmed.
- D. Changes to the contract and event arrangements must be submitted in writing **at least two (2) weeks prior** to the scheduled Use Period. This document will be attached to and amend the existing agreement.

- E. A copy of any print material such as invitations, advertisements or announcements must be submitted to the Coordinator for approval **at least two (2) weeks prior** to dissemination or publication.
- F. The sponsoring group/department will be responsible for the actions and activities of event guests and agents as provided by the Oklahoma Governmental Tort Claims Act, 51 O.S. 1991, sec 151, et seq., as amended. The sponsoring group/department is responsible for any and all damages to the Facility and its contents. The Museum reserves the right to inspect and monitor all activities. The Museum will not assume responsibility for damage to, or loss of, any merchandise or personal belongings.
- G. The Museum reserves the right to relocate the sponsoring group/department to a comparable Space as may be necessary.
- H. The Museum reserves the right to make non-competing areas of the Facility available for other events, unless the sponsoring group/department has reserved all areas of the Museum.
- I. In accordance with Oklahoma State Statutes, no personal firearms or other weapons are permitted in the Facility except for commissioned law enforcement officers.
- J. The Museum reserves the right to change exhibits and/or landscaping. No guarantee can be made that exhibits and/or landscaping displayed at the time of a walk-through will still be displayed at the time of the scheduled Use Period.
- K. Anything left in the Space(s) following the Use Period will be disposed of by Museum staff.
- L. The rental fee includes Museum custodial staff to be on site during the Use Period to wipe up spills, empty trash, and maintain restrooms. Museum custodial staff are not be responsible for LESSEE clean-up following the Use Period (i.e., removal of floral arrangements, decorations, etc.). If additional custodians are required for the event, an additional charge per hour will be added to the cost of the Event. The decision as to the number of custodians is to be made at the discretion of the Museum.
- M. The rental fee includes uniformed Museum security guards during the Use Period, depending on the type of event. If additional security guards are required for the event, an additional charge per security guard per hour will be added to the cost of the Event. The decision as to the number of security guards is to be made at the discretion of the Museum. Police officers may be required at an additional charge for open or cash bars.
- N. An after-hours fee will be applied to the rental fee for any LESSEE requiring the

Museum, or any portion thereof, to remain open after 11:00 pm. For example, if the Use Period does not conclude until 12:00 a.m. (midnight), the overtime charge will apply.

- O. The Museum reserves the right to deny the use or the continued use of its Facility to any person or organization not complying with Museum policy and procedures.

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### **III. Cancellations and No Show Policy**

- A. A cancellation must be submitted to the Museum in writing.
  - a. All rental fees paid will be refunded if the cancellation is received more than sixty (60) days prior to the scheduled Use Period.
  - b. The deposit fee will be forfeited if the cancellation is received less than sixty (60) days but more than ten (10) days prior to the scheduled Use Period.
  - c. The deposit fee will be forfeited and the full rental fees due if the cancellation is received less than ten (10) days prior to the scheduled Use Period, or if the LESSEE fails to hold the event.
  - d. After a contract has been signed and a deposit paid, the Use Period may be rescheduled once without penalty. Any subsequent change in the Use Period will result in a penalty equal to one-half of the rental fee.
  - e. Either party 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. Cancellations and changes must be made in writing.
- B. The Museum reserves the right, at the discretion of the University of Oklahoma President, to cancel or relocate any event scheduled in the Facility up to 72 hours in advance of the date of the Use Period. In this event, all paid rental fees and deposits will be refunded.
- C. In the event of inclement weather, the University of Oklahoma may close. In the event of the university closing, university associated events may be canceled. The sponsored group/department for an event canceled because of inclement weather can reschedule the event without any extra fees. The sponsored group/department for an event canceled because of inclement weather that chooses not to reschedule will receive a full refund of all paid rental fees and deposits.

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**IV. Space Conditions and Times Available**

- A. Banquet/reception Spaces are not available for rent during the Museum's public operating hours of 10:00 a.m. to 5:00 p.m. Monday through Saturday and 1:00 p.m. to 5:00 p.m. on Sunday, except with special approval by Museum Administration. Spaces may not be decorated or set up in advance of the public closing time.
- B. Rental times will be between the hours of 5:00 p.m. and 11:00 p.m. The Auditorium may be exempt from this policy, providing that an event does not conflict with public access to the Facility.
  - a. Banquet area use periods will be four (4) hours.
  - b. Auditorium use periods will be three (3) hours.
  - c. Auditorium with Foyer reception Use Periods will be four and one-half(4.5) hours or one full day (8:00 a.m. until 5:00 p.m.).
  - d. Standard Use Periods may be extended in hourly increments for an additional fee.
- C. Rentals on University holidays, including but not limited to the day before and the day after those holidays will be priced at the Holiday rate.
- D. All activities must be completed by the designated time or additional fees may be charged.

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**V. Use**

- A. The sponsored group/department shall not use the Facility on a regular basis for any purpose, except as may be permitted for educational purposes only. "Regular use" is defined as use of the Facility more than one (1) time per semester (Spring, Summer, Fall) as defined by the University academic calendar. Exceptions may be granted by Museum Administration.
- B. The sponsored group/department shall not use or permit the Facility to be used for any unlawful purpose or in any unlawful manner, and shall comply with all federal, state and local governmental laws, ordinances and orders, including but not limited to those relating to fire and safety. The sponsored group/department shall also comply with all

rules, regulations and policies applicable to the Facility, the Museum, and the occupancy thereof.

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## VI. Physical Arrangements Policies

- A. The sponsored group/department will designate a contact person (Event Contact) through whom all logistical information will be disseminated and who will be on site throughout initial setup. The Museum shall make decisions in the absence of the Event Contact.
- B. The Museum has 350 chairs, fifty (50) 60” round tables and twenty (20) six-foot banquet tables available for special events included in rental fee. If the sponsored group/department would like additional tables or chairs, a list of approved vendors will be provided from whom they can be separately contracted.
- C. The sponsored group/department accepts responsibility for any damage to event equipment during the course of the event.
- D. The Museum requires that the sponsored group/department and any speakers/presenters arrive no less than forty-five (45) minutes prior to the start of a Use Period involving technical equipment for audio-visual check. Failure to adhere releases the Museum from responsibility for technical issues.
- E. Any A/V material (i.e., power point, music, films) must be submitted and tested by the Coordinator and approved in person by the sponsored group/department **at least two (2) business days** prior to the Use Period. Failure to adhere releases the Museum from responsibility for technical issues.
- F. Only Museum staff may operate Museum audio-visual equipment. DJs, bands, etc. shall not ‘daisy- chain’ into the Museum audio-visual system(s). Assistance from Museum staff should be sought if adjustments to the system are needed. Any damage to A/V equipment by the sponsored group/department will be the responsibility of the sponsored group/department.
- G. Samedan Oil Corporation Great Hall: A maximum of thirty-eight (38) 60” round tables, with eight (8) seats at each table (maximum capacity 304 guests seated, 425 theater-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.
  - a. Great Hall events include use of the installed audio-visual system (description below) and one technical assistant.

- b. Available audio-visual equipment in the Great Hall is as follows:
 

HD 1080p mounted projector	Drop-down screen
2 lavalier (lapel) microphones	2 wireless microphones Laptop with
wireless slide advance	Blu-ray/DVD/CD abilities Lectern
and 8' X 8' carpeted riser	Mini audio input

- c. Equipment in addition to the above list may incur additional fees.

H. Pleistocene Plaza: A maximum of eighteen (18) 60” round tables, with eight (8) seats at each table (maximum capacity 144 guests seated, 225 standing reception). A personal amplification system can be provided in the Plaza at no additional cost. Projection and screen will incur an additional fee.

I. Robert S. Kerr Auditorium: The maximum number of seated guests is 173, including four ADA bays (maximum capacity for the Auditorium is 200 with guests standing along walls). No chairs may be added to the Auditorium to increase seating capacity.

- a. The Museum is not responsible for overflow arrangements.
- b. Auditorium events include use of the installed audio-visual system (description below) and one technical assistant.
- c. Available equipment in the Auditorium is as follows:
 

DLP Projector (5000 lumen, 1080i)	16:9 Screen
2 lavalier (lapel) microphones	2 wireless microphones DVD/VHS/CD
with surround-sound	Laptop with wireless slide advance
Lectern	4 lighting pre-sets
- d. Equipment in addition to the above list may incur additional fees.

I. OG&E Services Foyer: A maximum of twelve (12) 60” round tables, with eight (8) seats at each table (maximum capacity 96 guests seated, 125 standing reception). A personal amplification system, screen, and projector can be provided for an additional fee.

J. Use and setup of electrical appliances and devices (i.e., special 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 reasonable decibel levels.

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**VII. Decorating Policies and Prohibited Materials**

- 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 Facility and its contents and to protect the sponsored group/department from incurring damage charges.
- C. All decorations will meet regulations imposed by the fire safety code and the State Fire Marshal.
- D. All decorations will be approved by the Coordinator **at least two (2) weeks in advance** of the Use Period.
- E. Delivery of decorations and supplies will be scheduled **at least fifteen (15) days in advance** for the day of the event **ONLY**, and all such supplies will be brought in through the loading dock entrance. All deliveries are subject to inspection at the loading dock before entering the Facility. The Museum reserves the right to refuse use of any decorations deemed inappropriate or unsafe.
- F. Cardboard boxes may not be brought into the Facility. Decorations **MUST** be delivered and stored in plastic bags or plastic tubs prior to entering the Facility.
- G. The Museum cannot guarantee availability of carts or dollies for carrying of supplies and decorations into the Facility as these carts are frequently in use by Museum staff.
- H. All persons assisting with event setup will check in with Security and be given a Museum security name-badge to wear at all times during setup. Names of all persons involved in setup should be provided at least three (3) business days prior to the event to allow Security time to make name badges in advance.
- I. The following materials are **PROHIBITED** from use on Museum property:
  - a. organic materials, including but not limited to items such as feathers, unfinished wood and branches, bark, soil, sand, potpourri, rice, birdseed, oatmeal, straw, hay and mats or baskets woven of natural material
  - b. highly flammable materials, including but not limited to lighting devices using open flame such as candles, lanterns, oil lamps, Sterno, hurricane lamps or sparklers
  - c. beads/bead-like materials, smoke/fog machines, crepe paper, tissue paper, helium balloons, paper ribbons, glitter, aerosols, spray glue, spray glitter, spray snow, spray string, spray paint, scented sprays, confetti

- J. Any decorations, décor, posters, etc., that will be adhered or taped to any surface in the Museum must be approved BEFORE adherence by the Coordinator.

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### VIII. Flower and Plant Policies

- A. Flowers and plants (all flora) must originate from a professional florist. Flowers and plants used should be grown under strict environmental and pesticide controls, as to ensure the least likely event of insect transfer from the flower to the Facility. “Home grown” flowers and plants and those from greenhouses, garden centers, landscapers, backyards, or collected in the wild may not be used in arrangements.
- B. The sponsored group/department will submit ‘Flower-Plant Form’ to the Coordinator **at least thirty (30) days prior** to the Use Period.
- C. The sponsored group/department will provide the ‘Florist Regulations’ document and the complete Facility Rental Policy to the contracted florist. This form must be completed by the florist and submitted to the Coordinator **at least fifteen (15) days prior** to the Use Period.
- D. All flowers and plants must be cut. Potted flowers and plants are not allowed in the Facility.
- E. If water is needed in a floral arrangement, minimal amounts should be used. The water used should be fresh – not stagnant – to ensure no insect larvae are living in the water.
- F. Soil may not be used in floral arrangements in the Facility. Soil naturally harbors insects, insect larvae and insect eggs.
- G. All flowers and plants must be clean and free of any visible insect damage. Flowers and plants that show insect damage will not be allowed in the Facility.
- H. The use of wood products or décor within a floral arrangement is prohibited. Wood provides natural harborage for all insects.
- I. **Flowers and plants must be delivered, by a professional florist,** to the loading dock and stored in the location indicated on the Flower-Plant Form **no more than four (4) hours prior** to the Use Period. Access to event spaces for setup and decorating will be granted after Museum public hours at 5:01 p.m.
- J. Flowers and plants must be removed from the Facility through the loading dock **within one (1) hour** following the Use Period. Museum staff will dispose of any remaining arrangements following this period.



- K. Boutonnieres, corsages and bouquets constructed in part or in whole of plants, flowers or any plant material may only enter the Facility when provided by the florist and indicated on the Flower-Plant Form.

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**IX. Catering and Food Service**

- A. The sponsored group/department shall make all necessary arrangements for catering, alcohol service or concessions. The LESSEE may only use caterers from the approved list (below). Museum Administration may waive this requirement.:
1. Abbey Road Catering (405) 360-1058
  2. Benvenuti's Ristorante (405) 708-9572
  3. Oklahoma Memorial Union Catering (405) 325-2121
  4. Sooner Legends (405) 701-8100
  5. Catering Creations (405) 364-1400
- B. Absolutely no food or drink will be allowed in exhibition galleries or in the Auditorium. Food and drink are limited to the Education Classrooms/Hallway, Samedan Oil Corporation Great Hall, OG&E Services Foyer, Redbud Café, Pleistocene Plaza and Grand Plaza areas.
- C. No Sterno or other open flame may be used.
- D. All deliveries must be scheduled with the Coordinator **no less than fifteen (15) days in advance** of the Use Period. Deliveries must be made to the loading dock.
- E. The Caterer will submit a copy of client invoice to the Museum **within seven (7) days** following the Use Period.
- F. The Caterer will remit payment of caterer fee to the Museum **within sixty (60) days** following the Use Period.
- G. All catering materials are subject to inspection and approval by Museum staff.
- H. All electrical appliances must be in good working condition with no frayed, burnt, melted or damaged plugs, cords or electrical components.
- I. All food and equipment must be brought from the loading dock via the Education Hallway. No food or equipment is to be carried through the Brown Gallery.
- J. Catering equipment and supplies such as flatware, linens, dishes and décor may not be stored overnight in the Facility unless special permission is granted. **Failure to make prior overnight storage arrangements will result in additional fees to the caterer.**

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**X. Alcoholic Beverages**

- A. 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 sponsored group/department and the hired caterer. 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 underage 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 sponsored group/department will not be entitled to any refund or offset against the fees or costs of the event.
  
- B. **Alcoholic beverages may be served only by a licensed liquor handler hired by the sponsored group/department.** The serving of alcoholic beverages will comply with Oklahoma State Statutes. Alcoholic beverages will not be served to individuals under the age of 21.
  - a. **No alcoholic beverages may be brought into the Facility by the sponsored group/department or guests under any circumstances.**
  - b. Serving of alcoholic beverages will be terminated **no later than forty-five (45) minutes** prior to the scheduled conclusion of an event.
  - c. Neither the LESSEE nor their guests will be allowed to take alcoholic beverages outside of the Space(s) leased for the special event, including into dressing areas and restrooms.
  - d. Under no circumstances shall alcoholic beverages be permitted in outdoor Spaces.
  - e. The Museum reserves the right to refuse service of alcoholic beverages to anyone based on Oklahoma State Statutes.
  
- C. At least one OU police officer will be assigned to serve as additional security at an additional cost to the LESSEE for the duration of the event. Museum Administration may waive this requirement.
  
- D. Leftover 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 by the liquor-handler from the Facility following the Use Period.

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## **XI. Smoking**

- A. The use of tobacco products shall be prohibited in any buildings or portion thereof owned, leased, operated by the University, including OU housing/apartments, athletic facilities, within any OU parking structure, in any vehicle owned or leased by the University, or on the OU grounds or campus, including but not limited to public or non-public areas, offices, restrooms, stairwells, driveways, sidewalks, etc.
- B. This policy applies to all persons on campus, including but not limited to students, faculty, staff, contracted personnel, vendors, and all visitors to the OU campus. The policy applies to all University events.

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## **XII. Clean up and Special Services Charges**

- A. At the end of the Use Period, the sponsored group/department shall leave the Facility and its environs in the same condition as they were at the beginning of the Use Period, save for reasonable wear and tear, and shall be solely responsible for any damages to the Facility and its environs incurred during the Use Period. Any damage charges will be billed to the LESSEE **within five (5) business days** following the Use Period.
- B. The sponsored group/department shall remove all decorations and supplies from the Facility **within one (1) hour** following the Use Period. Any property left in the Museum by the sponsored group/department after the Use Period shall be disposed of at OU's sole discretion. Any property left in the Museum after the Use Period will be held for 30 days. After 30 days the property will either be disposed of or donated. The Coordinator will contact the client of any property left in the Museum the next business day following the event.
- C. All trash and catering garbage must be contained in double plastic trash bags, taken out by the caterer(s), vendors or sponsored group/department in covered, wheeled containers and placed inside the large covered dumpster near the loading dock. Dumpster lids and doors must be kept closed.
  - a. No garbage will be placed in the small (construction) dumpster.
  - b. Every effort will be made to provide recycling bins for glass, aluminum, and paper waste.
  - c. Bags of garbage must remain in garbage containers while in the Facility. Under no circumstances will plastic bags of garbage be carried or dragged through the

Facility.

- D. All caterers, vendors and sponsored group/department must remove all supplies and equipment from the Space(s) **within one (1) hour** of the Use Period to allow for timely cleaning by Museum custodial staff.
- E. The sponsored group/department shall incur a minimum charge of \$250 in the event the reserved Space requires extra cleanup, including excessive trash, glitter, confetti, etc.

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I, \_\_\_\_\_ have read and understand the official Facility Rental Policy Manual of the Sam Noble Oklahoma Museum of Natural History. I understand that this manual is part of my contract and agree to follow the policies and procedures within it.

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date

***Office of Facility Rentals and Events Only:***

\_\_\_\_\_  
Event

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

\_\_\_\_\_  
Event ID

\_\_\_\_\_  
Coordinator Signature

\_\_\_\_\_  
Date