



University Sponsored Event Policies and Regulations

THIS IS NOT A BINDING CONTRACT

Reservations

All reservations, room set-up, and menu arrangements should be made at least **10 business days** prior to the event.

Confirmation/Payment

To guarantee your room reservation or food order, you must submit a completed **Room Justification Form** and/or **Encumbrance Form** to Events Management *prior* to your event.

Room Justification Form - The President and Vice Presidents were given room rental budgets so the departments that report to them would be able to rent rooms in the Nigh University Center. If you are requesting funds from the VP Rental Budget, you must fill out a Room Justification Form and submit it to your VP for approval. The signed form must be returned to Events Management prior to your event. If you have been denied funds from the VP room rental budget, you must submit an Encumbrance Form to pay for the room rent out of your departmental budget. If payment for the room has not been received before the event date, your event will be canceled.

Encumbrance Form - The Encumbrance Form is used to pay for food, audio/visual, table covers, parking and room rent, etc. that has been ordered through Events Management. We do not accept any other campus forms for payment. Also, if you are paying for food, a Meal Expense Reimbursement Form must be attached to your Encumbrance Form. If payment for your event has not been received before the event date, you will not receive the ordered items.

MERF (Meal Expense Reimbursement Form) - The MERF is a form required by the state when University funds are paying for food. This must always accompany an Encumbrance Form paying for food, unless the account being used is an "A" account.

Cancellations

All cancellations must be in written form and submitted to Events Management as soon as possible. A 50% room rental fee will be charged for events canceled less than **30 days prior** to the event date. Events canceled less than **five business days prior** to the event date will be assessed the full room rental fee. Events Management reserves the right to cancel any event without notice if the payment is not received prior to the event or if the customer disregards any portion of these policies and regulations. Cancellations that have ordered catered food items must be submitted to the Events Management Office **five business days** prior to the event. If a cancellation is not received five business days prior, the catering portion of the event may be billed for the wholesale cost of food and beverage ordered for the event.

Food Service

Food and beverages served in the Nigh University Center must be ordered through uco.catertrax.com to be supplied by Chartwells. **No outside food or beverage** may be brought into the Nigh University Center. Infractions are subject to surcharge. Due to liability issues, Chartwells prohibits taking any leftover food or beverages from an event. Any customers requesting alcohol for an event must read and sign the *University of Central Oklahoma Guidelines and Policy Statement for Service of Alcoholic Beverages* and receive approval by the Nigh University Center Director. The customer will be required to comply with all UCO guidelines concerning the serving of alcoholic beverages. **NOTE: Any event involving student organizations will be denied alcohol services.**

When initially booking events, please provide the estimated number of guests you are expecting. Final guarantees are due **five business days** prior to the event. Guarantees exceeding 25% of the original estimated amount will require approval from Chartwells. Customers will be billed at 100% of the guarantee, the number of guests served, or whichever is greater. Guarantees may not be decreased in the five business days prior to the event.

Regulations

- **To provide the best possible service for your event, any changes to your room or audio/visual setup made within three days of your event date will be subject to a \$75.00 charge.**
- The use and/or consumption of illegal drugs, weapons, or firearms on the University of Central Oklahoma campus are prohibited. Any individuals found to have any of these prohibited items will be subject to confiscation by UCO Police Services and may also be subject to arrest and criminal prosecution.
- Ordinary courtesy will be expected in the Nigh University Center at all times. The customer contact should relay all policies of the Nigh University Center to their guests for each event.
- The Nigh University Center hours of operation are **7:00am-12:00am** Sunday-Saturday, with exception to specified holidays and school closed dates. A charge of \$75.00 per hour will be applied to any group requiring the room(s) to remain open after 12:30am for the breakdown of their function.
- The sponsoring organization and its guests are responsible for all items left in the rooms. Valuables should not be left unattended. Neither the University of Central Oklahoma, nor its employees, officers, or agents shall be held liable for the theft or loss of any items or property from the Nigh University Center. Items found will be turned in to Events Management. Items not picked up within one week following the event will be turned in to the University's Lost and Found Department, located in the Physical Plant.
- Early access to meeting rooms will be allowed with discretion based upon availability not to exceed **four hours** in advance. Any request for earlier access may be subject to charge. Please be aware that there may be another event immediately following yours; therefore, it is important for you to clean your room and depart promptly.
- No animals are permitted inside the Nigh University Center except for Service Animals.
- All events having a dance, concert, or serving alcohol will be required to obtain officers from UCO Police Services. One officer per 100 guests is required. Our staff will call UCO Police Services to arrange security for you and the charges will be applied to your reservation. There is a cost of \$60.00 per officer, per hour with a minimum of \$180.00.

Decorations

The use of candles, glitter, fog/smoke machines, and dry ice is **prohibited**. **A minimum \$50 clean-up fee will be assessed for ANY glitter found during or following the event.** Live Christmas trees and hay bales may **not** be brought into the Nigh University Center. The use of tape, with the exception of blue painters tape, thumb tacks, or nails on doors or walls, including paintings and murals, is also **prohibited**. If electrical cords need to be taped down, use Gaffers tape or blue painters tape, **absolutely no duct tape**. Do not hang decorations/props from any lighting or equipment fixtures. Easels, stands, and bulletin boards are available upon request for signs and displays; however, the sponsoring organization must provide flipcharts and signs. **Moving furniture and fixtures is prohibited.** Individuals and organizations will be held responsible for any negligent or intentional damage to the Nigh University Center property. Any such damage occurring during a scheduled event will be charged to the sponsoring organization. Displays or activities that might cause liquid to be spilled in any room with carpet or parquet floors are not permitted. The sponsoring organization is responsible for leaving the rented room clean. Any room with an unreasonable amount of debris will be charged a clean-up fee to be determined by the amount of labor needed. All decorations will be thrown away if they are not removed at the end of the event. You may bring in items from a rental company; however, they must be picked up by 9:00am the following morning. If we must store items that have been left due to an event taking place after yours, you may be assessed a storage fee to be determined by the size and quantities of the items.

I have read and agree to adhere to the policies as set forth by Events Management.

Signature

Date

Department