



# OSUIT Campus Guest House (Reservation Form)

Department/Office Submitting Request: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Reason for Requesting Reservation: *(Please Check the Appropriate Response)*

<input type="checkbox"/>	Professional candidate interviewing for employment with OSUIT
<input type="checkbox"/>	Alumni invited by OSUIT to campus to participate in a special event or activity
<input type="checkbox"/>	Guest invited by OSUIT to campus to participate in a special event or activity
<input type="checkbox"/>	Key OSUIT personnel in need of remaining on campus during inclement weather or during another campus emergency situation

Arrival Date: \_\_\_\_\_

Departure Date: \_\_\_\_\_

Number of Tenants: \_\_\_\_\_

**Tenant Information:**

Room #	Last Name	First Name	Address	City	State	Zip

Food Services Requested? \_\_\_\_\_ Yes \_\_\_\_\_ No

*(If yes, please contact the Food Services Office @ (918) 293-4964 or (918) 293-5494) and submit a completed Campus Food Services Request Form to the Food Services Office.*

**Please List any Special Services or Equipment Requested:**

*(If you have an Audio Visual Equipment Request, Contact the Campus Library @ 293-5080)*

**Payment Information, if Applicable:**

Rental Fee	Deposit	Balance	Check #
\$35.00/day/person	\$	\$	
<b>An additional charge of \$ 50.00/person will be assessed if the said facility is not adequately and properly cleaned.</b>			

The balance of the rental fee **must be paid a minimum of 72 hours in advance of the date of usage.** If not paid, the facility will not be made available for use. A refund of the deposit will be made if written notice of cancellation is submitted to the OSUIT Student Union & Auxiliary Services Office a minimum of 72 hours prior to the scheduled use.

### **Damage to Furnishings or Facility:**

The tenant will be responsible for any damage that occurs to the OSUIT Guest House or the furnishings within the guest house during the time of the tenant's stay. However, the department or office that made the reservation for the tenant will ultimately be responsible for any unpaid portion of the tenant's debt to OSUIT.

### **Tenant Guidelines & Responsibilities:**

- OSUIT is a tobacco-free environment both indoors and outdoors. Smoking and the use of all tobacco products is **prohibited** on university property.
- Pets will not be allowed on the premises.
- The tenant will be expected to leave the property as they found it. In other words, the tenant will be responsible for cleaning up after themselves. If dishes are used, the tenant will be expected to place the dirty dishes in the dishwasher and restock the clean dishes in the kitchen cabinets. If counter tops are soiled, the tenant will be expected to wipe down and clean the counter tops.
- It will be the responsibility of the tenant to contact OSUIT Custodial Services when in need of clean linens. At that time, an exchange of dirty linens for clean linens will be scheduled with the tenant by OSUIT Custodial Services.

### **Injury or Accidents on Property:**

In case of injury or accident, the tenant and/or responsible department or office should immediately notify OSUIT Campus Police and the Student Union & Auxiliary Services Office. If assistance is required, the tenant and/or responsible department or office should contact OSUIT Campus Police through the campus operator by dialing "0". All injury accidents must be reported as soon as possible to OSUIT Campus Police and the Student Union & Auxiliary Services Office who are required to prepare a written accident report. The accident report must be completed and forwarded to the Vice President of Fiscal Services. After reviewing the report, the report will be forwarded to the OSUIT Human Resources Office.

### **Appliances & Furnishing**

The OSUIT Guest House is equipped with the following Appliances & Furnishing:

- Refrigerator
- Stove Top & Oven
- Microwave Oven
- Washer & Dryer
- Conference Table & Chairs
- Sofa & Living Room Furniture
- (2) Twin Beds in Each Room
- Wall Mounted Flat Screen TV in Each Room, Living Room and Conference Room areas
- Individual Coffee Pot is Provided in Each Room
- Campus Phone Extension: (918-293-5125) For On-Campus and Local Calls Only

### **Injury or Accidents on Property**

1. Notify University Dispatch "0" or 918-293-4678 for OSUIT Police.
  2. Assess the need for medical assistance and provide assistance within your training and certification.
  3. Deal with the cause of injury if you can do so without further cause of harm.
  4. Assist First Responders as directed.
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## **ADDITIONAL TERMS & CONDITIONS**

### **For the Use of OSUIT Guest House**

The following policies will help ensure a safe and well-planned stay at the OSUIT Guest House:

1. OSUIT reserves the right to cancel any reservation (should circumstances necessitate such action), provided we have notified the affected party or organization two (2) weeks in advance.
2. OSUIT reserves the right to deny any activity or equipment usage that could damage university property or its contents.
3. The use and/or consumption of alcoholic beverages, drugs, or firearms on OSUIT property is prohibited. Any individual(s) found to have any of these prohibited items will be reported to university police and will be subject to arrest and criminal prosecution. Prohibited items are subject to confiscation by university police.
4. Requests for any articles to be placed on doors, glass or walls or otherwise displayed (including decorations) must be approved in advance by the Student Union & Auxiliary Services Office. **The use of adhesive tape, thumb tacks or nails on doors or walls is prohibited.**
5. All food and beverage requests must be made through the OSUIT campus food services office. No other food or beverages may be provided without the prior approval from the Student Union & Auxiliary Services Office.
6. State of Oklahoma health regulations dictate that all food prepared by OSUIT food services must be consumed at the time and place of the function; therefore, excess food will be retained by OSUIT food services.
7. OSUIT is not responsible for lost or stolen items while on the OSUIT campus. Items found will be turned in to Lost and Found located at the Student Life Office in Covelle Hall.
8. Individuals or organizations will be held responsible for any negligent or intentional damage to OSUIT equipment or property. Any such damage occurring during a scheduled event will be charged to the responsible party.
9. OSUIT does not carry insurance coverage for off-campus participants and, therefore, is not held liable for accidents or injuries which may occur while using any facilities. As a result, OSUIT requires each organization to carry its own insurance.
10. The sponsoring department or office will be responsible for the conduct of the participants and all insurance of participants, including liability and hospitalization.
11. OSUIT requires the sponsoring organization to provide one (1) adult per every ten (10) minor participants. "Minor participants" is defined as any person under the age of 18. These adult staff will be responsible for:
  - a) Discouraging excessive noise in rooms and common areas.
  - b) Providing first aid services if necessary. Medical services are not the responsibility of OSUIT.
  - c) Immediately notifying OSUIT staff of any problems with the building or of any injuries.
12. Ordinary courtesy will be expected at all times. Promotional or motivational type meetings must maintain a noise level that is not disruptive to other events taking place. Solicitation of others outside the meeting is prohibited.
13. All events must end by 11:00 p.m. and the building completely vacant of all event guests, entertainers, speakers, and all other individuals by 12:00 a.m., unless pre-authorized in writing by an authorized OSUIT representative.
14. Cancellations are requested no later than five (5) business days prior to the scheduled date. A cancellation fee, usually in the amount of the reservation fee, and any other costs incurred may be charged if the cancellation is received after that date.
15. In case of emergencies, contact the campus operator by dialing "0" or the university police at 918-293-4896.

I hereby verify that I have read and understand the foregoing agreement and agree to all terms and conditions as set forth on the reverse side of this agreement. I agree to abide by and be responsible for the enforcement of all rules and regulations set forth herein and those of OSUIT. I further agree to indemnify and hold harmless OSUIT, the OSU A & M Board of Regents and the State of Oklahoma against any and all liability for damages arising from accidents or torts based on negligence of my agency, our employees or our agents while our scheduled event is being conducted on the OSUIT campus.

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**Responsible Party Designee**

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**Date**

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**Director, Student Union & Auxiliary Services**

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**Date**

◆ COPIES OF THIS REQUEST WILL BE FORWARDED TO APPLICABLE OSUIT OFFICES ◆