# TABLE OF CONTENTS

## RESERVATION POLICIES:

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purpose</td>
<td>1</td>
</tr>
<tr>
<td>General Guidelines</td>
<td>1</td>
</tr>
<tr>
<td>Reservation &amp; Dining Directory Information</td>
<td>2</td>
</tr>
<tr>
<td>Advance Notice Policy</td>
<td>2</td>
</tr>
<tr>
<td>Alcohol Statement</td>
<td>2 - 3</td>
</tr>
<tr>
<td>American Disabilities Act</td>
<td>3</td>
</tr>
<tr>
<td>Attendance</td>
<td>3</td>
</tr>
<tr>
<td>Audio/Video</td>
<td>3 - 4</td>
</tr>
<tr>
<td>Electrical Power</td>
<td>4</td>
</tr>
<tr>
<td>Cancellations/Changes</td>
<td>4</td>
</tr>
<tr>
<td>Catering/Dining Services</td>
<td>4</td>
</tr>
<tr>
<td>Limited Exceptions</td>
<td>4 - 5</td>
</tr>
<tr>
<td>Charges</td>
<td>5</td>
</tr>
<tr>
<td>Confirmations</td>
<td>5</td>
</tr>
<tr>
<td>Damages/Clean Up</td>
<td>5 - 6</td>
</tr>
<tr>
<td>Decorations</td>
<td>6 - 7</td>
</tr>
<tr>
<td>Event Management</td>
<td>7 - 8</td>
</tr>
<tr>
<td>Event Times</td>
<td>8</td>
</tr>
<tr>
<td>Fire/Safety Codes</td>
<td>8</td>
</tr>
<tr>
<td>Fund Raising/Ticket Sales</td>
<td>8</td>
</tr>
<tr>
<td>Insurance</td>
<td>8</td>
</tr>
<tr>
<td>Lobby Space/Table Reservations</td>
<td>9</td>
</tr>
<tr>
<td>Novelties</td>
<td>9</td>
</tr>
<tr>
<td>Publicity</td>
<td>9</td>
</tr>
<tr>
<td>Security</td>
<td>10</td>
</tr>
<tr>
<td>Smoking</td>
<td>10</td>
</tr>
<tr>
<td>Staff Cost</td>
<td>10</td>
</tr>
<tr>
<td>Storage</td>
<td>10</td>
</tr>
<tr>
<td>Tentative Reservations</td>
<td>10</td>
</tr>
<tr>
<td>Termination of Agreement</td>
<td>10</td>
</tr>
</tbody>
</table>

## SPECIAL CONSIDERATIONS:

- Use of NON building Equipment: 10 - 11

## EXCEPTIONS:

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>EVENT PLANNING CHECK LIST</td>
<td>11</td>
</tr>
</tbody>
</table>
Reservation Policies

Purpose

WELCOME to the Allen Chapman Student Union. The student union is the hub for all members of the University of Tulsa (TU) community – students, faculty, staff, alumni, and guests. One of the many purposes of the facility is to serve the event-related needs of the university community and off-campus organizations.

The reservation policies included in this guide are the most commonly asked questions related to event planning. Please call 918-631-2251 for additional information, questions and rates.

The reservation policies guide is written for a wide variety of users, thus, anytime the phrase “sponsoring organization” is used, it means the event planner, student organization or campus department, or the responsible person making reservation arrangements as an off campus client, alumni, or as a TU member making reservations for a non-TU event.

General Guidelines

Although some events intrinsic to the University calendar are scheduled month or even years in advance, most reservations are accepted after April 1 for the next academic year (August through July).

Recognized University groups and campus departments are provided space at no charge. University members, including faculty, staff, student and alumni, can rent facilities for non-TU functions at a sixty-seven percent discount off of the room rental rates (discount does not apply to staffing and equipment charges). In order to keep space available as much as possible for student organizations and campus departments, non-TU functions are not confirmed until ninety (90) days prior to the event.

Since meeting space needs to be available to a wide campus audience, recurring events (i.e. weekly meetings, classes, etc.) may only be reserved for four (4) such recurring events in advance. Additionally, events may not utilize the same location for more than four consecutive days.

The accomplishment of the educational mission of the University of Tulsa will have first priority in all decisions concerning the use of space, indoor or outdoor. The use of any part of the student union will not be authorized if such use may disturb the conduct of University activities.

Areas that are reserved through the Administrative Office are as follows:

**Meeting Rooms:**
- Administrative Conference Room
- Alcove
- Chouteau
- Mary K. Chapman Great Hall

**Commuter Lounge:**
- Information Table
- Hurricane Hut
- Lobby (Booth)

**Mayo Student Activity Center:**
- Conference Room
- Great Room
- Kitchen

**Outside Facilities:**
- The Outback
- The U (Dietler Commons) & Fire Pit
- South Patio
- Samson Plaza
- Hurricane Plaza
Reservation & Dining Directory Information

Administrative Office
LeeAnna Lamb  Director  918-631-5059  leeanza-lamb@utulsa.edu
Tom Jurena  Technical Operations Mgr.  918-631-2076  tom-jurena@utulsa.edu
Tammye Jurena  Coordinator of Event Operations  918-631-2968  tammeye-jurena@utulsa.edu
Debbie Tate  Department Assistant II  918-631-3822  debra-tate@utulsa.edu
Administrative Office & after hours – Student Manager  918-631-2251 or  918-631-3454

http://utulsa.edu/campus-life/union/

FAX MACHINE 918-631-2117

Sodexo Dining Services & Catering Information
Jessica Putz  Catering Orders  918-631-2145  jessica-putz@utulsa.edu
Mike Neal  Director  918-631-3883
Leisa Taylor  Faculty Club Reservations  918-631-2188  leisa-taylor@utulsa.edu

http://utulsa.edu/campus-life/housing-dining/dining/

FAX MACHINE 918-631-3821

Advance Notice Requirement

Please submit reservation requests a minimum of seven (7) business days prior to the event date. If the event requires security, or audio-visual please submit reservation requests a minimum of ten (10) business days prior to the event date.

Reservation requests made less than seven (7) business days out may not be guaranteed, however, every effort will be made to accommodate all events.

PLACING REQUESTS EARLY INCREASES THE CHANCES OF SECURING DESIRED EVENT DATE(S) AND LOCATION(S) AND ENABLES US TO BETTER SERVE ALL YOUR EVENT NEEDS. PLEASE HELP US HELP YOU - PLAN AHEAD.

Alcohol Statement

As stated in the University of Tulsa’s alcohol policy, “The University of Tulsa is an educational and social community wherein its members and their guests interact in a variety of activities. It is acknowledged that at some of these activities the consumption of alcoholic beverages will occur. So that these activities can be reasonably governed and in order to promote responsible conduct with respect to alcohol consumption, specific policies have been established by the University to conform with state and local laws and in keeping with the mission of the University.” The sponsoring organization will be responsible for enforcing all TU & the buildings alcohol policies and their intent. A complete copy of the TU alcohol policy can be obtained from the Office of Student Affairs, Hardesty Hall or found in the TU Student Handbook. https://portal.utulsa.edu/offices/student-affairs/_layouts/15/start.aspx#/SitePages/Event%20Registration.aspx

All events that request to have alcoholic beverages sold or served must use Dining Services. An alcohol event registration form will also need to be completed and security will be required for the event (charges apply).

All other sources of alcohol, i.e.: BYOB, are not allowed. Dispensation of alcohol must end 30 minutes prior to the end of the event.
Should the sponsoring organization need assistance in enforcing the alcohol policy, please contact the facility staff member on duty. They can assist in having person(s) removed from the event, or to close the event if necessary.

Security officers are required at events where alcohol may be consumed. Refer to the section on “Security” for further details.

Persons, who are visibly intoxicated or otherwise impaired, will be denied admittance to the event as well as the Student Union property.

Beer/alcohol drinking contests are not allowed in/on the premises, including the Patio, Outback and the Terrace.

All alcohol consumption must be confined to the area in which it is served. i.e.: beer served in a specific area may not be taken out of that area. Beer purchased in the Hurricane Hut can be consumed in the Hut and the south patio adjacent to the Hut.

The responsible person/organization or officers/department will be responsible for enforcing: 1) the Oklahoma state laws as they relate to the distribution and consumption of alcohol, 2) the University of Tulsa Alcohol Policy, 3) all building policies, and 4) the prevention of illegal consumption of alcohol at the event.

**American Disabilities Act**

All persons/groups using the facility should comply with ADA minimum recommendations concerning attendance and advertising. Please review accessibility factors before selecting locations and include in all printed material the request for advance notice of special accessibility needs. Contact the Center for Student Academic Support for information 918-631-2315.

**Attendance**

It is the responsibility of the sponsoring organization to inform and update the administrative office staff of the number of attendees, the relationship the participants have with the University and the nature or purpose of the event(s).

Any form of misrepresentation of the above items may be cause for the termination of the Reservation Agreement and the loss of reservation privileges for 12 calendar months.

Events at which non-TU participants may be in attendance may require prior approval from the Director. These event(s) may be subject to security and insurance requirements.

**Audio/Video**

*Please discuss audio/video needs when making the room reservation request.* Different needs and technical expectations may be better suited to specific rooms and/or a particular room configuration.

**BASIC A/V** equipment such as portable podiums, white boards and flip charts may be requisitioned from the Coordinator of Event Operations & Services, 918-631-2968.

**ADVANCED** applications of A/V equipment such as projectors, screens, sound systems, special lighting and hearing assistance devices need to be arranged directly with the Technical Operations Manager, 918-631-2076

A/V planning should take place before drawing and submitting the room set-up sheet as they affect the way the room should be laid-out.
Please provide this information at least ten (10) business days prior to the event date. Shorter notice requests cannot be guaranteed, however, every effort will be made to accommodate your need.

Associated costs for attending technicians will be passed on to the sponsoring organization. Rental of equipment must be contracted by the client with the vendor. The facility staff cannot be responsible for delivery, set-up operation, strike or storage of equipment that has not been arranged with the Technical Operations Manager.

Electrical Power

If the event needs more electrical power than the usual wall outlet, please allow at least ten (10) business days advance notice for special electrical needs to be arranged. Physical Plant will charge for both the connect and disconnect of advanced power distribution.

Cancellations/Changes

Officially Recognized University Groups/Departments

Reservation cancellations must be made no later than 9:00 a.m. on the business day prior to the event(s). After three (3) “no shows” without notification, per semester, scheduling privileges for the organization/department may be suspended for 12 calendar months.

Notify the Coordinator of Event Operations & Service (918-631-2968) of any changes or additions to the information on the Reservation Confirmation. Changes or additions must be received before 9:00 a.m. on the business day prior to the event(s). Changes that are received after this deadline cannot be guaranteed.

Off Campus Clients, Alumni and Non-TU Functions hosted by TU Members

Room reservation cancellations are allowed, without charge, if canceled twenty (20) days in advance of the event(s) date(s). A full refund will be made, if applicable. Reservations that cancel within twenty (20) days prior to the start of the event will be charged 50% of the applicable room fees. Reservations that cancel within five (5) business days prior to the start of the event will be charged 100% of applicable room fees. Cancellations involving catering may be subject to additional charges.

Notify the Coordinator of Event Operations & Services (918-631-2968) of any changes or additions to the information on the Reservation Confirmation. Changes or additions must be received before 9:00 a.m. on the business day prior to the event(s). Changes that are received after this deadline cannot be guaranteed.

Catering/Dining Services

The University’s Dining Services provides food and beverage service in support of all activities on campus. Arrange catering needs with Dining Services ten (10) business days in advance of the event (918-631-2145). Shorter-term arrangements can be provided, but menu limitations may result due to limited availability of food items.

Dining Services and the Administrative Office are two separate departments. If you need to make any changes regarding the event attendance or need to cancel an event and you have already placed the food order, please be sure to notify both departments.

Limited Exceptions (TU Departments & Student Organization)

Departments and student groups desiring a catering exemption must inform the reservationist at the time the reservation is booked.
Exemptions will be granted if the scope of the catering is under $100.00 and if organization members are assuming the complete responsibility for purchase, set-up, service and clean-up, as well as resultant liability responsibilities for compliance with reasonable food handling practices.

Small meeting rooms where student organizations can bring their own food may be held in the Alcove, Chouteau Room, Great Hall B and the Administrative Conference Room.

A minimum of $50.00 clean up fee will be assessed if University staff must provide clean up services after self-catered events.

**Non T.U. groups must utilize University Dining Services for all catering needs.** The university operates under an exclusive agreement with the University Dining Services Department.

Charges

Chargeable items include security officers, overtime for after hour’s events (i.e. after 11:00 p.m.) and some multimedia and audio-visual support.

and

**Off Campus Clients, Alumni and Non-TU Functions hosted by TU Members**

Must also submit deposit (total room rental fee) ten (10) business days prior to your event date. All other chargeable items will be invoiced upon event conclusion.

Confirmations

Reservation requests are subject to availability and cannot be confirmed until all of the reservation policies and guidelines have been agreed upon by the authorized contact and the advisor/department head. Also, the Administrative Office must have received:

1. Copies of all Reservation Confirmation(s) signed by the appropriate contact (non-TU events only)
2. Copies of all relevant set up sheets and related information at least ten (10) business days before the event.
3. Official start and end times of the event(s).
4. Anticipated attendance/attendees.

The event may automatically be canceled if the above information is not received in the Administrative Office by the fifth (5th) day prior to the event(s).

**Off Campus Clients, Alumni and Non-TU Functions hosted by TU Members**

Must also submit:

1. Deposits (total of all room rental fees) at least ten (10) business days before the event.
2. A certificate of Insurance, at least two (2) weeks before the event.

Damages/Clean Up

**RESPONSIBILITY FOR FINANCIAL CHARGES:** Any damages or loss that occur as a result of an event(s), or caused by anyone attending the event, including non-University caterers, vendors, volunteers, invitees to any area of the Student Union, including but not limited to damages to exterior, figures, meeting rooms, furniture and equipment are the financial responsibly of the sponsoring organization.
Please leave the facility as you found it, pick up and dispose of all trash accumulated during the event. 
**Cost incurred for excessive clean-up will be assessed to sponsoring organization.**

**Decoration violations** will result in a **FEE** assessment ($50.00 minimum) or actual cost of repair if higher.

**Decorations**

**FLAMES:** The use of open flame is restricted to the stationary use of candles in enclosed holders (glass/water) to be used as table decorations for dining.
- Each candle must be placed inside a non-flammable container, and the flame of the lighted candle must be below the rim of the container.
- Flammable materials such as hay are not permitted in the building.
- All decoration materials must be made from a non-flammable material or treated and maintained in a flame-retardant condition by means of a flame retarding process.

**TAPING & PINS:** No decorations can be affixed to the walls, windows, floor, doors or any surface of the facility.
- Decorations must be free standing or be confined to tables assigned to the event.
- Duct/packing tape may NOT be used to affix items to carpet.

**FLOWERS & PLANTS:** Flowers and table centerpieces are welcome.
- Please note that flower petals may not be placed on carpet or dance floors.
- Plants must have a container for water drainage and must be set on plastic.

**CEILING DECORATIONS:** Fastening to any of the ceiling areas is only allowed with prior approval from the Director or appointed representative. Some ceiling areas cannot be used. If permission is granted, the Student Union Custodial Staff should do the work, if available. At least three full business days advance notice is required. A nominal fee will be applied for staff assistance. Availability depends on scheduling requirements.

**ADVERTISEMENTS:** To keep our facility looking nice, advertisements, notices, and banners for events taking place in the Student Union may be displayed on the Student Union Bulletin Boards. **All advertisements must be approved by the Student Union Administrative Office before posting.**
- **SIGNS** are not allowed to be taped, tacked, stapled or nailed to any surface in the Student Union.
- **BANNERS** with grommets may be hung from the center railing with string or a small rope.
  Permission to hang decorations or banners on the railing **must be approved** by the Student Union Staff.
- Events that utilize **LOBBY SPACE** may use a table provided by the facility to display event or organizational information.
- **VIDEO MONITORS** are located on the second floor of the Student Union displaying all events taking place on that day. Displays are also located outside each meeting room that will show the current event for that room.
- If you wish to provide **ADDITIONAL SIGNAGE** for your event, please speak with the Student Union Staff. The facility has a few easels that may be used on the day of an event to display additional event information.

**SPRINKLED DECORATIONS:** All forms of confetti, glitter, birdseed, sand, rice, and silly string are prohibited in all areas in and around the Student Union.

**BUBBLES:** No bubbles or other liquid items may not be used in the Lobbies or near/on the stairs (tiled floors).

**BLEEDING DECORATIONS:** Decoration items that “leak” color when wet (i.e., crepe paper) or may cause discoloration of furniture, walls or floor surfaces will not be allowed.
BALLONS: Helium balloons are allowed in the building if they are securely anchored to a stationary object, and will not be given away or sold.

- Helium balloons may not be given out to guests on an individual basis.
- All balloon bouquets will need to be removed from the facility upon the conclusion of the event or deflated and placed in a garbage can.
- The charges incurred for the removal of any balloons left behind or that float to the ceiling will be the responsibly of the sponsoring organization.

LOBBY FURNITURE AND AV EQUIPMENT: Our furniture and AV equipment are in assigned positions.

- No furniture or decorative objects within the Student Union may be moved from their respective positions without permission.
- No furniture or equipment may be removed from the building.
- No additional furniture may be brought into the facility without prior approval.

FIRE CODE: Decorations may not block doors, fire extinguishers, sprinklers, emergency equipment signage, emergency exits or lighting systems.

FOG MACHINES: The use of fog machines are prohibited.

PAINT: No painting may be done in the facility or outside on the sidewalks or parking lots.

DELIVERY, SET-UP AND CLEAN-UP:

- Delivery, setup, and removal of all decorations, rental items and equipment must occur within the times listed on the Event Reservation Confirmation
- All decorations must be removed immediately following the event.
- Storage space is not available in the Student Union
- The loading dock must be cleared of all debris
- Loading Dock area is for the loading and unloading of vehicles only
- No parking is allowed at the loading dock once loading/unloading is complete

Of course, not all situations will be covered in this guide. Any questions regarding the guidelines not included here can be directed to the Student Union Administrative Staff.
Call 918-631-2251 or 918-631-2968
Student Union Administrative Office is located on the second floor

Event Management

All events held in the Allen Chapman Student Union that are hosted, sponsored, or organized by a university organization are required to have the organization’s Faculty Advisor present at the event for the duration of the event. Off campus organizations must also have the appropriate sponsor present.

Alcohol, illegal substances, cigarettes and tobacco products, glass containers, pets, or weapons may not be brought into an event. This includes any type of fire arms, explosives (including fireworks), kerosene, or any type of flammable fluid.
All event attendees may be subject to a visual search and/or a metal detector. They may also be subject to a visual search of their handbag/backpack, etc.

Persons involved in fights or other confrontations, incidents, including underage drinking or non-compliance with a university staff member, will be required to leave the facility and/or university premises immediately and will not be allowed re-admittance. In addition, the entire event may be subject to immediate termination.

The Administrative Office reserves the right to deny use of any facility or service at any time, or to impose limits on the scope, conduct, audience size, or location of any event in order to satisfy the guidelines and policies of student union and/or the university. The Administrative Office may also require as a condition of use, and at the cost of the requesting party, the services of additional maintenance, custodians, technical and/or security personnel.

Event Times

Additional labor costs incurred from events running past the intended “end” time will be assessed to the sponsoring organization. In addition, events scheduled outside normal building hours will be assessed additional labor costs.

Fire/Safety Codes

All city of Tulsa Ordinance Fire and Safety Codes must be enforced at all times, especially as they relate to maximum room occupancy, electrical codes, etc.

Fund Raising/Ticket Sales, etc.

This section applies to officially recognized University groups ONLY.

All reservations/events that are designed to create income (via ticket sales, registration fees, donations, fundraising, etc.) for a TU organization/department must follow these guidelines:

A) The funds that are collected must be used to further the purpose of the organization.
B) All of the funds that are collected must be deposited into the organization’s university account.
C) If the above guidelines are not met, 100% of all applicable reservation (rental) fees will be assessed.

Upon request from the Administrative Office, the organization/department will submit full financial statements, disclosing the distribution of said funds, which relate to the events listed in the Reservation Agreement.

Insurance

If you or your organization/department is hosting, inviting, sponsoring, or hiring a non-TU person, group, etc. to your event(s), you may be required to purchase a general liability and property damage insurance certificate for up to $500,000.00. The certificate must also state, “The University of Tulsa is named as additional insured”. Insurance certificate and/or any contracts must be received at least two (2) weeks prior to the event(s), or the event is subject to cancellation.

Off campus clients must secure the insurance.
Lobby Space/Table Reservations

Lobby space is used by the entire campus, and many people travel through the building daily. To maintain the building for all visitors, requests for lobby space must follow these guidelines:

A) At least one (1) six-foot table must be utilized.
B) Officially recognized university groups may use the lobby up to three (3) days per semester at no charge.
C) Advertisements must be confined to the table(s). Nothing may be affixed to the floors, walls, handrails, pillars, glass, ceiling, etc.
D) Representatives must remain behind the table(s), so as not to impede pedestrian traffic.
E) Staff will place table(s). If another location is desired, check with the administrative office.
F) All uses of lobby space that involve the sale of goods or services (especially food/beverages) or taking of orders or subscription, etc. must be approved by the Administrative Office, and in some cases, Director of Dining Services.
G) Amplified sound is prohibited.
H) Non-TU groups may request lobby/table space and are granted such space at the discretion of the Director and in accordance with University Policy.

Novelties

The Allen Chapman Student Union, or its assigned agents, reserves the right to sell all novelties or any related merchandise that are in conjunction with any event. If an event is granted the right to sell the novelties, etc., the client shall pay an amount equal to 20% of net receipts (after tax) from the sale, or a set-up/room charge, whichever is greater. The client will be solely responsible to pay all applicable taxes on the sale of said merchandise.

Facility staff reserves the right to count and inspect all merchandise before and after the sale of said merchandise.

ALL confirmed reservations are subject to this policy.

Publicity

Publicity and promotional material for events held in Allen Chapman Student Union need to have the approval from the Administrative Office staff.

Advertising events to the public (off campus) should have the approval of University Relations. It is important to have (at least) each of the following items on each advertisement:

Name of event
Sponsor of the event
Type of event (i.e. dance, reception, lecture, etc.)
Times (beginning and end)
Place (street address – 3135 E. 5th Place, Tulsa, OK 74104)
Which Room
Day & Date

A copy of the event flyers/posters/etc. need to be given to the Student Union administrative office.
Security

The Administrative Office staff determines the need for security presence. However, at least one (1) officer for the first 100 people in attendance is required for all events where alcohol is present. The number of guests determine the necessity and/or the event is considered an “open event” (open to campus or public). Additionally, when such an event has more than 100 people present, an additional officer is required for each 50 people in attendance.

Security needs will be arranged by the Administrative Office staff. Sponsoring organizations are not allowed to arrange for their own security. Please provide at least ten (10) business days to arrange security officers. Last minute requests cannot be guaranteed and may jeopardize the event confirmation. Officers are required to be on duty from at least 30 minutes before the scheduled event time (per the Reservation Confirmation) until 30 minutes after the conclusion of the event. Security costs are the responsibility of the user and will be billed at $20.00/hour per officer (4 hours minimum charge per officer).

Smoking

The University of Tulsa had adopted a campus wide smoke free policy for all indoor areas. Smoking may take place outdoors, but cannot occur within 25’ of building entrances, exists, air intakes or windows.

Staffing Costs

At least one building representative will be present at all events; from at least one hour prior to the event start time through at least 30 minutes after the conclusion of the event. More than the minimum number of personnel stated above may be needed to fully service an event. If additional personnel (temporary custodians, office staff on over time, etc.) are required, associated labor costs will be assessed to the sponsoring organization.

Labor cost will be assessed for events that extend beyond established building hours.

Storage

Storage space is not available. Decorations, equipment, etc. of any kind need to be delivered, set up and removed within the times listed on the “Reservation Confirmation”.

Tentative Reservations

Tentative reservations will be allowed for up to two (2) locations and two (2) days for the same event, and may be held for 60 days from the date it was reserved. Multiple reservations for the same event will be considered tentative reservations. ALL tentative reservations will automatically be canceled if not confirmed 30 days prior to the event.

Termination of Agreement

Failure to comply with the policies/guidelines stated in this “Reservation Policies Guide,” or in the “Reservations Confirmation” may result in the termination of the event.

Use of NON-building Equipment

The facility has a variety of equipment (tables, chairs, podiums, etc.) in house to meet event needs, and event planners are encouraged to use/rent the equipment. If you need to rent/procure equipment from an
outside source, the delivery, set-up and removal must occur within the times listed on the event confirmation. The Student Union staff cannot be responsible for delivery, set up, operation or strike of non-building equipment.

Storage space is not available. Decorations, rental items, equipment and all other items brought into the Student Union for an event must be removed from the building within the times listed on the Reservation Confirmation.

Any damages caused by non-building personnel (outside vendors/contractors, etc.) will be the financial responsibility of the sponsoring organization.

EXCEPTIONS

All events and use of the Allen Chapman Student Union are subject to all University of Tulsa guidelines and policies, unless otherwise noted.

Requests for exceptions to the policies, listed in this guide should be submitted in writing to the Director of Allen Chapman Student Union.

Director, Allen Chapman Student Union
University of Tulsa
800 South Tucker Drive
Tulsa, OK  74104-3189

Requests should be received at least six (6) weeks prior to the event date in question for a complete review and response
PROGRAM PLANNERS CHECKLIST

The First Step

- Name of Program
- Determine budget/budget source
- Select dates and alternative dates
- Estimate attendance
- Determine meeting room/lobby needs
- Determine catering needs
- Schedule Room/Catering services
- If outside event, schedule rain back-up location

Planning Phase

1. Room Set-up
   - Determine type of set-up needed
     - Theater
     - Classroom
     - Conference
     - Banquet
   - Remember extra tables
     - Refreshments
     - Registration
     - Awards
     - Displays
   - Determine need for additional equipment
     - White board
     - Flip Chart
     - Wall/ceiling decorations – check with staff
     - Secure table linens/water service from catering

2. Technical Services
   - Find out from the presenter their needs – don’t assume you know.
   - Determine equipment & technician needs & secure through Technical Operations Manager.
   - If contract with performer involved, check requirements with Technical Operations Manager.
   - Basic Audio/Visual Equipment Needed:
     - Podium w/microphone (single microphone for meetings with small to med. crowds)
   - Advanced Technical Support:
     - Great Hall A & C Only (speech only)
     - Sound System (multiple microphones for meetings with medium crowds – may need to hire outside support)
     - Theatre-like stage lights

3. Catering Needs
   - Determine if meal or refreshments needed & plan room/table set-up accordingly
   - Determine other needs:
     - How many people to seat at head table
     - Skirt & drape head table
     - Water pitcher and glasses
     - Flowers/decorations for tables
     - Beer/alcohol service (if applicable)
     - Complete alcohol registration form at Dean of Students Office

4. Marketing & Publicity
   - Cover Who, What, When, Where
   - Brochure/poster/flyer design approved by appropriate source
   - Copies to Admin. Office staff
   - Media coverage – involve University Relations

5. Support Functions
   - Additional signage in building/street
   - Any special ADA equipment needed?
   - Security
   - Parking Rehearsal/set-up time arranged

Final Phase

- Return signed Room Reservation Form(s)
- Return room set-up sheets
- Process Purchase Orders for Dining and other applicable charges.
- Process payment on other types of arrangements (D.J., rental of equipment, etc.)
- Submit Insurance certificate (if applicable)
- Communicate changes (numbers, etc.) to office staff
- Communicate guaranteed numbers to Dining
  By Dining’s deadline

Time of Program

- Arrive early & check in with staff
- Check room set-up
- Arrange registration/special signs
- Know & enforce TU alcohol policy
- Greet the guests/audience