

- e. The Reserving Party pays all applicable fees.
- f. The facility request must comply with all requirements of this policy and other applicable regulations and policies.

2. Facilities Use Fees

OU may charge facility use and additional services fees. It is the responsibility of the Reserving Party (RSOs, RSO officers and advisers, or department representative) to ensure compliance with this requirement. A standard fee schedule may be requested of any venue that charges a fee for facility use or services provided. The Reserving Party is

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Fronting is prohibited by University policy. Violation of this policy by an RSO/individual student may result in student misconduct charges.

Advertising must not begin until reservation of the facility, if required, has been confirmed. Materials may not improperly contain University trademarks, logos and tradenames or otherwise violate University policy

announced. A determination shall be made by that Vice President, or his/her designee, within 24 hours of the appeal. The decision of the Vice President, or his/her designee, shall be final and binding.

NOTE: This policy and all forms referenced in this policy are available online at www.ou.edu/scheduling.

(REVISED – 8/15/20)

- c. Events in semi-covered structures, such as tents and parking garages, are considered indoor venues for purposes of determining COVID-19 capacity, social distancing, and masking requirements.
- d. Food and drink are permitted in event-specific spaces, so long as social distancing is observed, and masks are worn while not eating or drinking. Food must be individually plated or prepackaged. Self-serve, buffets, and passed food are prohibited.
- e. Tabling is permitted in limited locations. [Tabling-specific protocols](#) must be followed and reservations to table must be scheduled through [OU Reserve](#) on the Campus Scheduling website.
- f. The University highly encourages organizers to take attendance or have a check-in process in the event contact tracing would need to take place. Card Readers are available through the [Student Organization Resource Office \(SORO\)](#).

III. Special Event Planning

A Special Event is defined as:

- a. Activities proposed to take place on University property which alters the property's

- V. Understand the Risk
 - Organizers should understand the risks associated with hosting an in-person meeting, event, or program and communicate those risks to attendees.
 - a. The more people an individual interacts

CONSIDERATIONS

- How are you marking the one-way entrance and one-way exit to reduce contact?
- If you have food at the event, can you accommodate all dietary needs and have someone serving food or have it prepackaged?
- How are you minimizing overall contact at your event?