



**CEAT Architecture Building (ARCH)
Usage Guidelines**

**Policies and Procedures
CEAT-L-007
Effective Date: 9/12/19**

Eligibility for Use

- 1.01 The College of Engineering, Architecture, and Technology (CEAT) Architecture Building (ARCH) is available for use by the following:
- CEAT Students, Faculty, and Staff Organizations
 - Oklahoma State University
- 1.02 The ARCH cannot be used by any group for purposes other than for which the reservation was made. The School of Architecture (SOA) Head reserves the right to determine eligibility based on the type of group and the nature of the event.

Reservation Procedures

- 2.01 All activities in the ARCH will need to be approved and scheduled by the SOA Head's Office. Reservations can be requested by completing the ARCH Reservation Form located on the SOA website: <https://arch-ceat.okstate.edu/>. The form can also be obtained by emailing architecture@okstate.edu.
- 2.02 For non-CEAT requestors, an agreement with quoted costs will be forwarded for signature following an inquiry and tentative booking. All reservations will be based on availability of space and compliance with the guidelines of this policy.
- 2.03 Request availability from Monday-Friday (during the academic year) 8:00am - 5:00pm is as follows:
- Only 6-8 hours per week will be allowed for CEAT Administration and/or CEAT School activities, including Engineering Extension and Student Services.
 - Only student organizations will be allowed to reserve the space for student activities.
- 2.04 Request availability for evenings (5:00 pm – 10:00 pm) and all weekends are open to all CEAT activities, including, but not limited to, the CEAT Administration, Schools, Engineering Extension, and Student Services.

Building Rentals and Fees (as applicable)

- 3.01 Non-CEAT users will be charged in accordance with the fee schedule below. To confirm a reservation, a valid fund number must be provided. Tentative reservations without a signed agreement will be honored for no longer than one week. If the confirmation requirements are not received by the end of this time period, the tentative reservation will be cancelled and the room will be available to other groups. The SOA Head reserves the right, if necessary, to assign or reassign rooms or building locations in order to accommodate the combined needs of the customer, CEAT, and the university. Considerable care will be



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given to ensure comparable meeting space. If changes are necessary, the customer will be consulted in advance of the change. The fee schedule below will be observed.

<i>ROOMS</i>	<i>4 Hours or Less</i>	<i>Over 4 Hours</i>
Catering Kitchen	\$50	\$100
Gallery	\$200	\$400
ARCH 170	\$200	\$600
ARCH 120	\$50	\$100
ARCH 250	\$100	\$200
ARCH 220	\$100	\$200
North Plaza	\$250	\$500
South Plaza	\$250	\$500

- 3.02 Funding from collected fees will be used to support ARCH student-based activities, as well as maintain the ARCH building.
- 3.03 Penalties will be charged, in addition to the Rental Fee, if the room is not reset and cleaned after your event or if there is damage to the room, furniture, or equipment. The fee will vary based on the severity of the damage and is charged at the discretion of the SOA Head.



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Space Usage Guidelines

4.01 Maximum Occupancies are listed below. Refer to each space-specific guideline for requirements on checking in/out and clean-up requirements:

<i>Rooms (ARCH Building)</i>	<i>Sq. Ft.</i>	<i>Max Capacity</i>	<i>Conf. Room</i>	<i>Class Room</i>	<i>Theater</i>
Room 250	850	42	24	42	-
Room 220	856	42	24	42	-
Room 120	1,317	49	-	49	-
Room 170	2,070	156	-	-	156
Room 101 South Conf. Room	149	8	8	-	-
Gallery	3,153	579	-	193	413
Catering Kitchen (no stove/dishwasher)	246	4	-	-	-
North Plaza (see Guidelines for additional maximum occupancies)	-	550	-	-	-
South Plaza (see Guidelines for additional maximum occupancies)	-	380	-	-	-

Food and Beverage

5.01 If food or beverages are served, rental of the catering kitchen is required. All renters are required to provide certification of completion of a food handling course (offered by Payne County Health Department and other organizations).

Alcohol

6.01 In keeping with the [Board of Regents Policy 30:10-3-1, Oklahoma State University Alcohol Policy](#), alcoholic beverages are not allowed in any of the ARCH spaces without prior approval from Oklahoma State University’s President, documented on the “Request for Alcoholic Beverage Service” form.

Cancellation Policy

7.01 Cancellations will be accepted provided that notification is given in writing to the SOA Head. The SOA Head reserves the right to charge any costs incurred prior to cancellation:

- Reservations cancelled at least 60 days before scheduled date(s) will incur no rental costs.



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- Reservations cancelled at least 30 days before scheduled date(s) will be charged 50% of room rental costs.
- Reservations cancelled less than 30 days before scheduled date(s) will be charged 100% of room rental costs.

Billing

8.01 All bills for use of the ARCH will be prepared by the SOA Head and will be payable in full upon receipt. Payments not received within 45 days after invoicing will be charged to the credit card on file plus a 3% processing fee. The SOA Head reserves the right to require deposits and credit references for organizations and individuals using the ARCH.

Audio-Visual

9.01 Audio-visual arrangements should be made at the time the reservation is made. Although the appropriate CEAT staff are well-qualified to set up all of the equipment and able to troubleshoot problems that occur, a technician will not be provided unless arrangements have been made ahead of time. If any CEAT provided audio visual equipment is not returned or damaged, costs to replace the equipment will be charged to the organization that booked the event.

Parking and Handicapped Access

10.01 Parking on the Oklahoma State University campus during regular business hours Monday through Friday from 8:00am to 5:00pm requires a University permit. Visitor permits may be obtained at the OSU Parking Services office located at the Intermodal Facility located at Hall of Fame and Monroe. CEAT complies with current American with Disabilities Act standards and the ARCH is completely accessible and functional to the physically impaired.

Advertising and Promotions

11.01 All advertising material is subject to the approval of the SOA Head prior to the placement of such advertising. All advertising space on the premises is the exclusive property of CEAT. If the renting individual or organization advertises, promotes or sells the event to the general public, said individual or group agrees to clearly identify themselves as the promoter, producer, presenter or organizer in all their advertising, promotions and sales and will advertise their event as held at OSU College of Engineering, Architecture and Technology ARCH Building.

Decorations

12.01 Decorations may not be affixed to walls, ceilings, floors or stairways of the ARCH. Party decorations and furniture rearrangements in reserved rooms must be coordinated in advance with the SOA Head. Use of



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candles is restricted to enclosed flames (e.g., votive or hurricane lamp with chimney). The flame must be at least one inch from the top of the container or floating in water. An additional cleaning or replacement charge will be assessed for wax damage to carpet or fixtures. Use of types of confetti and glitter is prohibited in the ARCH. CEAT is not responsible for lost, damaged, or stolen articles. No posters or banners will be permitted on the ARCH Building exterior or grounds without the express written consent of the SOA Head.

General Policies for ARCH Operations

- 13.01 Oklahoma State University is a Tobacco-Free campus. A No-Smoking and No-Tobacco policy is in effect inside the building and on the entire Stillwater campus. Organizers and attendees of events (meetings, conferences, lectures, cultural and sporting events) using OSU facilities are required to abide by the policy. Organizers of such events are responsible for communicating the policy to attendees. OSU Police Department does enforce the policy and violators will be ticketed on site.
- 13.02 Appropriate standards of dress and behavior will be observed for all events held in the ARCH.
- 13.03 All groups are responsible for leaving the ARCH clean and orderly after use and are responsible for any damages incurred. An additional cleanup charge may be assessed for meeting rooms/reception areas not left in a satisfactory condition, as determined by the SOA Head.
- 13.04 If the University is closed due to inclement weather, the ARCH will also close. Any events booked on that day will need to be rescheduled. If the event is not able to be rescheduled, the rental fee will be returned to the client.
- 13.05 Animals, except for service animals and those in OSU's Pet Posse, are not allowed inside the ARCH.
- 13.06 All persons or groups using the ARCH must abide by the rules and regulations of the University.
- 13.07 Neither the University nor CEAT are responsible for lost, damaged, or stolen articles.
- 13.08 The removal of any fixtures, furniture, or furnishings from the ARCH is prohibited.
- 13.09 All events must conclude no later than midnight.
- 13.10 Flowers, rice, birdseed, wheat, and other similar materials may not be tossed as you exit either the room or the building.
- 13.11 No firearms or weapons will be allowed in the ARCH.



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- 13.12 CEAT reserves the right to change or modify these Usage Guidelines as it deems necessary without notice to any other party, which such changes shall be binding upon the individuals and organizations using the facilities at the time of change.



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Attachment A

GUIDELINES FOR THE ARCH KITCHEN

Event Name:

Event Date:

Checked Out To:

Verified Room Properly Returned:

Reserving/Checking Out

___ Reserve through the SOA Head's Office (101 ARCH).

- Review guidelines.
- Review kitchen utensils needed for your event.
- If you have a special request discuss at the time of your reservation.
- If you need to store items in the kitchen prior to your event, make the request at the time of your reservation – check availability of use at time of reservation.

___ Pick up keys to the kitchen by 3 PM on the day of your event or on Friday by 3 PM if your event is on Saturday or Sunday. Note: Key pick-up and return should be set up as separate calendar invites.

- Verify card swipe ability to enter the Lobby.

___ If access to the refrigerator is needed, check-out this key as well.

Clean-up/Turn-in

___ Wash and return all kitchen utensils and any other items (pitchers, trays) to their proper place in the kitchen after your event is over.

___ Remove all food items from the kitchen and café after your event is over.

- If you leave food in the café for others in the building to eat, make arrangements to clean up and throw out, or remove any food/drinks not consumed.

Do not leave soda, water or food in the kitchen for future event use. They will be absorbed into other events as they may be needed and are not guaranteed to be there when you return. CEAT is not responsible for these items that go missing.

___ Remove food trash from the kitchen and area where food is served after your event is over.

- If your event is catered, please coordinate with caterers. Remain to ensure that they properly clean up and take out the trash.
- Trash dumpsters are located on the northwest side on the building.

___ Turn off lights and lock doors at event conclusion.

___ Return broom, dust pan, and mop to the Kitchen.



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Attachment B

GUIDELINES FOR THE NORTH AND SOUTH PLAZAS

Event Name:

Event Date:

Checked Out To:

Verified Room Properly Returned:

Reserving/Checking Out

____ Reserve through the SOA Head’s Office (101 ARCH).

- Review guidelines.
- Any furniture you move for your event needs to be moved back as it was when you started. Keep in mind when moving furniture to not block doors and/or exits.
- Make arrangements for any tables, kitchen items, etc. you will need to use for your event.
 - Tablecloths (disposable ones are acceptable) must be used with tables. The party making the reservation is responsible for providing their own tablecloths.
 - CEAT does not have chairs for outdoor use. Chairs must be reserved from OSU Facilities Management via the online customer portal found at: <https://workorder.okstate.edu/Customer/Request>. Use your O-Key information to login. Under the “request information” box “select problem”, type in “special events” and select the item that pops up. OSU FM will provide any chairs or extra tables you may need (for a rental fee, so add departmental funding information as well). In the “request description” box, let FM know the details of your event.
 - Tables should be ordered in advance by Facilities Management or an approved OSU vendor. The party making the reservation is responsible for making reservations for tables or providing your own.
- Maximum occupancies are as follows, and must be followed:
 - North Plaza:
 - Chairs and Tables: 200
 - Chairs only: 350
 - Standing only: 550
 - South Plaza:
 - Chairs and Tables: 125
 - Chairs only: 270
 - Standing only: 380

____ If serving food, the ARCH kitchen must also be reserved with a plaza. Pick up keys by 3 PM on the day of your event or on Friday by 3 PM if your event is on a Saturday or Sunday.

- Review kitchen guidelines and follow clean-up/turn-in procedures for the kitchen.

____ Consider reserving the Gallery, if it is available, as a backup space in case of inclement weather. If it is not available, consider rescheduling your event or finding another space for backup.

- Review Gallery guidelines.

____ Obtain broom(s), dust pan, mop, and extra trash cans from the ARCH kitchen.



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Attachment C

GUIDELINES FOR ARCH 120, 170, 220 and 250

Event Name:

Event Date:

Checked Out To:

Verified Room Properly Returned:

Reserving/Checking Out

___ Reserve through the SOA Head's Office (101 ARCH).

- Review guidelines.
- If use is outside normal business hours, a key will be provided the day of your event, or on Friday for a weekend event.
- Review A/V equipment, address any special requests when requesting the room.

Clean-up/Turn-in

___ Leaving room:

- When your meeting is over, log off computer and turn off equipment on touch panel.
- On your way out, turn off lights, lock all doors.
- Report any equipment problems or failures to the SOA Head in 101 ARCH.
- If you checked out a key, return it the day after your event.

___ Serving Refreshments:

- If a table is needed, request one at the time of reservation, make arrangements with the SOA Head to get a table.
- Remove trash after your session is over.
 - Trash dumpsters are located on the northwest side of the building.
- If catered, stay and ensure caterer's removed trash or you are responsible to remove trash.
- If a table was used, return table to location where it was obtained.
- When you leave, ensure all food is removed from area.



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Attachment D

GUIDELINES FOR ARCH Centre (Gallery)

Event Name:

Event Date:

Checked Out To:

Verified Room Properly Returned:

Reserving/Checking Out

____ Reserve through the SOA Head's Office (101 ARCH).

- Review guidelines.
- If use is outside normal business hours, a key will be provided the day of your event, or on Friday for a weekend event.
- Review A/V equipment, address any special requests when requesting the space.
- Alcohol is allowed in the ARCH Centre with approval of the CEAT Dean and OSU President. The party making the reservation is responsible for reading the policy in full, completing the form in full, and making sure that all approvals are obtained. The form can be requested from the SOA office. Once the form is approved, please provide a copy of the approval to the SOA office. Alcohol is not permitted in any other spaces of the ARCH Building, including outdoor spaces.

Clean-up/Turn-in

____ Leaving room:

- Report any equipment problems or failures to the SOA Head in 101 ARCH.
- Turn out all lights and ensure that all exterior doors are locked
- Log off and turn off any equipment that was used, return any loose equipment to the SOA office on the day after your event.
- If you checked out a key, return it the day after your event.

____ Serving Refreshments:

- Make arrangements for any tables, linens, etc. you will need to use for your event.
 - If tables are needed, please make arrangements through Facilities Management or an approved OSU vendor. The party making the reservation is responsible for providing their own tablecloths.
 - Tablecloths (disposable are acceptable) must be used with tables. The party making the reservation is responsible for providing their own tablecloths.
- Remove trash after your session is over.
 - Trash dumpsters are located on the northwest side of the building.
- If catered, stay and ensure caterer's removed trash or you are responsible to remove trash.
- If a table was used, return table to location where it was obtained or arrange for Facilities Management to pick up.
- When you leave, ensure all food is removed from area.



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Date review completed by SOA Head: 5/2/19

Date approved by the CEAT Dean and CEAT Executive Council: 9/12/19