COLLEGE OF
Engineering, Architecture
&Technology

| CEAT ENDEAVOR Usage Guidelines | Policies and Procedures<br>CEAT-L-006<br>Effective Date: 7/8/21 |
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**Eligibility for Use**

1.01 The College of Engineering, Architecture, and Technology (CEAT) ENDEAVOR (ENDV) is available for use by the following:

- CEAT Students, Faculty, and Staff Organizations (free of charge)
- Oklahoma State University Alumni Association, Friends and non-CEAT related Students, Faculty and Staff Organizations (fee applies)

1.02 ENDEAVOR's facilities cannot be used by any group for purposes other than for which the reservation was made. The CEAT Dean's Office reserves the right to determine eligibility based on the type of group, the nature of the event, and the STEM connection of the activity.

1.03 ENDEAVOR hours of operation are 8:00 am – 9:00 pm Monday – Friday. Exceptions to these hours are approved by the CEAT ENDEAVOR Laboratory Director or CEAT Dean.

**Reservation Procedures**

2.01 Use of ENDEAVOR spaces must be scheduled through the CEAT Events Coordinator. The CEAT Events Coordinator will confer with CEAT Academic Affairs to ensure that event and activity requests do not conflict with any academic activities being conducted. Academic courses and activities will always take precedence to events and non-academic activities. During the summer, all Outreach Programs will work with the CEAT Events Coordinator to schedule their program. The CEAT Events Coordinator will confer with the ENDEAVOR Laboratory Director to confirm these scheduling plans.

2.02 With all ENDEAVOR usage, the CEAT Events Coordinator will forward the agreement to the responsible party for signature following all inquiries and tentative bookings. All reservations will be based on availability of space and compliance with the guidelines of this policy.

**Liability Insurance and Safety Procedures**

3.01 In such instances that it is required by CEAT, non-university organizations shall provide and maintain comprehensive general liability and personal injury liability insurance against any loss or liability from damages which may result from activities at or associated with ENDEAVOR. CEAT should be listed as "Additional Insured" and the limits should not be less than one million dollars ($1,000,000) for injury for each person injured in any one accident and not less than one million dollars ($1,000,000) for property damage. The document demonstrating proof of insurance should be provided to and retained by the CEAT Events Coordinator. Insurance coverage is subject to the approval of the University.

3.02 When using ENDEAVOR, all occupants should observe safety procedures outlined in the ENDEAVOR Safety Manual and the OSU Laboratory Safety Manual. Copies of these manuals are located in each ENDEAVOR laboratory and may also be obtained from the ENDEAVOR website.

**Space Usage Guidelines**

4.01 Refer to each space-specific guideline for requirements on checking in/out and clean-up requirements:

| ROOMS | 4 HOURS OR LESS | OVER 4 HOURS |
|---|---|---|
| ENDV 102 (capacity 36) | $100 | $200 |
| ENDV 202 (capacity 36) | $100 | $200 |
| ENDV 302 (capacity 36) | $100 | $200 |
| Test Arena (ENDV 105) (capacity 269) | $200 | $400 |
| ENDV 160 (capacity 90) | $175 | $300 |
| ENDV 220 (capacity 56) | $150 | $250 |
| COMMON SPACES<br>1st Floor (capacity 1000)<br>2nd Floor (capacity 640)<br>3rd Floor (capacity 640) | $300 | $600 |

**Food and Beverage**

5.01 If food or beverages are served, catering or boxed food must be approved by the CEAT Event Coordinator and comply with OSU policies.

5.02 Food and beverages are allowed in common areas, the seminar room, pre-laboratory instruction rooms (102, 202, and 302), 220A, and staff/faculty offices. Eating and drinking are prohibited in all other ENDV locations. Consumption is also prohibited in the Test Arena and Energy Plaza, unless permission is given by the CEAT ENDEAVOR Laboratory Director and Dean's office.

**Alcohol**

6.01 Alcoholic beverages are not allowed in any ENDEAVOR spaces without special permission from OSU and CEAT Administration.

**Cancellation Policy**

7.01 Cancellations will be accepted provided that notification is given in writing to CEAT.

**Audio-visual**

8.01 Audio-visual arrangements should be made in advance, preferably 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.

**Parking and Handicapped Access**

9.01 Parking at the ENDEAVOR lab during regular business hours Monday through Friday from 8:00 am to 5:00 pm 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.

**Advertising and Promotions**

10.01 All advertising material is subject to the approval of CEAT Marketing prior to the placement of such advertising. All advertising space on the premises is the exclusive property of CEAT.

**Decorations**

11.01 Decorations may not be affixed to walls, ceilings, floors or stairways of ENDV, unless approved by the ENDEAVOR Laboratory Director or the CEAT Events Coordinator. Party decorations and furniture rearrangements in reserved rooms must be coordinated and approved by the CEAT Event Coordinator. Confetti and glitter is prohibited in ENDEAVOR. CEAT is not responsible for lost, damaged, or stolen articles. No posters or banners will be permitted on ENDEAVOR building exterior or grounds without the express written consent of the CEAT Event Coordinator.

**General Policies for ENDEAVOR Operations**

12.01 Oklahoma State University is a Tobacco-Free and Vape-Free campus. A no smoking, no vaping and no tobacco-products 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.

12.02 Appropriate standards of dress and behavior will be observed at all times for events held in ENDEAVOR. Closed toe shoes and long pants are required for anybody using the individual laboratories.

12.03 All groups are responsible for leaving ENDEAVOR facilities clean and orderly after use and are responsible for any damages incurred. A cleanup charge may be assessed for classrooms, meeting rooms/reception areas not left in a satisfactory condition, as determined by CEAT.

12.04 If the University is closed due to inclement weather, ENDEAVOR will also close. Any events booked on that day may need to be rescheduled. Animals are not allowed inside ENDEAVOR except for those assisting persons with disabilities or registered in Pete's Pet Posse.

12.05 Neither the University nor CEAT are responsible for lost, damaged, or stolen articles.

12.06 The removal of any fixtures, furniture, furnishings, or equipment from ENDEAVOR is prohibited. If such items are recorded missing, a fee may be charged.

12.07 All events must conclude no later than 9:00 pm with exceptions to this rule approved in advance by the CEAT ENDEAVOR Laboratory Director or CEAT Dean.

12.08 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.

**Attachment A**

## GUIDELINES FOR THE ENDEAVOR ROOMS

Event Name: Event Date:

Checked Out To: Verified Room Properly Returned:

CVI # or Payment Method:

**Reserving/Checking Out**

____ Reserve through CEAT Events Coordinator:

- Review guidelines.
- If use is outside normal business hours, a designated CEAT staff representative will be present at the event or will assist you in working with OSU Facilities and/or CEAT Facilities to ensure all event needs and unlock/lock services are met
- Review A/V equipment and address any special requests when requesting the room.

**Clean-up/Turn-in**

____ Leaving room:

- Turn off lights.
- Report any equipment problems or failures to CEAT Academic Affairs in ATRC 201 east side.

____ Serving Refreshments in the Seminar Room:

- If a table is needed, request one at the time of reservation from the CEAT Events Coordinator.
- Ensure all food and trash are removed from the room after your event is over. Full trash bags should be deposited at the dumpsters located at the northeast corner of ENDEAVOR or across the street to the west of ENDEAVOR in the ATRC loading dock (northeast of ATRC).

____ Return all items (tables, chairs, audio-visual equipment, etc.) back to original storage areas. Leave the room the way you found it.

____ Remove all decorations (if decorations were approved for your event) and pick up any trash left on floors/tables and dispose of it properly. Clean surfaces of tables if spills or messes occur.

*Date review completed by the CEAT ENDEAVOR Laboratory Director:8/2/18, 1/19/21*

*Date approved by the CEAT Dean and CEAT Executive Council: 3/12/19, 7/8/21*