COLLEGE OF
Engineering, Architecture
&Technology

CEAT Engineering Extension Meeting/Classroom Procedures	Policies and Procedures CEAT-L-008 Effective Date: 9/12/19

Introduction

1.01 The purpose of this policy is to document, organize, and formalize the procedures related to the use of available classrooms and meeting spaces within the CEAT Engineering Extension (EE) Units. This will facilitate the ability to provide consistent, reliable information to other departments or external customers who have interest in using those facilities.

General Guidelines

2.01 Oklahoma State University is a Tobacco-Free campus. A NO SMOKING AND NO TOBACCO POLICY is in effect inside buildings and on the entire Stillwater campus. Organizers and attendees of 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.

2.02 Appropriate standards of dress and behavior shall always be observed for events held in EE facilities.

2.03 Room set-up/preparation shall be coordinated between the Host Unit and the user.

2.04 All groups are responsible for leaving facilities 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 Host Unit.

2.05 No animals, except for service animals and those in OSU's Pet Posse, are allowed inside the EE facilities.

2.06 All persons or groups using EE facilities must abide by the rules and regulations of the University.

2.07 Neither the University nor EE is responsible for lost, damaged, or stolen articles.

2.08 The removal of any fixtures, furniture, or furnishings from EE meeting facilities is prohibited.

2.09 Standard room rental availability will be during normal OSU business hours, which are Monday-Friday from 8:00 am to 5:00 pm. Scheduling after hour events is at the discretion of unit whose room is to be used.

2.10 No firearms or weapons are allowed in the EE facilities. Certified Peace Officers attending programs related to employment are exempt from this requirement.

2.11 If food or beverages are provided by an individual, service or organization other than OSU Catering, they must provide health certification documentation by the Payne County Health Department or similar organization. This requirement will be observed for all EE meetings/classrooms.

2.12 Audio-visual arrangements should be made in advance, preferably at the time the reservation is made. Although the appropriate EE staff are well-qualified to set up 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 EE-provided audio-visual equipment is not returned, costs to replace the equipment will be charged to the organization that booked the event.

2.13 Permanent decorations may not be affixed to walls, ceilings, floors or stairways of any EE facility. Any decorations used for a specific event shall be removed immediately following the event.

Rental Fees

3.01 There will be no charge for CEAT Units to use/borrow an EE Unit's meeting rooms for routine unit meetings and training sessions.

3.02 There is a minimum daily fee schedule for entities outside of CEAT or any events that have an attendance fee charged in the EE meeting room facility:

Minimum Fee Schedule Chart

Room Capacity	0 to 4 Hours	More than 4 Hours
20 or Less	$100	$150
21 or More	$150	$250

3.03 Unit Managers reserve the right to waive or adjust the fees based on the need or circumstances.

3.04 Cancellations for fee-charging events will be accepted if notification is given in writing to Host Unit. EE reserves the right to charge any costs incurred prior to cancellation, including, but not limited to, the following conditions:

A. Reservations cancelled at least 60 days before scheduled date(s) will incur no rental costs.
B. Reservations cancelled at least 30 days before scheduled date(s) will be charged 50% of room rental costs.
C. Reservations cancelled less than 30 days before scheduled date(s) will be charged 100% of room rental costs.

3.05 All bills for use of any EE classroom/meeting space will be prepared by the Host Unit 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. EE reserves the right to require deposits and credit references for organizations and individuals using the EE facilities.

Center for Local Government Technology (CLGT)

4.01 Unit Building/Location: Mike Morgan Building @ 1201 Innovation Way

4.02 Point of contact for reserving space: Call 405-744-6049

4.03 Current Unit Meeting Spaces (Maximum Occupant Capacity):

- Room 111 (8)
- Room 406 (24)
- Room 410 (32)

4.04 Hours/Days Available for Use: Normal OSU business hours, evenings and weekends available upon request.

4.05 Parking Permit Required: No

Local Technical Assistance Program (LTAP)

5.01 Unit Building/Location: Richmond Hills

5.02 Point of contact for reserving space: Call 405-744-5714

5.03 Current Unit Meeting Spaces (Maximum Occupant Capacity):

- Rich. Hills Room 1 (50)
- Rich. Hills Room 2 (25)
- Rich. Hills Room 3 (20)
- Rich. Hills Room 4-Conf. Room (10)

5.04 Hours/Days Available for Use: Normal OSU business hours, evenings and weekends available upon request.

5.05 Parking Permit Required: No

New Product Development Center (NPDC)

6.01 Unit Building/Location: Electronics Lab @ 1812 W. Tyler Ave.

6.02 Point of contact for reserving space: Call 405-744-8727

6.03 Current Unit Meeting Spaces: Electronics Lab Conference Room/ Room 103 (Maximum Occupant Capacity = 10)

6.04 Hours/Days Available for Use: Normal OSU business hours.

6.05 Parking Permits Required: Yes

Fire Protection Publication (FPP)

7.01 Unit Building/Location: 930 N. Willis St., OSU Building 216

7.02 Point of contact for reserving space: Call 405-744-5723

7.03 Current Unit Meeting Spaces (Maximum Occupant Capacity):

- Harold Mace Center (Rooms 134 a, b, c) (90)
- FPP Conference Room 217 (20)

7.04 Hours/Days Available for Use: Normal OSU business hours, plus evenings and weekend upon request.

7.05 Parking Permits Required: Yes

Fire Service Training (FST)

8.01 Unit Building/Location: Fire Service Training Lab, McElroy and McDonald

8.02 Point of contact for reserving space: Call 405-744-5727

8.03 Current Unit Meeting Space: FST Lab (Maximum Occupant Capacity = 60)

8.04 Hours/Days Available for Use: Normal OSU Business hours, evenings and weekends available upon request.

8.05 Parking Permit Required: Weekdays – Yes (FST provides); Weekends – No

Professional Development

9.01 Unit Building/Location: Richmond Hills

9.02 Point of contact for reserving space: Call 405-744-5714

9.03 Current Unit Meeting Spaces (Maximum Occupant Capacity):

- Rich. Hills Room 1 (50)
- Rich. Hills Room 2 (25)
- Rich. Hills Room 3 (20)
- Rich. Hills Room 4-Conf. Room (10)
- Elect. Lab Rm. 109 (30)

9.04 Hours/Days Available for Use: Normal OSU Business hours, evenings and weekends available upon request

9.05 Parking Permit Required: Richmond Hills – No; Electronics Lab – Yes

Date review completed by the CEAT Assistant Dean of Engineering Extension: 6/3/19

Date approved by the CEAT Dean and CEAT Executive Council: 9/12/19; Update 9/17.21