ALLEN CHAPMAN ACTIVITY CENTER

Reservation Policies Guide

09/08/2011

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ACAC Reservation Policies

Purpose

WELCOME to Allen Chapman Activity Center (commonly known as ACAC). ACAC is the "activity center" for all members of the University of Tulsa (TU) community – students, faculty, staff, alumni, and guests. One of the many purposes of ACAC 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 at ACAC. Additional information is available for more specific guidelines and price information. Please call 631-2251 anytime for further information and assistance.

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 ACAC facilities for non-TU functions at sixty-seven percent discount of the price charged to outside groups. In order to keep ACAC available as much as possible for student organizations and campus departments, non-TU functions are not confirmed until 90 days prior to the event.

Since ACAC 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 ACAC, indoor or outdoor. The use of any part of ACAC will not be authorized is such use may disturb the conduct of University activities.

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

Meeting Rooms:

Administrative Conference Room	Chouteau	Room 115
Atrium	Gallery	1st Floor Lobby
Alcove	Great Hall	2nd Floor Lobby
Cafeteria	Hurricane Hut H2H	

Outside Facilities:

The Outback	Twyman Terrace	Patio
The U (McFarlin Commons) & Fire Pit		

Reservation & Dining Directory Information

ACAC Administrative Office

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

http://www.utulsa.edu/student-life/Allen-Chapman-Activity-Center.aspx

FAX MACHINE (918) 631-2117

Sodexho Dining Services & Catering Information

Jamie Battaglia	Dining Operations Assistant	631-2145	jamie-battaglia@utulsa.edu
Mike Neal	Director	631-3883	
Faculty Club		631-2084	
Hurricane Hut H2H		631-3146	
Bonici Brothers		631-3518	

http://www.utulsa.edu/dining

FAX MACHINE (918) 631-3821

Advance Notice Requirement

Please submit reservation requests at least 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 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 the TU & ACAC's alcohol policies and their intent. A complete copy of the TU alcohol policy can be obtained from the Office of Student Affairs, Holmes Student Center, # 51 or found in the TU Student Handbook. http://www.utulsa.edu/student-life/Office-of-Student-Affairs/Event-Registration.aspx

All TU related users of ACAC that request to have alcoholic beverages sold or served at their event(s) must make the arrangements with TU Dining Services. Outside groups are not permitted to have alcohol present at any function. 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 ACAC 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 ACAC property.

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

All alcohol consumption in ACAC 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 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 ACAC policies, and 4) the prevention of illegal consumption of alcohol at events in ACAC.

American Disabilities Act

All persons/groups using ACAC 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 (631-2315) for information.

Attendance

It is the responsibility of the sponsoring organization to inform **and update** ACAC 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 in ACAC areas for 12 calendar months.

Events at which non-TU participants may be in attendance require prior approval from the Director of ACAC. 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 Reservation Secretary, 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 ACAC Technical Operations Manager, 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. ACAC cannot be responsible for delivery, set-up operation, strike or storage of equipment that has not been arranged with the ACAC 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.

Please notify the Administrative Secretary (X2968) of any changes or additions to the information on the Reservation Agreement. 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

Reservation cancellation is 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 are subject to additional charges.

Please notify the Administrative Secretary (631-2968) of any changes or additions to the information on the Reservation Agreement. 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 (631-2145). Shorter-term arrangements can be provided, but menu limitations may result due to limited availability of food items.

Limited Exceptions

TU students 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 meetings where student organizations can bring their own may be held in the Chouteau Room, Gallery, Great Hall B, Alcove 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. ACAC 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 ACAC Administrative Office **must have received**:

1. Copies of all Reservation Agreement(s) signed by the appropriate contact and advisor/department head.
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 ACAC 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

Any damages of loss that occur as a result of the event(s), or caused by anyone attending the event(s) (including non-TU people) to any area of ACAC, including but not limited to damages to exterior, fixtures, rooms, furniture and equipment are the financial responsibility of the sponsoring organization.

Please leave the facility as you found it, pick up and dispose of all trash accumulated during the event, etc. Cost incurred for excessive clean up will be assessed to sponsoring organization.

Decorations

The following guidelines are provided for your convenience and assistance in appropriately planning a safe event. Violations will result in fee assessment ($50.00 minimum) or actual cost of repair if higher.

1. All real fire candles are prohibited in **all** areas of ACAC.

2. All types of fastening devices, including tape, staples, thumb tacks, push pins, etc are prohibited on any glass, painted, waxed, or shellacked surface (including handrails, poles, painted walls, floors, etc.). Masking tape, only, is allowed on walls with vinyl coverings. Exception: Scotch #811 Removable Magic Tape or Scotch #230 Drafting Tape may be used. Where fabric wallpaper exists (Great Hall and Gallery) thumbtacks and pushpins are allowed. Ticky-tac is prohibited on fabric walls.

3. Small rope or string can be used to attach approved decorations to the handrails. (Please discuss with ACAC Staff.

4. 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, ACAC custodial staff should do the work, if available. At least two full business days advance notice is required. A nominal fee may be applied for staff assistance.

5. All advertisements, notices, banners, etc. that are held in ACAC can be displayed on the "ACAC Happenings" bulletin board, the regular bulletin board and within the reserved area(s) ONLY. Lobby areas are not available for hanging advertisements, notices, banners etc. All advertisements, banners, notices, etc., must be approved at the ACAC Administrative Office before posting.

   Reservations that use lobby space can use the appointed/space table area to display advertisements, etc.

6. All forms of confetti, glitter, birdseed and rice are prohibited in areas in and around ACAC.

7. Please discuss any/all decoration needs that do not fall within these guidelines with the Director or appointed representative. Call 631-2968.

8. Furniture, fixtures and equipment shall not be moved except by ACAC employees.

9. Storage space is not available in ACAC. Please deliver, set-up and remove all decorations and equipment within the times listed on the Reservation Agreement.

Event Management

All events held in ACAC 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 under age drinking or non compliance with a university staff member, will be required to leave ACAC and/or university premises immediately and will not be allowed re-admittance. In addition, the entire event may be subject to immediate termination.

The ACAC Administrative Office reserves the right to deny use of any ACAC 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 ACAC and/or the university. The ACAC 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 ACAC 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

ACAC 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) ACAC staff will place table(s). If another location is desired, check with the ACAC 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 ACAC 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

ACAC, or its assigned agents, reserves the right to sell all novelties or any related merchandise that are in conjunction with any event. In the event ACAC grants the right to sell the novelties, etc. the client, the client shall pay ACAC 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.

ACAC 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 ACAC need to have the approval of the director of ACAC.

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 (with street address – 800 South Tucker Drive)
Which room in ACAC
Day & Date

Two copies of the flyers/posters/etc. need to be given to the ACAC administrative office.

Security

ACAC 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 must be arranged through ACAC**. Sponsoring organizations are not allowed to arrange for their own security**. Please provide at least 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 Agreement) 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.

Smoking

The University of Tulsa had adopted a campus wide smoke free policy. Smoking is not allowed inside any area of ACAC. Ashtrays are available outside each exterior door.

Staffing Costs

At least one building representative and one custodian should 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, ACAC 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 in ACAC. Decorations, equipment, etc. of any kind need to be delivered, set up and removed within the times listed on the "Reservation Agreement".

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 Agreement" may result in the termination of the event.

Use of NON-ACAC Equipment

ACAC 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 other than ACAC equipment, please be sure to arrange delivery and pick up times (subject to building schedule). The ACAC custodial staff cannot be responsible for delivery, set up, or operation, strike of non-ACAC equipment.

Storage space is not available in ACAC. Decorations, equipment, etc. of any kind need to be delivered, set up and removed within the times listed on the "Reservation Agreement".

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

EXCEPTIONS

All events and used of ACAC are subject to all University of Tulsa ACAC 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 Activity Center.

Director, Allen Chapman Activity Center
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 ACAC
  - ___ 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 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 ACAC 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 ACAC staff
- ☐ Communicate guaranteed numbers to Dining By Dining's deadline

Time of Program

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