



SEC Conference Room Rules At-A-Glance

UPDATED 7/07

- Keys must be returned by 10:00 a.m. the following day after the event.
- **ROOMS MUST BE CLEANED BY GROUP AFTER EACH EVENT.** (See Detail on following page).

The SEC reserves the right to refuse future rental to any individual, group, or student organization who does not turn in the keys to the conference rooms.

- Only One (1) Event Booked Per Request.
- Rooms are confirmed only after the signed agreement has been received.
 - Student organizations are required to have sponsor's signature & phone number on form to be confirmed.
- Keys may be picked up 24 hours of the event in Room 510.
- Rooms must be left in same condition as they were rented.
- No Scotch tape on walls or Dry Erase boards.
- All events must be concluded by 10:00 pm.
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SEC Conference Rooms A, B, C, & D At-A-Glance

- Maximum occupancy: 35-40 people.
- Projector screen (Audio Visual equipment not provided).
- Internet Access
- Dry Erase Boards (Markers not provided).
- 10 Tables and approximately 30 Chairs.
- Conference Room B has a Phone Jack: x 5-5028 (Phone not provided).
 - Long distance calls require a billing code.

WEEKEND AND EVENING USAGE

- All doors are locked at 10 p.m. M-F
- Saturday schedule – East and West doors on lower level (2nd floor) are open 8 am to 2 pm
- Sunday schedule – East and West doors on lower level (2nd floor) are open 2 pm to 5 pm

IF THIS SCHEDULE DOES NOT MEET YOUR NEEDS, YOU MUST CONTACT CLASSROOM SCHEDULING AT 325-1087 TO MAKE ARRANGEMENTS.

Regulations for use of the Conference Rooms in Sarkeys Energy Center 100 East Boyd Street

UPDATED 7/07

- 1) Rooms must be reserved in advance. **Email your request to:** cee@ou.edu
- 2) **Only One (1) Event booked per request.**
- 3) Rooms are not confirmed until you receive an email confirmation from the SEC Director's office.
- 4) Student Organizations are required to have a sponsor's signature and phone number on form to be confirmed.
- 5) **All set up, take down AND CLEAN UP will be the responsibility of the person or group signing the rental agreement. EXTRA TRASH BAGS ARE IN THE BOTTOM OF THE TRASH CANS. PLEASE PLACE ALL TRASH IN RECEPTACLE AT PLAZA RECEPTION. WIPE DOWN ALL TABLES WITH SUPPLIES IN CABINET. IF THE ROOM IS LEFT UNCLEAN, WE RESERVE THE RIGHT TO REFUSE FUTURE RENTAL.**
- 6) The SEC does not handle catering nor does the SEC provide staff for Conference Room events.
- 7) **Conference rooms A, B, C, & D contain chairs and tables**
- 8) **If any additional seating is required, it is the responsibility of the individual, group, or student organization signing the rental agreement to rent it from the Physical Plant.**
- 9) **Rooms must be left in the same condition in which they were rented.** Tables and chairs should be returned to their positions, any materials, such as handouts etc. should be removed, and all garbage and food must be put in proper receptacles. **Any spills must be reported to the SEC Director's office. No tables or chairs may be left outside conference rooms A, B, C, & D.**
- 10) All tables, chairs and other furniture in the atrium areas should be returned to the sides upon conclusion of the event.
- 11) No scotch tape may be used on any surface in the rooms without prior approval of the Director's office. **At no time should anything be taped to the large wipe off boards in the conference rooms as this will damage the surface.**
- 12) Groups wishing to post signage in other areas of the SEC must obtain prior approval from the Director's office and must remove them immediately after the event.
- 13) All events held in the SEC facilities must conclude prior to 10 p.m. **This means all take down must be completed prior to 10 p.m.** The building will be secured at 10 p.m. and all those in the rooms will be asked to vacate at that time.
- 14) **WEEKEND EVENTS: SATURDAY – EAST & WEST DOORS ON LOWER LEVEL (2ND FLOOR) ARE OPN FROM 8 AM TO 2 PM. SUNDAY – EAST & WEST DOORS ON LOWER LEVEL (2ND FLOOR) ARE OPEN FROM 2 PM TO 5 PM. IF YOU HAVE AN EVENT OUTSIDE OF THESE TIMES, YOU MUST CALL CLASSROOM SCHEDULING AT 325-1087 TO MAKE ARRANGEMENTS.**
- 15) Keys for the room may be picked up in SEC 510 no sooner than 24 hours prior to the scheduled rental. **Keys must be returned immediately after the scheduled rental.** Events held after 5 p.m. or on weekends the key must be returned by 10 a.m. on the first work day following the event. **The SEC reserves the right to refuse future rental to any individual, group, or student organization who does not turn in keys to the conference rooms.**
- 16) It is understood that any damage to the facilities over and above normal wear will be the responsibility of the person, group, or student organization signing the rental agreement.
- 17) The SEC reserves the right to refuse future rental to any individual, group, or student organization who disregards the rules and regulations set forth by the facility.
- 18) **The SEC is no longer reserving the East and West Atriums.**

I certify that I have read and understand the rules regarding the use of the SEC facilities.

Individual, Group, or Student Organization _____ Phone # _____

(Please print)

Address: _____ E-mail Address: _____

Date of Rental: _____ Time of rental: _____

Preferred Room (if available) A _____ B _____ C _____ D _____

Signature of Responsible Party: _____ **Food/Drink** ____ (Y) ____ (N)

Student Organization Sponsor: _____ **To be completed by SEC**

office staff for Confirmation

Conference Room A _____ Conference Room B _____ Conference Room C _____ Conference Room D _____

Date Confirmed: _____ Confirmed by: _____

Please return to SEC Room # 510 or fax to 325-3180. Thank you.