



Health Sciences Center
University of Oklahoma
 StudentAffairs

DAVID L. BOREN STUDENT UNION
Union Event Information

Please use this information as a guide to ensure a smooth process from scheduling to success.

Reserving a room

- Complete **Union Reservation Form** and **Union Usage Agreement**.
- Return forms to Dave Clark, Jason Dunn or Matthew Cloud at the Union Info-Desk, David L. Boren Student Union, Suite 102, at least 14 business days prior to the event.
 - dave-clark@ouhsc.edu, 405.271.3606
 - matthew-cloud@ouhsc.edu, 405.271.3606
- Written cancellation must be submitted at least 14 business days prior to the event to avoid cancellation of the event.
- Information regarding room reservation fees, reservation of AV equipment, table/chair set-up and additional materials can be found on **Union Facility Fees** sheet. Details of room set-up must be finalized with Dave Clark at least forty eight (48) hours prior to the event.
- The David L. Boren Student Union and the surrounding premises, including the parking lot, are tobacco-free.

Reserving a booth

- Complete **Union Reservation Form** and **Union Usage Agreement**.
- Return forms to Dave Clark, Jason Dunn or Matthew Cloud at the Union Info-Desk, David L. Boren Student Union, Suite 102, at least 14 business days prior to the event.
 - dave-clark@ouhsc.edu, 405.271.3606
 - matthew-cloud@ouhsc.edu, 405.271.3606
- Booths must be staffed at all times. Two chairs will be provided with a 6 or 8 foot table.
- To cancel booth reservation, notice must be given within 24 hours of event. Three “no shows” without 24 hour notice will result in suspension of the organization from reserving booth space in the David L. Boren Student Union for the remainder of the present and following semester.
- Organizations are held responsible for the orderly distribution of literature and for clean up of any litter created by that distribution. All literature distribution must be confined to booth area.
- Bake sales and the selling of seasonal desserts to benefit a University registered student organization are the only food-related booths permitted.
- For non-food solicitation, registered University student organizations and others must obtain and complete a **Solicitation Form**, which must be returned to the David L. Boren Student Union Info-Desk at least five (5) business days prior to the event.
- Fees regarding booth reservation can be found on **Union Facility Fees** sheet.

☐ **Publicizing an event**

- Groups wishing to have their events posted must send a description of the event posted must send a description of the event to hscdailynews@ouhsc.edu at least 5 days prior to the event.
- To have events advertised on the first floor plasma flat screen television, send completed PowerPoint slide or information and logo attachments to teresa-corcoran@ouhsc.edu.

☐ **Ordering catering**

- Contact the Food Court Manager in the HSC Food Court, David L. Boren Student Union, 130
 - 405.271.3660
 - www.housing.ou.edu/HSCcatering
- All food and beverage requests must go through Housing & Food Services. In the event Housing & Food Services chooses not to cater your reservation, a **Caterer Form** must be completed. If no Caterer Form is filed, food service will be prohibited.
- Any HSC catering orders must be finalized at least 72 business hours prior to the event.

☐ **Making arrangements to offer alcohol**

- HSC Student Affairs regulates the offering of alcoholic beverages on the HSC campus.
- Student group adviser must be present during the entirety of the event.
- Contact the Food Court Manager in HSC Food Court, David L. Boren Student Union, 130
 - 405.271.3660
- 3.2 beer and wine are the only alcoholic beverages approved for consumption on the HSC Campus. All such beverages must be served by a licensed caterer in accordance with these guidelines.
- Schedule and pay for HSC OUPD officer by contacting Connie Welch or Susan Shockley. Officer must be present for entire time that alcohol is offered.
 - connie-welch@ouhsc.edu, 405.271.3285; Fax 405.271.2525
 - susan-shockley@ouhsc.edu, 405.271.3144; Fax 405.271.2525
- Submit Alcohol Service Permission Request letter to HSC Student Affairs. See **Sample Alcohol Service Permission Letter** for an example. Letter must include:
 - Date of event
 - Beginning time/ending time of the event (alcohol service stops thirty (30) minutes prior to end of event)
 - Confirmation of HSC OUPD reservation
 - Confirmation and contact information of faculty/staff sponsor (including cell/pager number)
 - Location of event
- Address letter to: Clarke Stroud, University Vice President for Student Affairs and
 - CC: Kate Stanton, Executive Director of HSC Student Affairs

- Mail or deliver two (2) copies to:
 - HSC Student Affairs
 - 1106 North StonewallDavid L. Boren Student Union, Suite 300
Oklahoma City, OK 73117