Conference Center – Policies and Procedures

The space and facilities of Southwestern Oklahoma State University Conference Center are intended primarily for the support of official events of the University. The Conference Center is designed to host seminars, workshops, meetings, and/or conferences. Events unrelated to achieving the mission of the University will not be considered. The Director of the Conference Center has the primary authority to commit the facilities.
Priority consideration will be given to the following activities in the order listed:

- Official university workshops, conferences, seminars, and classes.
- Official university meetings and other professional development events.
- Special events of registered University organizations.
- Community events.

1. Do not sign any contract or advertise the event until the Application for the Use of the Conference Center has been approved.
2. Approval of an application for the use of the Conference Center will be based on the appropriateness of the event in relation to the mission of the University. The University reserves the right to approve or deny any application. By signing an application the sponsoring department or organizations acknowledges that they will abide by all regulations and policies and will be held liable for damages to the premises.
3. It is a violation for any person or group to solicit or sell to individual students or groups of students at any time on the property, campus, or grounds of Southwestern Oklahoma State University except in those cases where specific written authorization has been extended by the Office of Administration and Finance.
4. Exclusive scheduling will be given to SWOSU departments, organizations, etc. until the first day of September annually. After the first day of September, scheduling will be opened to non-University organizations and community events.
5. The use of alcoholic beverages, tobacco, and controlled substances (drugs) is not permitted in the Conference Center. Unless Southwestern Oklahoma State University authorizes the sell of alcoholic beverages for on premises consumption at particular functions, occasions, or events which are temporary in nature. Then alcoholic beverages may be sold and/or served at private catered events.
6. Facility rates are due upon approval of the Application for the Use of the Conference Center. Payments are to be made to the SWOSU Bursar, Room 109 in the Administration Building.
7. If the applicant is contracting with an off-campus individual or group, a copy of the contract must accompany the Application for the Use of the Conference Center.
8. When reserving a date, the applicant must clearly specify beginning and ending times for the event in Conference Center. No keys will be issued to non-Conference Center employees.
9. Arrangements for any technical equipment (i.e., LCD projector, laptop, document camera, microphones, etc.) should be scheduled in advance with the Director of the Conference Center.

10. Only Conference Center employees are authorized to operate or make adjustments to the sound and lighting.
11. The applicant will be responsible for furnishing registration crews to register attendees, collect registration fees (if any), distribute information to attendees, etc.
12. Office phones are available for local calls or calls using a calling card. A fax machine is located on site to send/receive fax messages.
13. Physical changes, hanging of pictures or other decoration must have prior approval from the Conference Center Director. Attaching notices, etc. to walls and/or doors without permission is prohibited.
14. Rates collected by the Conference Center are for rooms only. Southwestern Oklahoma State University's Food Service keeps some supplies at the Conference Center for events that Southwestern Oklahoma State University's Food Services cater. The Conference Center is not authorized to dispense these supplies.
15. Southwestern Oklahoma State University's Food Services is the authorized caterer for the conference center.
16. The kitchen and appliances may be used only with prior approval for prearranged functions. Cooking, serving, and eating utensils, dishes, paper products or condiments etc. are not available from the Conference Center. The applicant or caterer must furnish such items.
17. The staff of the Conference Center will not be responsible for serving or making food arrangements for the applicant.
18. The following fees are in effect:

    The fee is waived if it is a university department having an event.
    The fee will be waived if it is a campus or student organization getting a full meal through foodservices.
    The fee will be discounted 50% on all campus or student organizations not getting a meal through foodservices plus a $25.00 fee for use of the kitchen.
    Any off campus organizations will be charged full price for the facility.

Usage Fees

Total Facility (all 6 conference rooms)	$400 per day
Redbud Hall (1665 sq. ft.)	$200 per day
Sunflower Room (1034 sq. ft.)	$150 per day
Mesquite Room (575 sq. ft.)	$100 per day
Primrose Room (420 sq. ft.)	$50 per day
Teak Room (275 sq. ft.)	$50 per day
Dogwood Room (182 sq. ft.)	$50 per day
Lobby (registration area)	No extra charge
Kitchen (Contains 2 ranges, 2 sinks, commercial refrigerator & commercial ice maker)	$25 charge with room reservation