SOUTHERN TECH

Conference Center Reservation Form

As part of Southern Tech's state reporting, we are required to gather information from each event. By reporting this information, it shows that Southern Tech allows our Conference Center to be used either free or at a reduced cost to groups who are providing different types of educational training to citizens across the state but mainly to those in south central Oklahoma.

Part 1. EVENT INFORMATION

Name of Training or Conference				Total # of Participants
Client Name	Client Contact Person			Client NAICS Code
Client Mailing Address				Client Phone Number
Street	City	State	Zip	
Date(s) of Event	Start Time			End Time
	AM❑PM❑			AM❑PM❑
Email Address				

Part 2. INSTRUCTOR INFORMATION

Name of Instructor	Instructor's SSN (optional)

<u>For Administrative Use Only</u>

1. **ROOM INFORMATION**
   Room Requested: A❑ B❑ Board Room❑ BDC Room _____ Other:_____
   Setup Style: _____ Catering Requested?: Yes❑ No ❑
   Laptop ☐ Projector ☐Cordless Mic ☐ Registration Table ☐Refreshment Table Portable ☐
   Other: _____
2. **ROOM INFORMATION**
   Room Requested: A❑ B❑ Board Room❑ BDC Room _____ Other:_____
   Setup Style: _____ Catering Requested?: Yes❑ No ❑
   Laptop ☐ Projector ☐Cordless Mic ☐ Registration Table ☐Refreshment Table Portable ☐
   Other: _____

CONFERENCE CENTER USAGE REGULATIONS

The use of the facilities and equipment must be in keeping with the policies and regulations of the district.

Technology/Equipment:

- All equipment needs must be requested before date of conference/training.
- Outside laptops are not permitted to connect to Southern Tech's network unless preauthorized by Southern Tech's Information Technology Department. It is preferred that documents, presentations, etc. are transferred using removable storage drives. Changes are not allowed to current projector settings to accommodate outside laptops.
- Moving and adjusting the scenery, securing lighting effects, operating the public address systems, and similar matters will be handled, on request by Southern Tech personnel in charge of the facilities.

Catering/Refreshments:

- Southern Tech Food Service is available to serve refreshments and/or meals for on-campus activities. Contact the Southern Tech Food Service Manager, at 580-224-8233 to schedule catering.
- All on campus catering to be provided exclusively by Southern Tech Food Service.
- Food and drinks are not allowed in Conference Room A. Failure to comply may result in catering services or room reservation being denied for future events. Cleaning and/or damage fees may also be assessed.

Fees/Invoicing:

- Groups will be invoiced upon completion of the event. Payment for all fees/charges is required at that time.
- Any damages caused to the district's buildings, facilities, and/or equipment will be charged to the individual and/or organization that confirmed the reservation for the facility usage.
- All organizations using our rooms beyond normal working hours will be billed for a minimum of 4 hours at $80.00 for additional security.

Tobacco, Alcohol, and Weapons:

- No tobacco or electronic-vapor device use is permitted anywhere on the Southern Tech campus. Visitors may be asked to leave for refusing to comply with this policy. (Policy BB, VI – Effective July 1, 2009)
- Open flames, firearms, weapons, alcohol, and illegal contraband are not allowed on the property of Southern Tech except as permitted by law.

Additional Regulations:

- Groups using the buildings must be personally supervised by a sufficient number of responsible adult sponsors to insure orderly conduct by those individuals occupying the facilities and using the equipment.
- All properties not belonging to the school system are to be removed after the last use of a facility. Items left on Southern Tech premises will be discarded.
- An assigned district employee(s) will be on duty during the time the facilities and equipment are being used. A custodian, employed by Southern Tech, will be responsible to open, close, and clean facilities.
- The Southern Tech facilities, buildings, and equipment will not be available for use on days the campus is declared "Closed", which include official district Holidays and inclement weather days that prohibit employees from being present on the district site. An exception may be made by the Superintendent.
- The facilities will not be reserved to groups and organizations more than six months in advance.
- Standard hours (excluding days the campus is closed) available for using Southern Tech facilities, buildings and equipment:
    - Monday through Thursday 8:00 a.m. – 8:00 p.m.
    - Friday & Saturday 8:00 a.m. – 4:00 p.m.
- Fees for using facilities are provided in the Conference Center Fee Schedule which is available at www.sotech.edu. The fee schedule may be revised as necessary and without notice.

I confirm that I have read and agree to the all of the above regulations.

Contact Signature: _____ Date: _____

SOUTHERN TECH USE ONLY:

Contract#: _____ Program Type: 75 MIS Code: 9006 Invoice Amount: $_____