

## GENERAL POLICY GUIDELINES

### GUIDELINES

1. All requests will be handled on a “first-come-first-served” basis.
2. Please use a separate form for each facility needed.
3. List multiple dates separately. Use one request per semester (*Spring, Summer, and Fall*).
4. Prior to any cancellation or modification of any activity, the Facility Services Office must be notified.
5. Reservation time should include set up time needed for Sodexo and Campus Event Services. Please contact these departments to find out how much set up time is needed.
6. When using Sodexo Food Service, be sure to include their table and chair needs on this requisition.
7. All outdoor signage for events must be approved in advance and go through the University Marketing Department.

### WRITTEN REQUESTS ONLY

All requests for use of facilities on campus must be submitted in writing. The University Calendar office will not reserve space via telephone.

### FOOD SERVICE

Sodexo Food Service is the exclusive catering contractor for Oral Roberts University. All events needing food service must be scheduled through Sodexo. Please fill out a Food Request Form (*FM 428*) complete with the signatures from your Department Head and appropriate Vice President.

### STUDENT EVENTS

All students and student organizations must go through the Director of Student Activities to requisition rooms on campus.

### CAMPUS AUDIO SERVICES

For further questions, contact Campus Audio Services: x 6413. A request of audio equipment depends on availability and capability of venue.

### INFORMATION NUMBERS

Facility Service Office	x 6413
Facility Services FAX	x 7468
Sodexo Catering	x 6359
Campus Audio Services	x 6413
Campus Event Services	x 6423
A/V Services	x 6728