

National Weather Center Facility Usage Guidelines

FACILITIES

The National Weather Center (NWC) has facilities of various sizes available throughout the building. Many of these spaces are equipped with the latest in presentation and conferencing technology. Catering services can be arranged. Additional information on facilities and availability can be found on the NWC web site (<http://www.nwc.ou.edu/reservations/>).

AVAILABILITY

General

Facilities are subject to availability and to the restrictions and priorities indicated below.

All events held at NWC must be requested in advance through the NWC Event Coordinator. Each event is required to comply with these Guidelines, the attached Facility Usage Agreement, and University policies and procedures. All requests for events are subject to review and approval by the Dean, College of Atmospheric and Geographic Sciences. An event will not be approved if it is deemed likely to interfere with the education, research, and operational activities that are the primary functions of the National Weather Center.

Due to the National Oceanic and Atmospheric Administration (NOAA) entities present in the National Weather Center, when the federal government requires a heightened level of security, it may be necessary to modify event plans or cancel an event. Modifications or cancellations will be done on a case-by-case basis determined by the nature and length of the threat requiring the heightened security. Once a heightened level of security is implemented in the NWC, the Event Coordinator will work with event organizers to make modifications or to determine if cancellation is necessary. In those cases where cancellation is necessary and an alternate date cannot be arranged, the usage fee deposit will be returned to the event organizer.

National Weather Center Tenants and Affiliated Organizations

NWC facilities are available to its tenants and to organizations affiliated with the NWC. Affiliated organizations include industrial and commercial entities who have formal relationships with the University and generally a presence on the Research Campus. These groups will be accorded first priority for the use of the facilities. These groups will be required to pay any direct costs associated with their events.

Other Groups

NWC facilities are also available to other groups (University, non-University and NWC Tenant host to non-University groups) for meetings and events which have connection to the University missions of teaching, research and scholarship, and outreach and extension or which are sponsored by a NOAA entity. Examples of allowable events include seminars, professional meetings, trade shows and exhibitions, meetings of civic organizations where there are strong ties to the University, and social events where the preponderance of attendees have connections to the National Weather Center tenants and affiliated organizations. The NWC facilities may not be used for events that are political, personal, or social in nature. Examples of events that would not be allowed are political fund raisers, wedding receptions, or fraternity/sorority initiations.

Other groups will be accorded second priority for the use of the facilities. These groups will be required to pay a building usage fee as well as any direct costs associated with their events.

- A deposit of one-half the amount of the usage fee will be required at the time a reservation is accepted, provided the reservation is made more than 30 days prior to the event. The second-half of the usage fee is due 10 days prior to the event.
- Payment of the full usage fee will be required at the time the reservation is made if the reservation is made within 10 days of the event.
- If the full usage fee is not paid by 10 days prior to the event, the reservation will be canceled.
- The usage fee will be refunded if the event organizer cancels an event prior to 10 days before its scheduled date.
- If the event organizer cancels an event within 10 days of its scheduled date, the usage fee will be held as credit against a future event booking.
- If the event is cancelled by the NWC Event Coordinator due to heightened security or other causes beyond the control of the National Weather Center, either a mutually acceptable alternate date will be arranged or the amount of usage fee paid to that point will be fully refunded.
- Direct costs will be invoiced within 5 working days after the close of the event. Payment will be expected within 30 days.

Hours

The NWC is open 8:00 am to 5:00 pm, Monday through Friday, except during University holidays. It is preferred that events be booked during these hours. Events requested for periods outside of these hours, or on weekends and holidays, will be considered on a case-by-

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case basis and may be subject to additional costs. When booking an event, time allowance must be made for set up and clean up.

Safety and Security

All event attendees must follow the safety and security policies of the University of Oklahoma. All decorations and electrical equipment must comply with standard safety and fire codes. The number of people in a space may not exceed the number established by the Fire Marshal.

Only employees of the tenants in the NWC (including the students of the School of Meteorology) and credentialed visitors are allowed open access to the facility. Event organizers are responsible for working with the NWC Event Coordinator to control the movement of their guests. Upon entry, event organizers must issue an appropriate name badge to each guest. If facilities above the first floor are utilized, the NWC Event Coordinator will provide instructions on how guests are to reach those facilities.

Groups whose events occur outside of normal working hours will be required to pay any costs associated with additional security. The degree and extent of security necessary will be determined by the NWC Event Coordinator and will be based on the nature, size, and hours of the event, as well as the current federal security guidelines.

PARKING

Event parking needs should be discussed with the NWC Event Coordinator at least 10 days prior to your event. The NWC Event Coordinator will make available visitor permits or arrange alternative parking with OU Parking Services.

ACCESSIBILITY

The NWC is an accessible facility. All visitors must use the first floor entrance and proceed immediately to the security desk for credentials. Disability parking and ramp entrances are located near the 1st floor entrance on the north-east side of the facility. Large groups (vans, buses, etc.) may use the 2nd floor entrance on the north side (circle drive), but prior arrangements must be made with the NWC Event Coordinator for an escort.

SMOKING IS PROHIBITED INSIDE NWC

Smoking is allowed only in the designated area outside the NWC building. It is a violation of state law for anyone to be smoking within 25 feet of a door of a state-operated building.

RULES OF USE

Entertainment: The NWC Event Coordinator must approve all arrangements for entertainment.

Printed Materials: The Event Coordinator must approve the content of invitations, posters, and promotional materials prior to printing, mailing and/or distribution. Violations may result in the cancellation of the event.

Publicity: Any scheduled events that draw media attention must be approved by the NWC Event Coordinator to ensure compliance with the requirements of the University of Oklahoma.

Photography: All photography, video, and other multimedia capture must comply with all University of Oklahoma policies. Normally, an individual may take or arrange for photos/videos of his/her event for personal use without obtaining any formal permission. However, if the individual's intent is to use any part of the NWC building as a backdrop for commercial photography, video, television or film production, the project must be reviewed and approved by OU Public Affairs, and a written agreement signed by the NWC Event Coordinator. This written consent will serve as an addendum to the use agreement.

Set-up and Clean-Up: The event organizer will review plans for event set-up and clean-up with the NWC Event Coordinator. *Furniture may not be moved by those hosting an event.* The Coordinator will arrange for use of furnishings (tables, chairs, podiums, platforms, and AV equipment). Any changes in room layout must be approved by the NWC Event Coordinator. If assistance is required for NWC tenants to set-up or break-down furnishings, this cost will be incurred by the tenant. For other groups, an additional direct cost will be billed to cover set-up, use and break-down of furnishings. Clean-up requiring additional janitorial staff will also be billed as an additional direct cost.

Persons and organizations using NWC facilities must leave the space(s) in the same condition as initially found. If the facility or furnishings are damaged in any way, the costs of repair will be billed to the event organizer. The NWC Event Coordinator will be available to walk through the spaces to be utilized with the event organizer before and after the event.

Electronic audio/visual presentation equipment and internet connectivity: Event organizers desiring to use AV equipment during an event must utilize the equipment and technical staff provided by the NWC. To utilize the presentation equipment installed in the rooms of the NWC or to obtain internet connectivity while in the building will require the assistance of an NWC IT technician. All audio-visual and presentation needs must be coordinated with the Event Coordinator 10 days prior to the event. AV and IT support outside of normal working hours and special needs will result in the event organizer being charged the associated costs for such services.

Decorations: Signs and banners may not be used without prior approval from the NWC Event Coordinator. Balloons or fireworks may not be brought in to the NWC. All equipment

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and decorations, to include, but not limited to A/V equipment, lights, plants, floral arrangements and signage must be removed at the conclusion of the event. The event organizer will be responsible for any and/or all damages to NWC by actions of the organizer or guests.

Catering: Only approved caterers may operate in the NWC. Caterers desiring to operate in the National Weather Center must provide the NWC Event Coordinator proof of liability insurance and appropriate state food and alcohol service documentation. The NWC Event Coordinator will provide a list of approved caterers. Catering negotiations and costs are the sole responsibility of the event organizer.

Alcohol: Alcoholic beverages are to be served only by a licensed caterer who has been approved by the NWC Event Coordinator. The serving of alcoholic beverages will comply with the laws of the State of Oklahoma and the policies of the University of Oklahoma. Under the laws of the State of Oklahoma, alcohol may not be brought into the building by anyone other than the licensed contracted caterer.

Deliveries: The NWC Event Coordinator must be notified of any and/all deliveries to be made to the NWC for an event. The NWC Event Coordinator reserves the right not to accept deliveries on behalf of an event organizer. NWC staff will not assist in receiving, shipping, storing, or transferring equipment or products being utilized by the event organizer, unless requested at the date of agreement, in which case the direct costs for such services will be charged to the event organizer. The NWC Event Coordinator will exercise due care but assumes no liability for items received, shipped, stored, or transferred at the request of the event organizer.

Liability: The event organizer shall be responsible for the activities and actions of their guests and agents. NWC Event Coordinator reserves the right to inspect and control all functions. The NWC will not assume responsibility for the damage to, or loss of, any merchandise or personal property.

Any violation of the above policies and procedures may result in loss of rental privileges.

EVENT SCHEDULING

Reservations: To reserve a date and a particular space, contact the NWC Event Coordinator at (405) 325-3095 or go to <http://www.nwc.ou.edu/reservations/>. The Coordinator will place a tentative hold on the date for two weeks. Once the NWC Event Coordinator has received the signed Usage Agreement and deposit, the date will be confirmed. The event date will be released if the signed NWC Facility Usage Agreement and deposit are not received by the deadline given in the Usage Agreement.

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Attachment:

1. National Weather Center Facility Usage Agreement – NWC Tenant
2. National Weather Center Facility Usage Agreement – NWC Tenant Host to Non-University Group/Other Group
3. Bill Nations Distance Learning Laboratory Facility Usage policies and Regulations
4. Usage Fees
5. Release and Liability Statement
6. Approved Caterers Listing

The National Weather Center – NWC Tenant Facility Usage Agreement

Name of event: _____

Date: _____

Time: _____

Room(s) reserved: _____

Set-up of room: _____

Multimedia: _____

Catering: _____

The event organizer has read and agreed to comply with the policies and procedures detailed in the National Weather Center Facility Usage Guidelines. The event organizer will pay the NWC the usage fees and all direct costs for the event. One-half of the event organizer's building usage fee of \$_____ is enclosed; said payment will hold the event organizer's desired date until sixty days prior to the event. Event organizer will remit the balance of \$_____ on or before _____ in the form of (a) _____ check or (b) University account number_____. Direct costs will be invoiced within 5 working days after the close of the event. Payment will be expected within 30 days.

Authorized Signature of Event Organizer/Title Date

Authorized Signature of the Date
National Weather Center

Event organizer Contact Information:

Address: _____

Phone: _____ Fax: _____

Email: _____

The National Weather Center – NWC Tenant Host to Non-University Group or Other Group

Facility Usage Agreement

Name of event: _____

Date: _____

Time: _____

Room(s) reserved: _____

Set-up of room: _____

Multimedia: _____

Catering: _____

The event organizer has read and agreed to comply with the policies and procedures detailed in the National Weather Center Facility Usage Guidelines. The event organizer will pay the NWC the usage fees and all direct costs for the event. One-half of the event organizer's building usage fee of \$_____ is enclosed; said payment will hold the event organizer's desired date until sixty days prior to the event. Event organizer will remit the balance of \$_____ on or before _____ in the form of (a) _____ check or (b) credit card _____. Direct costs will be invoiced within 5 working days after the close of the event. Payment will be expected within 30 days.

Authorized Signature of Event Organizer/Title Date

Authorized Signature of the Date
National Weather Center

Event organizer Contact Information:

Address: _____

Phone: _____ Fax: _____
Email: _____

The National Weather Center –Non-University Group

Facility Usage Agreement

Name of event: _____

Date: _____

Time: _____

Room(s) reserved: _____

Set-up of room: _____

Multimedia: _____

Catering: _____

The event organizer has read and agreed to comply with the policies and procedures detailed in the National Weather Center Facility Usage Guidelines. The event organizer will pay the NWC the usage fees and all direct costs for the event. One-half of the event organizer's building usage fee of \$_____ is enclosed; said payment will hold the event organizer's desired date until sixty days prior to the event. Event organizer will remit the balance of \$_____ on or before _____ in the form of (a) _____ check or (b) credit card _____. Direct costs will be invoiced within 5 working days after the close of the event. Payment will be expected within 30 days.

Authorized Signature of Event Organizer/Title Date

Authorized Signature of the Date
National Weather Center

Event organizer Contact Information:

Address: _____

Phone: _____ Fax: _____

Email: _____

Facility Usage Policies and Regulations

Oklahoma Climatological Survey
Bill Nations Distance Learning Laboratory
National Weather Center, Room 3900

The Bill Nations Distance Learning Laboratory contains state-of-the-art equipment for instruction, whether in-house or via video. The room includes projection equipment, an electronic whiteboard, satellite TV, video equipment, audio, and cameras for transmitting to other distance-learning-equipped classrooms. There is an adjacent kitchen for preparation of materials and refreshments during breaks.

1. Room usage fees are listed on page 9 of the NWC Facility Guidelines. To request a waiver of these charges, please address your request and reasons through the NWC Event Coordinator.
2. The classroom must be scheduled at least 72 hours in advance (if OCS laptops are to be used then request must be received 1 week in advance).
3. Arrange 5 minutes on your agenda for an OCS staff member to welcome your group to the Bill Nations Distance Learning Laboratory and provide a brief overview of OCS's mission.
4. Two card keys are available and will be provided to you on the day of the event from the NWC Event Coordinator. One key is for the classroom only; the other key opens both the classroom and the kitchen (Room 3902). **Keys may be picked up one (1) business-day before your event begins if the area is not already in use. Keys must be returned to the NWC Event Coordinator within one (1) business day of the event's conclusion.**
5. If any problems with the A/V equipment occur, contact an OCS System Administrator, 325-3231. Jared Bostic is the primary contact person at OCS for any A/V needs or problems. **DO NOT ATTEMPT TO ADJUST EQUIPMENT YOURSELF.**
6. **DO NOT INSTALL SOFTWARE** on OCS laptops yourself. Contact an OCS Senior System Administrator, 325-3231 to discuss your software needs. **(OCS LAPTOPS NOT CURRENTLY AVAILABLE FOR NON-OCS USE.)**
7. Any non-technical issues with the room should be directed to the OCS reception desk, 325-2541. Andrea Melvin is the primary contact person.
8. The room should be left clean and orderly at the end of the workshop. All tables should be wiped down and returned to their original positions. Stow all computers and cables whenever the room is left unattended (e.g., lunch, coffee breaks, end of day, completion of event). Secure floor outlets. **REMOVE any items/materials you brought into the room at the conclusion of your event.**

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9. **DO NOT HANG OR TAPE** anything on the walls, screen, or whiteboards. Event organization will be responsible for any damage caused by not following this rule.
10. Exterior doors are to remain locked when the room is unattended (e.g., lunch, coffee breaks, end of day, completion of event).
11. Turn off lights when the room is unattended (e.g., lunch, coffee breaks, end of day, completion of event).
12. The door to the A/V closet should remain locked at all times, except when access is required for instruction (such as access to video or TV).
13. The door from the kitchen to the hallway is to remain locked except when the kitchen is in use, such as on breaks. When the kitchen is unoccupied (including during instruction), the exterior door should remain locked. While the classroom is occupied, the door between the kitchen and classroom may remain open.
14. Food and beverages are not allowed in the classroom while OCS equipment is out, including the classroom's laptop computers. At other times, beverages may be brought into the classroom but must have a covered lid. The event organization is responsible for any cleaning costs required as a result of spills.
15. Food, beverages, and supplies in the kitchen are the property of OCS. Please bring all necessary supplies for your event.
16. The coffeepot and utensils may be used during the workshop, but they must be cleaned and returned to storage at the completion of the workshop.
17. **SPEAKERPHONE:** Contact OCS reception desk (325-2541) if you plan to use the Video-Conferencing equipment/speaker phone. Host agency will be responsible for any long distance called made from the speaker phone in 3900 during the time the room is reserved by the host agency.
18. **WHITEBOARD PRINTER:** The printer connected to the electronic whiteboard is **not for high-quantity use**. A small amount of paper will be left in the paper tray. The event organization should provide their own paper. Please notify the OCS reception desk if you notice the printer cartridge is low on ink. The event organization will be responsible for the cost of at least one (1) replacement printer cartridge if the printer is used to print more than 50 pages.
19. **WHITEBOARD MARKERS:** Do not throw away non-functioning markers. Take these markers to the OCS reception desk (room 2900) so that more markers can be ordered.
20. The event organization should provide a list of attendees if available to the NWC

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Event Coordinator. The event organization will be responsible for preparing name badges prior to the event and providing them to their guests upon arrival (in lieu of the OU/Research Campus/NOAA ID). The event organization is responsible to advise event participants of the need to display an ID or name badge if they will be in public areas of the building.

21. VISITOR PARKING: Refer to page three (3) of the NWC Facility Usage Guidelines for more information.
22. EVENT SIGNAGE: Event organization should prepare signs to help participants navigate between the 1st floor NWC entrance and Room 3900. The NWC Event Coordinator will arrange for sign holders.
23. INFORM EVENT PARTICIPANTS OF POLICIES outlined in this document: Event organization is responsible for conveying all rules in this agreement to instructional staff and participants.
24. RESERVATION CONFIRMATION: Your reservation is not finalized (complete) until the NWC Facility Usage Agreement is signed by Event Organizer, NWC Event Coordinator and a representative from OCS.
25. Event organization is responsible for replacement or repair costs for any damaged furniture, A/V equipment, or computer equipment.

NWC staff including those from OCS and the Oklahoma Mesonet are not responsible for any damaged, lost or stolen items left in either room 3900 or room 3902.

Check-out Procedures Nations Lab, Room 3900

- a. Place all trash in garbage cans. Clean whiteboards.
- b. Return remote controls to A/V closet.
- c. Remove any equipment or supplies provided by your agency during use of the room.

Nations Kitchen, Room 3902

- a. Place all trash in garbage cans.
- b. Remove any food or supplies provided by your agency during use of the room.
- c. Clean coffeepot.
- d. Leave refrigerator clean.

Re-cover floor receptacles.	<input type="checkbox"/> <input type="checkbox"/>	Return utensils or towels to appropriate storage areas.
Wipe down tables.	<input type="checkbox"/> <input type="checkbox"/>	Wipe down counters.
Return tables and chairs to original layout.	<input type="checkbox"/> <input type="checkbox"/>	Turn off lights.
Power down all laptop computers.	<input type="checkbox"/> <input type="checkbox"/>	Perform check-out walkthrough with NWC Event Coordinator.
Return computers to cabinet.	<input type="checkbox"/> <input type="checkbox"/>	Return Card Key to NWC Event Coordinator.
Return mice and power supply cables to appropriate boxes inside the A/V closet.	<input type="checkbox"/> <input type="checkbox"/>	Perform check-out walkthrough with NWC Event Coordinator.
Turn off lights (including the A/V closet).	<input type="checkbox"/> <input type="checkbox"/>	Check that all doors are locked when closed.
Clean any utensils or towels used.	<input type="checkbox"/> <input type="checkbox"/>	

Signature of Event Organizer Performing Walk-through/Date

Printed Name of Event Organizer

Signature of OCS Staff Performing Walk-through/Date

The National Weather Center - Usage Fees

The following usage fees will be applicable for events being held in the NWC on or after (October 1, 2006).

In addition to the indicated usage fees for University Organizers, Non-University Organizers and NWC Tenant Host, direct costs may be assessed; these will be invoiced within 5 working days after the close of the event. Payment is expected in 30 days of invoice.

Atrium:	Direct costs only	NWC Tenant
	\$800	University Organizer
	\$800	NWC Tenant Host to Non-University Organizer
	\$1,200	Non-University Organizer
Board Room or Seminar Room:	Direct costs only (during business hours)	NWC Tenant
	Direct costs only (during business hours)	University Organizer
	Direct costs only (during business hours)	NWC Tenant Host to Non-University Organizer
	Direct costs only (after business hours/weekends)	NWC Tenant
	\$100 (after business hours/weekends)	University Organizer
	\$100 (after business hours/weekends)	NWC Tenant Host to Non-University Organizer
	\$50 (4 hours—during business hours)	Non-University Organizer
	\$100 (8:00-5:00pm)	Non-University Organizer
	\$200 (after business hours/weekends)	Non-University Organizer
Auditorium:	Direct costs only (during business hours)	NWC Tenant
	Direct costs only (during business hours)	University Organizer
	Direct costs only (during business hours)	NWC Tenant Host to Non-University Organizer
	Direct costs only (after business hours/weekends)	NWC Tenant
	\$200 (after business hours/weekends)	University Organizer
	\$200 (after business hours/weekends)	NWC Tenant Host to Non-University Organizer
	\$100 (4 hours—during business hours)	Non-University Organizer
	\$200 (8:00-5:00pm)	Non-University Organizer
	\$300 (after business hours/weekends)	Non-University Organizer

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Observation Deck:	Direct costs only (during business hours)	NWC Tenant
	Direct costs only (during business hours)	University Organizer
	Direct costs only (during business hours)	NWC Tenant Host to Non-University Organizer
	\$100 (8:00-5:00pm)	Non-University Organizer
	\$100 (after business hours/weekends)	Non-University Organizer

Bill Nations Distance Learning Laboratory:	\$100 (8:00-5:00pm)	NWC Tenant
	\$100 (8:00-5:00pm)	University Organizer
	\$200 (8:00-5:00pm)	NWC Tenant Host to Non-University Organizer
	\$200 (8:00-5:00pm)	Non-University Organizer

School of Meteorology Room #5600	Direct costs only (during business hours)	NWC Tenant
	Direct costs only (during business hours)	University Organizer
	Direct costs only (during business hours)	NWC Tenant Host to Non-University Organizer
	\$100	Non-University Organizer
	Direct costs only (after business hours/weekends)	NWC Tenant
	\$100 (after business hours/weekends)	University Organizer
	\$100 (after business hours/weekends)	NWC Tenant Host to Non-University Organizer

School of Meteorology Room #5930	Direct costs only (during business hours)	NWC Tenant
	Direct costs only (during business hours)	University Organizer
	Direct costs only (during business hours)	NWC Tenant Host to Non-University Organizer
	\$100	Non-University Organizer
	Direct costs only (after business hours/weekends)	NWC Tenant
	\$100 (after business hours/weekends)	University Organizer
	\$100 (after business hours/weekends)	NWC Tenant Host to Non-University Organizer

School of Meteorology Room #5820	Direct costs only (during business hours)	NWC Tenant
	Direct costs only (during business hours)	University Organizer
	Direct costs only (during business hours)	NWC Tenant Host to Non-University Organizer
	\$50	Non-University Organizer
	Direct costs only (after business hours/weekends)	NWC Tenant
	\$50 (after business hours/weekends)	University Organizer
	\$50 (after business hours/weekends)	NWC Tenant Host to Non-University Organizer

The National Weather Center Release and Liability Statement

The event organizer shall be responsible for any claims, costs, and/or damages arising out of the event organizer's use of the NWC facilities and shall indemnify the University as provided in paragraph A, below, which paragraph must be filled out and signed by the event organizer's authorized agent. Provided, certain governmental entities (state agencies, public colleges, municipalities, etc.) may not be able to legally indemnify the university, in which case paragraph B should be filled out and signed by the event organizer's authorized agent.

A.

_____ (User) shall indemnify, defend, and hold the Board of Regent's of the University of Oklahoma, its agents and employees harmless from and against any and all liability for claims, demands, costs, penalties, losses, fees (including without limitation, expert witness and attorneys' fees), damages, and liabilities whatsoever for, among other things, bodily injury, death, disease, property damage, and personal injury, arising out of or related to activities conducted by the User, its agents, employees, or participants in the activities. User's obligations under this indemnity shall survive the expiration or termination of this Agreement for any reason.

Without limiting User's indemnity obligations above, User shall purchase and maintain in effect a General Liability Insurance policy or policies covering claims for damages because of personal injury, bodily injury, sickness, disease, or death. User shall obtain and maintain the minimum insurance coverage's set forth below. By requiring such minimum insurance, The University of Oklahoma shall not be deemed or construed to have assessed the risk that may be applicable to the User under this contract. The User shall assess its own risks and if it deems appropriate and/or prudent, maintain higher limits and/or broader coverage's. The User is not relieved of any liability or other obligations assumed or pursuant to the Contract by reason of its failure to obtain or maintain insurance in sufficient amounts, duration, or types.

The User shall carry the following limits of liability as required below:

Commercial General Liability

General Aggregate	\$2,000,000
Products/Completed Operations Aggregate	\$2,000,000
Each Occurrence Limit	\$1,000,000
Personal/Advertising Injury	\$1,000,000
Fire Damage (Any One Fire)	\$ 100,000
Medical Payments (Any One Person)	\$ 5,000

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User shall name the Board of Regents, University of Oklahoma and its officers, employees, agents and volunteers as Additional Insured's. Further, all policies of insurance shall:

1. Be on a primary basis, non-contributory with any other insurance coverage's and/or self-insurance carried by the University of Oklahoma.
2. Include a Waiver of Subrogation Clause.
3. Include a Separation of Insured's Clause (Cross Liability)
4. Not be non-renewed, cancelled or materially changed or altered unless thirty (30) days advance written notice via certified mail is provided to the University of Oklahoma.

Prior to use of University facilities, User shall furnish the Dean of the College of Atmospheric and Geographic Sciences with certificates of insurance reasonably acceptable to the University showing that insurance coverage's required herein have been provided. All certificates and insurance policies required herein shall contain a provision that coverage's afforded under the policies shall not be canceled, reduced or otherwise materially changed, or allowed to expire until at least 30 days' prior written notice has been given to the University. The policy or policies shall name the Board of Regent's of the University of Oklahoma as an additional named insured and shall be endorsed to be primary and non-contributory to any insurance which may be maintained by or on behalf of said additional named insured.

Event Organizer's Authorized Agent

B.

_____ agrees to be responsible for its own negligent acts and omissions and those of its employees and authorized agents as permitted by law.

Event Organizer's Authorized Agent

The NWC Event Coordinator reserves the right to inspect all functions. Any violation of the above rules will result in a damage charge to include actual damages plus a 20 percent and/or loss of rental privileges.

National Weather Center List of Approved Caterers

Abbey Rd Catering

(405) 360-1058

<http://www.abbeyrdcatering.com/index.php>

Fancy That Catering

(405) 307-0541

<http://www.fancythat.us>

Flying Cow Café-NWC

(405) 325-1131

<http://nwc.ou.edu/flyingcow.php>

Gail Webb Catering

Gail Webb

(405) 771-9951

Jason's Deli

(405) 360-3600

<http://jasonsdeli.com>

Legend's

Joe and Rebecca Sparks

(405) 329-8888

<http://www.legendrestaurant.com>

On the Border

(405) 573-2022

<http://ontheborder.com/index.asp>

Panera Bread

(405) 447-0000

<http://www.panerabread.com>

University Housing and Food Services

(405) 325-2121

<http://union.ou.edu/content/view/58/11/>