

Langston University Facility Usage Rental Rates User Guidelines

Introduction

The facilities at Langston University provide an abundant array of opportunities for the university community. The University allows student organizations and academic departments to schedule meetings, seminars, trainings, and special events of activities. The most popular facilities for usage are under the auspices of the Division of Student Affairs & Enrollment Management. Which include: I.W. Young Auditorium, J.W. Montgomery Multi-Purpose Building, Student Success Center Game Room, Student Success Center Great Room, and Student Success Center Seminar Room.

Eligibility

All current students, faculty and staff are eligible to use the facilities, at no cost, by submitting a Langston University Activity Form. Outside agencies may be eligible for use of facilities in conjunction with student organizations, university departments, and special administrative permission.

Facilities

John Montgomery Multi-Purpose Building

Gym Floor

The multi-purpose gymnasium can accommodate three-hundred individuals (**300 CAP Pending**). It is one of the most versatile facilities to be found. Each court contains 1 full-sized basketball court. A divider curtain that can be raised or lowered, allowing different types of activities to be held concurrently separates each court. Scheduled intramural contests have priority in the area but every effort is made to keep some courts available for free play at all times. Black-soled shoes and any other not stamped with the “non-marking” logo are prohibited in this area.

The facility is also used to host luncheons, parties, contests, pageants, and recreational activities.

Scheduling Procedure:

To authorize and confirm a reservation, the Office of Student Activities must receive a signed completed Student Activity Form.

Student Success Center:

Great Room

The Great Room can accommodate one hundred seventy individuals (**170 CAP**). It is a location of frequent traffic and activities at Langston University. It is an ideal site for large meetings, exhibits, poetry slams, banquets, seminars, conferences, and most other events requiring an elegant look and large space.

Scheduling Procedure:

To authorize and confirm a reservation, the Office of Student Activities must receive a signed completed Student Activity Form.

Seminar Room

The SSC Seminar Room can accommodate twenty-four individuals (**24 CAP**). It is the ideal location for small meetings and events. It comes equipped with classroom style tables and chairs along with a podium. All equipment has wheels attached for easy arrangement and room setup.

Scheduling Procedure:

To authorize and confirm a reservation, the Office of Student Activities must receive a signed completed Student Activity Form.

Game Room

The game room provides a great opportunity for students, faculty, and staff to relax and enjoy some more passive types of recreation. The room features 2 full-sized slate billiards tables, 3 flat screen-televisions, foosball, air hockey, video games and a TV lounge. A number of board games are also available for use.

Recognized Student Organizations may use the TV Lounge for meetings and social events by completing a Student Activity form at least 5 days prior to the event. The SSC Game Room is available to rent for special events and functions to campus organizations. Availability of times and costs will be determined by the conditions of the request.

Scheduling Procedure:

To authorize and confirm a reservation, the Office of Student Activities must receive a signed completed Student Activity Form.

Gayles Fieldhouse Gymnasium

Floor Only Occupancy Capacity	1,045 Capacity
Seating Only Occupancy Capacity	2,500 Capacity

Anderson Stadium

Seating Only Occupancy Capacity	12,500 Capacity
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I.W. Young Auditorium

The I.W. Young Auditorium can accommodate nine hundred fifty individuals (**950 CAP**). It is a state-of-the-art facility designed for the performing arts, convocations, assemblies, large seminars, pageants, and special seated events.

Scheduling and Use Guidelines for On Campus Groups/Organizations

Scheduling of I.W. Young for on-campus groups/organizations requires administrative review and approval before reservations can be confirmed. I.W. Young Auditorium is scheduled through the Office of Student Activities (phone: 405-466-2096). The Scheduling Coordinator works closely with the Auditorium Manager to ensure our guests are accommodated to the best of our ability.

Scheduling Procedure:

1. To authorize and confirm a reservation, the Office of Student Activities must receive a signed and completed reservation form.
2. Reservation requests are reviewed and approved or declined by Langston University personnel responsible for oversight of I.W. Young Auditorium operations. Our policy is to allow groups to use I.W. Young Auditorium whose event reflects the mission of Langston University and adheres to our governing policies (i.e., non-profit concerts, worship events, educational enrichment, employee development, etc.). Even if an organization has used the facility previously, we reserve the right to decline requests on a case-by-case basis. The Auditorium Scheduling Coordinator will notify the organization's representative to confirm or decline the reservation in a timely manner to allow for exploration of an alternative venue.
3. Any requested changes to reservations or needs must be made no later than one week prior to the event to ensure availability and coordination of staff and equipment.
4. Langston University staff only will be allowed to operate I.W. Young equipment. Additionally, Langston University technicians must be present at all times when any representative from the organization is occupying I.W. Young Auditorium.
5. All access to the building will be arranged through the Office of Student Activities and the Auditorium Manager by the I.W. Young Scheduling Coordinator.
6. The stage and other areas used are to be cleared and reset immediately following completion of the event.
7. The contact person or designee must check out through the I.W. Young Auditorium Manager or Designee in order to verify proper reset of the Auditorium and adjoining facilities.
8. Failure to properly clean the stage, dressing rooms, backstage hallway, and any other area used by permission during a production or program will result in a \$200 maintenance fee (or greater if the cost of cleanup exceeds this amount). The maintenance fee will be charged and any remaining materials/equipment will be disposed of after the clean-up date and time specified in the reservation form.

Use Guidelines

I.W. Young Auditorium is used for more diverse purposes than any other facility on campus. In order to efficiently facilitate its widespread use by different on-campus and off-campus groups, and to assist in maintaining the auditorium, please observe the following guidelines:

Policy on Alcohol & Smoking – Smoke-free campus

There is a non-smoking policy for the buildings and campus at Langston University. The use of alcohol is also prohibited. Only bottled water is allowed in backstage area of the Auditorium. (Exceptions must be approved by auditorium director)

Painting

The use of paint anywhere in the I.W. Young Auditorium is prohibited.

Set-Building

Sets on the I.W. Young stage should be constructed in such a way that set pieces are not nailed directly into the stage floor or attached to the walls. For example, flats should be supported by wooden braces with cinder blocks or sandbag weights. Nailing or stapling set pieces into the side walls of the stage area is prohibited.

Restrictions on Decorating

- No decorating in the Lobby/Foyer area
- No tape or adhesive on sidewalls, windows or wooden doors

Prop Storage

Langston University does not allow any prop storage of any kind in the I.W. Young Auditorium. (Exceptions must be approved by auditorium director)

In order to meet fire code regulations, props are to be kept off the steps or landings of the two backstage entrances/exits.

Note: Furniture, plants, equipment, decorations, etc. should not be moved under any circumstances.

Curtain

The main curtain shall be operated by the selected Langston University sound/light technician. The black side and read curtains may be adjusted manually.

Do not pin, tape, staple, or glue anything to the blue curtain. It is made of a fabric that requires special care in order for it to drape and fold properly as it is moved up and down.

Dressing rooms and backstage waiting areas

Dressing rooms for both men and women are available on second floor behind the stage. The men's dressing room is entered through a door inside the men's restroom and the women's dressing room is entered through a door inside the women's restroom. Chairs are available at the

makeup counters in both dressing rooms. The dressing room chairs may be moved to the hallway area behind the stage and used as a waiting area.

Lighting & Sound

All lighting and sound in the I.W. Young Auditorium is set specifically for the usage of Langston University. The lighting set up will not be changed for any even. If you do not like the lighting set-up you will need to bring in your own lighting and sound system. The contractor must be able to provide Langston University with the proper liability insurance forms.

Food & Beverages

Food and beverages are only allowed in the lobby area. Only bottled water is allowed in the backstage of the auditorium. (Exceptions must be approved by Contract Manager)

Thank you for your help in keeping the I.W. Young an attractive facility!

I have read and understand the above written policy and procedures regarding the I.W. Young Auditorium.

Advisor of Student Organization Date

President of Student Organization Date

Rental Fees

Facility	Commercial	Non-Profit C (3)	Langston University
I.W. Young Auditorium	\$750.00	\$500.00	No Charge
Multi-Purpose Building	\$500.00	\$300.00	No Charge
SSC Game Room	\$100.00	\$75.00	No Charge
SSC Seminar Room	\$200.00	\$75.00	No Charge
SSC Great Room	\$200.00	\$100.00	No Charge

Rates are based on a daily rate schedule regardless of duration. All events will end daily by 10 pm and open no earlier than 7 am.

Additional Rates

Facility	Commercial	Non-Profit C (3)	Langston University
Standard Classroom	\$75.00	\$50.00	No Charge
Lecture Room	\$150.00	\$100.00	No Charge
Stadium (Stands/Field)	\$1,000.00	\$800.00	No Charge
Gayles Gymnasium	\$1,000.00	\$800.00	No Charge

Note: All requested usage of University Facilities is subject to availability due to University scheduled functions. University core functions shall have priority over any and all outside usage requests of campus facilities.

Note: Anderson Stadium and Gayles Gym have an extended time of 1 am time deadline for daily usage.

Security:

- Events requiring campus police to provide security services will be assessed a pre-negotiated rate of man hours at a fee of thirty-five dollars (\$35/hr) per hour per officer with a minimum of three hours per event.
- The campus police department will determine required number of security personnel needed based on anticipated event participants.

Organization Representative Date

Contract Manager Date