

Area: General Center Operations

Title: Harold Hamm Diabetes Center Building Multi-Purpose Rooms

The scheduling and utilization of the two (HHDC 3300 and HHDC 3230) multipurpose rooms located on the third floor of the Harold Hamm Diabetes Center will be managed through the Administration Office. The following will identify the layouts and available equipment for each room, outline the procedures for scheduling, the expectations, and the requirements of those entities utilizing the space:

The Venue:

There are two separate multi-purpose rooms available.

- a. HHDC 3300 configurations
 - Classroom style will hold 56.
 - Auditorium style will hold 108.
 - Round dinner table style will hold 60.
 - Round tables are 60 inches.
 - Linens are **NOT** included.

- b. HHDC 3230 is set up classroom style and will hold 20 comfortably

Both rooms have technology packages which include:

- a. Lectern (HHDC 3300)
- b. 90" HD television (HHDC 3300) or 70" HD television (HHDC 3230)
- c. Ceiling Speakers and Microphones built into the Reinforced Sound System (HHDC 3300)
- d. Wireless Handheld and Lapel Microphones (HHDC 3300)

Scheduling of the Venues:

All scheduling for the multi-purpose rooms will be accomplished through the Administration Office via email at hhdc@ouhsc.edu. Scheduling will be accomplished on a first-come, first-serve basis (keeping in mind that Harold Hamm Diabetes Center entities will have priority). In the event of a potential conflict, every effort will be made to accommodate all parties but a final decision may come down to prioritization of need as well as numbers that need to be accommodated in the venue.

- a. Scheduling *may* be done up to a year in advance upon discretion of the Administration Office (please reference above pertaining to prioritization and potential conflicts).
- b. Normal hours for the multi-purpose rooms will be from 8:00 a.m. to 5:00 p.m., Monday thru Friday. If you have need for the multi-purpose room(s) in the early morning, evening, or on weekends, you'll need to make special arrangements with the scheduler in the Administration office and/or the OUHSC Police Department.

- c. Any event outside of normal work hours will have to be staffed by personnel from the requesting party and that department will be responsible for scheduling any needed access to the building/rooms. If audiovisual is required, training can be provided to ensure there is access to the specific needed equipment.

Expectations/Requirements for Utilization:

- a. Parties utilizing the multi-purpose rooms will be responsible for any set up of the rooms that will take the room away from its standard set-up. If there are changes to the room the utilizing party will also be responsible for returning the room to its standard set-up following use.
- b. The point of contact during the scheduling of the room will be the responsible party for the room throughout the length of the event.
- c. Food and drink is authorized in the multi-purpose rooms, and individuals are expected to clean up after themselves.
- d. If food is brought in for the event, the group will be responsible for set-up, and cleanup of the venue. (For most events there is a 30-minute space both before and after the meeting to provide this time).
- e. Audio-visual training can be provided so the party using the room can provide their own support. Please schedule this training with the Administration Office.

With outstanding facilities, it becomes incumbent for all to follow the proper steps to assure that the facilities stay clean and fresh and well taken care of. Failure to abide by the standards outlined may result in termination of use of the multi-purpose rooms by organizations/departments that are not in compliance.

