

Contract Committee Review Request
MUST BE COMPLETED IN FULL

Date: November 12, 2024

Contract/Agreement Vendor: Northeastern State University Wendy Reed
Name of Vendor & Contact Person
reed84@nsuok.edu
Vendor Email Address
Room Rental at Northeastern State University for Gifted Exposition

Describe Contract (Technology, program, consultant-prof Development, etc.)
Please use Summary below to fully explain the contract purchase, any titles, and details for the Board of Education to review.

Broken Arrow Public Schools Students
Reason/Audience to benefit
December 9, 2024 \$ 350.00
BOE Date Amount of agreement

Person Submitting Contract/Agreement for Review: Jennifer Peterson

PLEASE SEND THROUGH APPROPRIATE APPROVAL ROUTING BEFORE SENDING TO BOARD CLERK

Principal &/or Director or Administrator: 

Does this Contract/Agreement utilize technology? YES/NO YES NO
 If yes, Technology Admin: _____

Cabinet Team Member: 

Funding Source: 11/153 153-1000-449-251-1050-000-sites
Fund/Project OCAS Coding

Consent
 Action

Accept and approve the NEW agreement between Broken Arrow Public Schools and Northeastern State University (NSU). NSU will rent NSUBA 235-Banquet Hall, 101-Visitor Center Gallery and First and Second Floor Lobbies for the Gifted Exposition on April 10, 2025. The Gifted Exposition allows Gifted Students the opportunity to present their projects that they have worked on throughout the 24-25 school year. The cost to the District is \$350.00 and paid with gifted funds./ J. Peterson

Summary *This area must be complete with full explanation of contract*

The Contract/Agreement should be received at least 2 weeks prior to a Board Meeting to ensure placement on the Agenda. The Contract Committee meets most Tuesdays at 8:00a.m. All Contracts/Agreements, regardless the amount, must be first approved by the Contract Committee and then presented to the Board of Education for approval and signature. The item will be placed on Electronic School Board for the board agenda by Janet Brown. By following this process, the liability of entering into an agreement is placed with the district rather than an individual.



**NORTHEASTERN
STATE UNIVERSITY**

3100 E. New Orleans • Broken Arrow, OK 74014

Auxiliary Services Reservation Policies and Information

RESERVATIONS & FEES

A signed contract is required to confirm a reservation. NSU does not require a deposit. The entire balance must be paid prior to the event unless other arrangements are made with Auxiliary Services at the time the contract is signed. Any additional charges for damages, late fees, breach of policies, or clean-up will be invoiced after the event.

Room rental includes the following: planning and logistics coordination with on-site event coordinator, custodial services before and after your event, set-up and tear-down of tables and chairs, state-of-the-art A/V equipment, complimentary parking, complimentary WI-FI, on-site security (after-hours events and events serving alcohol may incur additional charges), customized catering options, table linens with catering order, use of pianos (may incur moving/tuning charge), NO sales tax on room rentals, NO additional service or occupancy charges.

Cancellations must be made in writing or by email. Cancellations made less than 48 hours prior to the event will be subject to a 10% cancellation fee. Address cancellations to:

Wendy Reed, Assistant Director of Conferences & Events
Northeastern State University
3100 E. New Orleans
Broken Arrow, OK 74014
reed84@nsuok.edu

POLICIES

ALCOHOL

Alcoholic beverage service is permitted through Sodexo, our campus catering provider. Adherence to Oklahoma state regulations is strongly enforced. University Police may require that two officers be present when alcohol is served. Cost of officers will be paid by client.

AUDIO - VISUAL EQUIPMENT

Audio-visual equipment is available in most classrooms and meeting rooms, and is included in the room rental fee. Renters should discuss A/V needs with Auxiliary Services prior to the event. If computer access or WI-FI access is needed, a guest log-in must be requested at least 72 hours prior to the event starting time. Should additional equipment be required from an outside vendor, the cost will be added to room rental charge pending renter's approval. If you choose to bring in your own device (such as a laptop computer), please note that NSU cannot guarantee its performance.

ANIMALS

Animals are not allowed in University facilities, with the exception of service animals for individuals with ADA disabilities.

CATERING (FOOD/BEVERAGE)

All food and beverage service within the University system must be supplied by Sodexo with limited exceptions. Auxiliary Services will apprise clients that qualify for an exception. Contact Sodexo for catering menu and rate information at sodex001@nsuok.edu or 918-444-2550. Please note that no food or beverages are allowed in the Auditorium.

CAMPUS CLOSURE

In the event that University officials close campus (due to inclement weather or other unforeseen circumstances), no events will be held on campus. We will notify you as soon as possible and we will reschedule the event or offer a refund.

CHAIRS AND TABLES

Chairs and tables are provided for your event and can be arranged to suit your needs. A room diagram may be submitted by the contracting party at least 14 days before your event, if desired. NSU can prepare a room diagram for you if you prefer.

CANDLES

Open flame candles are prohibited.

CLEAN-UP

Immediately following your event, it is the responsibility of the contracting party to return the facility to the condition in which it was found. All decorations, signs, and flowers must be removed immediately following the event. All rentals must be neatly arranged for pick-up. Excessive cleanup by the University custodial staff after your event may result in an additional cleaning charge. Any damage to the facilities may also result in an additional charge.

DAMAGES

The rooms will be inspected prior to and after your event. Any damages from the event will result in an additional charge for repairs.

DECORATIONS

- All exits must be clear and exit signs must remain clearly visible.
- Duct tape, masking tape, nails, tacks, staples or other items which could cause permanent damage should not be used to affix decorations to walls, woodwork, or any other architectural feature. Decorations must not be attached to curtains, draperies, or air vents.
- Glitter, confetti, party poppers, sand, gravel, and straw are not permitted.
- Candles with open flames are prohibited.
- Painting of decorations should be done off-campus.
- All decorations must be removed at the conclusion of the contracted time.
- Command strips/hooks may be used with prior approval from Auxiliary Services.

DELIVERIES/VENDORS

It is important that everyone servicing and attending your event be aware of the time arrangements that you have designated with NSU. This includes the florist, cake vendor, photographer, tent/table/chair rental company, sound vendors, etc. All set-up and clean-up must take place within the designated time frame and a representative of your event must be available to sign for all deliveries. Events must conclude no later than 12am, including clean-up, unless prior arrangements have been made.

FLORIST

If you will have flowers at your event, it is your responsibility to arrange for floral delivery. Immediately following the event, you must remove all flowers and plants. Delivery, set-up, and removal must occur during your contracted event time.

HOURS/CURFEW

Your agreed-upon time block will be shown on your contract. When choosing how much time to reserve, please allow appropriate time for set-up before the event and clean-up after the event. All groups are to leave the University no later than 12am unless prior approval has been secured.

LINENS

Table linens for catered events are provided by Sodexo. Limited quantities are available for other setups, such as registration and conference tables. Should additional linen be required from an outside vendor, the cost will be added to room rental charge pending renter's approval.

LIABILITY

Any items brought to campus (including equipment, decorations, prizes, etc.) remain the responsibility of the client. NSU will take measures to help secure such items, but will not be held liable for any damage or loss to such items.

LIGHTING/ELECTRICITY

Lighting controls in the Auditorium and the Banquet Hall allow for adjustable light settings. Lighting needs should be discussed in advance with Auxiliary Services. Exhibitors must provide their own extension cords; NSU cannot be responsible for providing cords or for cords left on the premises after the event.

PARKING

Ample free parking is available in designated lots around the University. Guests should avoid parking in spaces reserved for faculty and staff. Parking permits for display on your guests' dashboards will be provided when necessary. No overnight parking is allowed.

PROMOTION

All promotional materials which include the name of Northeastern State University must be approved by the University. This includes flyers, posters, tickets, registration materials, gifts or clothing. Promotional materials for media release must also be approved in advance.

SECURITY/POLICE

NSU Campus Police have sole jurisdiction on the campus and are responsible for all security issues related to events held on campus. No other police or security agency may come onto campus to work at events unless it is approved by and coordinated with the NSU Police. Security is required for all events on campus. You may be charged for security based on the size of your event and the number of officers required, as determined by NSU Campus Police.

SET-UP

With the exception of furniture (please refer to section entitled "CHAIRS AND TABLES"), any other set-up for your event must be done the day of the event, within your reserved time block unless an exception has been approved by Auxiliary Services. If additional items are needed, such as trash cans or chairs, please ask Auxiliary Services for assistance.

SMOKING

Northeastern State University is a Tobacco-Free Campus. Smoking, use of all tobacco products and vaping is prohibited inside University Facilities and on the grounds.

UNIVERSITY EQUIPMENT & FIXTURES

University equipment and fixtures may not be altered, adjusted, or operated unless approval has been given by a designated University employee, and then may be done only by the University employee or under their guidance.

UNIVERSITY POLICIES

Contracting parties are to abide by all University policies in effect during the dates(s) of the room rental. From time to time, NSU may institute University-wide policies for the health and safety of our community. An example of this is protocols put in place during the peak of COVID-19. Such policies may affect which rooms/areas will be available for use and may also affect how many people are allowed to attend an event. Should additional protocols be in place, you will be notified by Auxiliary Services.

VENDORS

Outside vendors – DJ, band, entertainers, etc.– must be approved by Auxiliary Services. Any vendors or equipment rented by the contracting party must be delivered or set up no earlier than one day prior to the event and picked up immediately following the event, or as early as practical on the next business day. All delivery times must be pre-arranged with Auxiliary Services. NSU does not assume responsibility for rental furniture or equipment left overnight or unattended after delivery or before pickup.

NOTICE TO SCHOOLS – TITLE IX REPORTING

- Federal law requires all K-12 employees to be mandatory reporters of allegations of sexual harassment, including but not limited to: misconduct on the basis of sex, sexual assault, dating violence, domestic violence, or stalking. For more information on the May 2020 Title IX Regulations, or to report any issues or concerns, employees, volunteers, parents or guardians may contact:
Compliance Coordinator- Northeastern State University
Phone: 918-444-2120
titleix@nsuok.edu
- Reports may also be received online at <https://www.nsuok.edu/ReportConcern.aspx> or by contacting your school's administration.



**NORTHEASTERN
STATE UNIVERSITY**

3100 E. New Orleans · Broken Arrow, OK 74014 · 918-449-6121

Rental Contract

Event Name: Broken Arrow Public Schools - Gifted Expo

Contact: Rachel Coakley rcoakley@baschools.org

Rental: Thursday, April 10, 2025
Rooms available: 3pm Vacate rooms: 8pm
NSUBA 235-Banquet Hall
NSUBA 101-Visitor Center Gallery
NSUBA First & Second Floor Lobbies

Total: \$350.00

Group is liable for all damages resulting from participant utilization of the facilities and services provided by the University as permitted by Oklahoma law. To the extent permitted by Oklahoma law, Group agrees to defend, indemnify, and to hold harmless NSU, its Boards of Trustees, Board of Governors, officers, employees, and agents from any and all claims for loss, costs, damages, and expenses, including reasonable attorney's fees, which may occur to persons or property from the use of facilities owned by NSU, by Conference, and by persons participating in the event pursuant to this agreement.

I HAVE READ ALL OF THE UNIVERSITY ROOM RESERVATION POLICY INFORMATION AND BY MY SIGNATURE BELOW AGREE TO COMPLY AS A RENTER OF NSU EVENT FACILITY. I UNDERSTAND THAT I MAY BE CHARGED PENALTY FEES SHOULD ANY OF THE AFOREMENTIONED REQUIREMENTS BE IGNORED OR ABUSED BY MYSELF, VENDORS, OR GUESTS, OR IF ANY DAMAGES OCCUR TO THE FACILITY, FURNISHINGS, AND EQUIPMENT AS A RESULT OF THE SCHEDULED EVENT. DAMAGE DETERMINATION SHALL BE AT THE DISCRETION OF NORTHEASTERN STATE UNIVERSITY.

Renter Signature

Date

Wendy L. Reed

11/12/24

NSU Representative

Date

Brown, Janet L

From: Mackenzie, Megan E
Sent: Tuesday, November 12, 2024 3:49 PM
To: Brown, Janet L
Subject: RE: Room rental contract for Gifted Expo on April 10 at NSUBA

Thank you!

From: Brown, Janet L <jlbrown@baschools.org>
Sent: Tuesday, November 12, 2024 3:42 PM
To: Mackenzie, Megan E <mmackenzie@baschools.org>
Subject: Re: Room rental contract for Gifted Expo on April 10 at NSUBA

This works great!
Janet Brown - Sent from my iPhone

On Nov 12, 2024, at 3:27 PM, Mackenzie, Megan E <mmackenzie@baschools.org> wrote:

Hi Janet,

Please see the email below. Will this work for the NSU contract?

Thank you!

Megan Mackenzie
Director's Secretary to the
Executive Directors of Elementary and
Secondary Instruction
BROKEN ARROW PUBLIC SCHOOLS
918-259-7726

From: Wendy Reed <reed84@nsuok.edu>
Sent: Tuesday, November 12, 2024 3:28 PM
To: Mackenzie, Megan E <mmackenzie@baschools.org>
Subject: Re: FW: Room rental contract for Gifted Expo on April 10 at NSUBA

CAUTION: This email originated from outside of the district. Do not click links or open attachments unless you recognize the sender and know the content is safe.

That's no problem for BAPS; we bill after the event for BAPS events.

Thank you,
Wendy

On Tue, Nov 12, 2024 at 2:59 PM Mackenzie, Megan E <mmackenzie@baschools.org> wrote:

Hi Wendy!

I sent the contract over and on your policies and information page it states that the entire balance must be paid prior to the event unless other arrangements are made. We are not able to pay for a service we have not yet received. Are we able to pay with a purchase order after the event on April 10, 2025?

Thank you!

Megan Mackenzie

Director's Secretary to the

Executive Directors of Elementary and

Secondary Instruction

BROKEN ARROW PUBLIC SCHOOLS

918-259-7726

From: Wendy Reed <reed84@nsuok.edu>

Sent: Tuesday, November 12, 2024 12:50 PM

To: Mackenzie, Megan E <mmackenzie@baschools.org>

Subject: Re: FW: Room rental contract for Gifted Expo on April 10 at NSUBA