

Gaines/Oldham Black Culture Center
Reservation Policy
Revised: September 2016

The Gaines/Oldham Black Culture Center is a 12,000 square foot facility located on the University of Missouri campus. Space within the facility can be reserved by University departments, student organizations, and the Columbia community.

Reservations

Reservations for the GOBCC can be made through gobcc.missouri.edu. All reservations should be made at least 48 hours in advance of the event. Reservations are subject to approval based on GOBCC staffing and space availability.

Before making a reservation, please have the following information available:

- Event Name
- Sponsoring Organization/Department and/or Name of Individual/Group
- Date of Event/Time
- Estimated Attendance
- Technology Needs
- Account/Payment Information

All patrons are responsible for room set up and breakdown. The facility must be left in its original state. An exit checklist will be provided to all patrons using the facility. Failure to complete the checklist in full may result in suspension of rental privileges for University departments and student organizations and loss of deposit for Columbia community members.

Reservation Fees & Pricing

The facility may be reserved up to a 2 hour block. Any additional time is \$25/hour. Additionally, any reservations that extend outside the normal operating hours of the GOBCC are subject to an additional fee.

Large Multipurpose Room (Room 116)

- University departments & Faculty/Staff: \$100
- Columbia Community: \$125

Small Multipurpose Room (Room 102)

- University departments & Faculty/Staff: \$50
- Columbia Community: \$75

Alumni Conference Room

- Standard Cost: \$25

Kitchen

- Standard Cost: \$25

Cancellation Policy

Reservation request should be cancelled at least 48 hours in advance of the event. Should you reserve space and fail to cancel the reservation 48 hours prior to the event, a cancellation fee may be assessed and future use prohibited.

Disruptive Behavior

In an effort to provide a safe environment to patrons of the GOBCC, the staff reserve the right to ask individuals or collective groups to leave the facility and adjacent areas if individual behaviors and/or actions impede business, interfere with regular activity in the GOBCC, compete with interests located in the buildings OR if the individuals/groups do not have a scheduled reservation through the GOBCC. Groups/individuals will be asked to leave and upon refusal, MUPD will be called to assist.

Damages Policy

All groups using the GOBCC facility are responsible for any and all damages in their reserved area(s). Any cost related to the repair or replacement of property/equipment owned by the GOBCC that is damaged or lost as a direct or indirect result of the actions by an individual directly associated with the reservation user will be assessed. The extent of damage or loss will be evaluated and estimates for the repair or replacement will be used to determine the final charge for the damages.

The GOBCC reserves the right to bill any organization, department, and/or community member for damages or losses resulting from the use or misuse of the facilities or equipment.

- No property of the GOBCC may be removed from the building without the consent of the GOBCC Administration.
- Suspending material from the ceiling or light fixtures is prohibited, as are decorations, displays or exhibits which require flame.
- The GOBCC does not assume responsibility for damage to or loss of any materials or equipment left in the building or in storage.
- The use of tape, glue, thumbtacks or adhesive on the walls, ceilings, frames, columns, floors or staging for attaching any materials is not permitted unless by special permission from the [GOBCC Administration](#). Pictures and paintings are not to be removed from the walls.

Food Permits

Scheduled events in the GOBCC will need to contact a staff member to determine if a food permit will be needed for the event. Food permits need to be requested at least 1 week before the

scheduled event. Food permits are approved through [Environmental Health and Safety](#). An approved food permit must be submitted to [the GOBCC](#) prior to the event and be on display during the event.

Food & Beverages

Please know that ALL food and beverages requests must be included in the additional comments section of this form. Packaged food (such as bottled water or packaged cookies/chips) is allowed and not assessed a fee. Individual lunches (i.e. brown bags) are allowed and the sponsoring departments are not assessed a catering fee. Final approval on all food and beverage requests is left up to the GOBCC's discretion.

Animals

- No animals or fowl (dead or alive) are allowed in the facilities of the Gaines/Oldham Black Culture Center
- Any animals found in the GOBCC will be removed.
- Requests to allow animals into the GOBCC for educational purposes must obtain prior approval from the [GOBCC Administration](#).
- **Service animals:** It is the policy of the University of Missouri (MU) that service animals assisting individuals with disabilities are generally permitted in all MU facilities and programs with some exceptions (see also [BPPM 1:075](#))

For any questions regarding the reservation process or the Gaines/Oldham Black Culture Center please contact the staff at (573) 882-2664 or visit us at 813 Virginia Ave, Columbia, MO 65211.