

**Gaines/Oldham Black Culture Center**  
**Reservation Policy and Terms & Conditions**  
**Revised: September 2017**

The Gaines/Oldham Black Culture Center (GOBCC) 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.

Any event held at the Gaines/Oldham Black Culture Center must be conducted in accordance with the following policies, procedures, and terms. Please read and keep the pages for your records. You should provide a copy of this document or make sure that any third party with whom you contract for service, like a caterer, is aware of the terms and conditions of use herein. Please note that the Gaines/Oldham Black Culture Center is owned by the University of Missouri, but occupied and administered by the Gaines/Oldham Black Culture Center, under the Department of Social Justice within the Division of Inclusion, Diversity, and Equity.

**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
- Name of Sponsoring Organization/Department/Individual/Group
- Date & Time of Event
- Estimated Attendance
- Event Description
- Technology Needs
- Menu (if applicable)
- 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**

Large Multipurpose Room (Room 116)

- University departments & Faculty/Staff: \$150.00
- Columbia Community: \$175.00

Small Multipurpose Room (Room 102)

- University departments & Faculty/Staff: \$75.00
- Columbia Community: \$100.00

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Alumni Conference Room

- Standard Cost: \$25.00

Kitchen

- Standard Cost: \$50.00

**Reservation & Scheduling Requirements**

Room rental includes a pre-set configuration, which includes 20 classroom tables and 40 chair (Large Multipurpose Room), 15 classroom tables and 30 chairs (Small Multipurpose Room), and 1 conference table and 8 chairs (Alumni Conference Room). The GOBCC Coordinator must approve all set-up requirements and program details for the event. No major changes should be made within forty-eight (48) hours of the scheduled event. Multiple cancelations can result in failure to reserve the GOBCC for future use

The facility may be reserved up to a 2-hour block. Any additional time is \$50/hour. Additionally, any reservations that extend outside the normal operating hours of the GOBCC are subject to an additional fee.

The GOBCC reserves the exclusive right to reserve the building to more than one organization/department on the same day.

**Cancellation Policy**

Reservation requests 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.

Student Organizations may have no more than two cancelations a year. After the second cancellation, student organizations will not be able to reserve space in the GOBCC for the remainder of the school year.

**Other Requests**

The GOBCC does have specialized furnishings (72” round tables, podium, and other furniture), audiovisual, and sound equipment that can be rented for an additional cost upon advanced request. This must be noted on the Gaines/Oldham Black Culture Center Room Reservation Form located on the GOBCC Website and OrgSync page.

**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

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reservation through the GOBCC. Groups/individuals will be asked to leave and upon refusal, MUPD will be called to assist.

**Decorations**

The GOBCC must approve all decorations; nothing can be affixed in any way (including, but not limited to, glue, command strips, tape of any kind, and thumbtacks) to the GOBCC facility surfaces, including but not limited to, floors, walls, ceiling, furniture and equipment. Open flames are prohibited unless proper documentation (Open Flame Permit) has been submitted prior to the event. The GOBCC reserves the right to determine the appropriateness of all decorations in order to ensure that the GOBCC facility remains clean, presentable, and safe. Please note that additional charges and rental restrictions may be incurred if an excessive of cleaning is required to return the space to a condition suitable for continued use.

**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.

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**Food & Beverages**

Please know that ALL food and beverages requests must be included in the additional comments section of Gaines/Oldham Black Culture Center Room Reservation form. No alcohol should be served, provided, or consumed during the designated event. 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.

**Removal of Trash**

All groups and organizations must ensure that all equipment, furniture, rooms, and other items used must be cleaned and restored to the condition in which they were found. Dirty dishes and all garbage must be removed from the facility immediately following the event. All trash from the cans inside the building should be taken to the dumpster located in the rear of the facility, facing the parking attached to the building.

**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.