

UAM OPERATING PROCEDURE 710.1

RE: Use of University Facilities

December 2, 1991

Revised: July 1, 2011

Board Policies Nos. 225.1 and 705.1 state that the buildings and grounds of the University of Arkansas exist for, and are exclusively devoted to, use for the conduct of organized and approved University programs and educational activities. As such, they are committed to being used for nonprofit, tax-exempt use of the University. Therefore, private business activities are not permitted on University premises. Apart from prohibiting profit-making commercial business activities, the University also regulates any use of its buildings and grounds for any type solicitation, including fund-raising activities other than for the University. For further details, see specific Board Policies listed above and University wide Administrative Memorandum 715.1.

When use of a facility is scheduled at hours other than normal operating hours, the responsibility for opening and closing the facility, setting up of the facility, and requesting that heating/cooling units be operational is the responsibility of either the university employee who has requested the facility or the individual who has approved the use of the facility. The following list indicates which individual is responsible for each facility on campus. Where the employee is responsible, he/she is to acquire a key for access to the building through normal channels.

BUILDING AUTHORIZING OFFICIAL

Fieldhouse/Stadium Track	Athletic Director
Fine Arts Center	Director of Fine Arts Center
Academic Building	Provost/Registrar
University Center	Vice Chancellor for Student Affairs
Residence Halls	Vice Chancellor for Student Affairs
Technology Center	Director of Information Technology
Library/Technology Center Conference Rooms	Vice Chancellor for Student Affairs

If a facility is scheduled by a non-university employee, then the individual who approved the use of the facility has the responsibility to provide access.

This operating procedure will be reviewed and revised commensurate with changes in University of Arkansas Board of Trustees policy statements by the Chancellor and the Executive Council.