

UAM OPERATING PROCEDURE 730.1  
RE: Use of Facilities Designated to Student  
Organizations or Leased to Outside

February 1986  
Revised: July 1, 2011

The University has at certain times designated facilities to student organizations or leased/rented facilities to agencies outside the University for use exclusively by that organization. However, permission to use facilities is not guaranteed beyond the conditions of a lease, nor does it bestow any right upon the user to modify, alter, or make any changes in decor, structure, or appearance without the written permission of the University. Nor does such use infer any right of ownership or proprietorship. All facilities designated for student organizational use is the property of the University of Arkansas at Monticello.

The following guidelines are to be observed by all groups occupying space in a University facility:

A. Physical Facility Alterations

The University of Arkansas at Monticello reserves the right to implement the following rules regarding the physical alteration to any UAM facility or off-campus facility by any student groups, clubs, or organization:

- a. No structural alterations may be made without written approval from the Vice Chancellor for Student Affairs.
- b. Nothing may adorn the windows or be attached to the exterior of the building that is not consistent with the University's decorating and naming of buildings unless approved by the Vice Chancellor for Student Affairs.
- c. Internal painting and decorating may occur after the plan has been approved by the Vice Chancellor for Student Affairs.
- d. No paint is to be placed on the exterior of buildings.
- e. For identification purposes, space may be identified by attractive, non-obtrusive signs placed near the entrance of the building. For instance, a fraternity/sorority is allowed to use an attractive stand-alone sign bearing its coat-of- arms. The size and location of the sign must be approved in advance by the University Executive Council.

B. Keys/locks for buildings/organizational space

For security and safety reasons, student organizations may only utilize locks and keys issued by the Department of Public Safety to secure any on-campus space that is owned or controlled by the University.

C. Removal of Occupancy Authorization

The University of Arkansas at Monticello reserves the right to relinquish an organization of its space for one or more of the following reasons:

- a. The space is deemed necessary for other University use;
- b. The occupied space no longer exists;
- c. As a result of disciplinary action;
- d. The student organization is no longer officially recognized due to an inactive status for the length of one semester; or
- e. The space is deemed to be unsafe for student use.

D. Responsibility for Maintenance

Student organizations are responsible for general everyday maintenance, upkeep, and cleaning of their designated space. From time to time it may be necessary for a student organization to seek maintenance or repair assistance from the University. In such cases, the student organization advisor should complete a University work order request and submit it to the Director of Student Programs and Activities.

E. Summer Term Occupancy

Campus facility space that has been designated to student organizations may be used during the summer months by these organizations according to the following guidelines:

- a. Space must be vacated by 12:00 midnight Sunday through Thursday and by 1:00 a.m. Friday and Saturday.
- c. Space in classrooms or administrative buildings may not be used before 4:30 p.m. Monday through Friday.
- d. Organizations with space in residence halls not open during the summer must receive prior written permission from the Director of Residence Life for use.
- e. A Facility Usage Form must be filed with the Office of Student Affairs at least 48 hours in advance of an activity.

F. Types of usage

Activities conducted within the designated space are to be consistent with the educational purpose of the University and the organization. These include, but are not limited to: social functions involving members and invited guests, business meetings, and organization recruitment activities. The space may NOT be used for commercial non-University related fund raising or solicitation. It is strongly recommended that student organization functions be limited to current UAM students, staff, and invited alumni. Verification of a UAM I.D. cards is also highly recommended and, in the case of a dance, band party, or social, is required.

G. General guidelines

1. An organization has the right to prohibit entrance into the facility of persons who have in the past caused disruptions at events. If such persons are to be denied entrance, notification must be filed with the Director of Student Programs and Activities.
2. University policy prohibits the use, possession and/or distribution of alcohol and illicit drugs on University property.
3. An organization is responsible for the actions of its members and guests in areas designated for the organization's exclusive use.
4. A student who has been expelled or a member of the general public who has been banned from the UAM campus is not permitted to be in an organization's space.