

University Reservation Procedures:

Reservations are made according to the University of Arkansas system-wide policies. Requestees are responsible for all damage within the reserved area and the associated restrooms. *Facilities must remain in acceptable condition, or the group will have its future use restricted and/or be charged a fee for damages.*

The University of Arkansas is a state-supported institution of higher education. University facilities are made available for extracurricular use to colleges, departments, and other organizational units of the university; to organizations, which exist solely for the benefit of the university; and to recognized organizations with the approval of administration. University facilities under the law cannot be made available to other organizations for their own purposes. However, the Chancellor is authorized to approve the use of facilities when such use serves the educational objectives of the university, provided that such use does not pertain to “*the soliciting of political party membership or supporting or opposing political candidates, the raising of money for projects not directly connected with a university activity, or for the conduct of private business.*”

The buildings and grounds owned by the Board of Trustees of the University of Arkansas exist for and are exclusively devoted to use for the conduct of an organized and approved university program of higher education. As such, they are committed to being used for non-profit, tax-exempt use of the official program of the university. *Therefore, private business activities are not permitted on university premises.*

All registered student organizations (RSO) must submit reservation requests at least five business days prior to the event. All other reservation requests must be submitted at least 7-14 days prior to the event. All changes to reservation requests must be submitted by email at least 48 hours prior to the event for consideration. Reservation requests are limited to events occurring within a six-month window from the current date. For requests beyond this six-month window, please contact the relevant Vice Chancellor for guidance. Facility reservations are accepted on a first-come, first-served basis, but precedence is given to the university's educational programs and official functions.

The Student Success conference rooms are *not* available to any organization or group after office hours on weekdays or when closed on weekends, unless given permission from the supervisor of the room in question. In these exceptions, the advisor of an organization (or his/her faculty/staff designee) must be present from beginning to conclusion of the event. Food and drink are not allowed in the Fine Arts Center auditorium without express approval from the Fine Arts Center Director. The University Center Senate Room is only available for reservations through the Chancellor's Office and cannot be rearranged. Guests must obtain approval before rearranging any rooms; otherwise, it is prohibited.

A registered student organization may use University facilities for meetings and programs subject only to fundraising, legal reservation, and scheduling considerations. To ensure an equal distribution of usage of campus facilities recognized student organizations and clubs may book no more than two events per semester in any one campus facility. Non-recognized and inactive organizations may not use campus facilities until recognition or active status is established. *The advisor of an organization (or his/her faculty/staff designee) must be present from beginning to conclusion at any scheduled activity involving university facilities.*

All activities must be planned so as not to interfere with or infringe upon regular classes of UAM. To enhance student academic performance, no organization will be allowed to schedule meetings and social events beginning with the last day of classes. No student activity will be held on the UAM campus on Veterans Day except for those activities listed on page 88 of the Student Handbook. For questions regarding RSO use of facilities, please contact Student Activities.

RSO activities involving facilities will be scheduled to end no later than 12:00 midnight Sunday through Thursday and 1:00 am Friday and Saturday nights. The Student Affairs Office may grant rare exceptions. Requests for such an exception must be requested at least 14 working days prior to the scheduled event. Activities of colleges, departments, and other organizational units of the university, along with approved external groups involving

facilities will be scheduled to begin no earlier than 8:00 a.m. and end by 10:00 p.m. Sunday through Saturday. Exceptions may be granted under special circumstances.

The university is not responsible for arranging transportation, setup, breakdown, borrowing, or storage of event-related items or equipment. The use of glitter, confetti, and open flames is restricted for safety reasons. Approval must be obtained prior to the sale, promotion, posting, or distribution of any associated event materials. All IT needs (projector/screen, computer/laptop, etc.) must be requested through the Department of Information Technology. For questions regarding IT, contact the main desk at (870) 460-1036. All food services (meals, beverages, snacks, tablecloths, etc.) must be coordinated through the Department of Food Services (Aramark Corporation). Contact the Food Service Director or Office Manager at (870) 460-1076 well in advance for arrangements. Any special events services (PA system, podium, etc.) must be coordinated through the Office of Advancement, Department of Special Events. Contact the Special Events Coordinator at (870) 460-1228 for more information.

Make sure to mark *all* needs appropriately on the corresponding reservation request form.

Inclement weather or other unforeseen circumstances resulting in university closure necessitate the cancellation of all facility usage.

Please refer to the Student Handbook, the Recognized Student Organization Handbook, UA Systemwide Policies and Procedures if necessary.

Submission of a reservation request confirms that I have read and agree to all policies and terms of use.