

## **University Reservation Policies**

Reservations are made according to university policy. Requests are responsible for all damages within the reserved area and the restrooms. Facilities must remain in acceptable condition or the group will have its future use restricted and/or be charged.

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 reservation requests must be submitted at least 14 business days prior to event.

The Student Success conference rooms are not available to any party, organization, or group after business hours on weekdays and when closed on weekends, unless given permission from the supervisor of the room in question.

A registered student organization may use University facilities for meetings and programs subject only to fundraising, legal reservation, and scheduling considerations.

In order 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. However, a facility may be scheduled for further use after the two advance dates have been scheduled provided scheduling is done two weeks prior to the event.

Exempt from the above guidelines are university sponsored groups whose funds and/or budgets are administered through the university Finance and Administration Office.

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.

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.

In an attempt to enhance student academic performance, no organization will be allowed to schedule meetings and social events beginning with the last day of classes.

**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.**

*Student organizations and advisors see [student handbook](#)*

All activities must be planned so as not to interfere with or infringe upon regular classes of UAM.

When the university is closed for unforeseen circumstances such as inclement weather, ALL facility use is cancelled. Submission of a reservation request confirms that I have read and agree to all policies and terms of use.