

**Introduction.** University facilities, grounds, and other resources (collectively “facilities”) exist for the primary purpose of serving a planned and scheduled program of educational activity. At times when not required in the regularly planned educational program, university facilities may be made available for extra-curricular use to colleges, departments, and other organizational units of the University; to organizations composed exclusively of faculty and staff; to organizations which exist solely for the benefit of the University; and to recognized student organizations with the approval of the faculty advisor.

University facilities under the law cannot be made available to other organizations for their own purposes. However, when a facility is in use neither for a regularly scheduled educational activity nor for an extra-curricular use by one of the University organizations listed above, the Chancellor may approve use of the facility when such use serves the educational objectives of the University.

It is an objective of the University to provide opportunities for University and broader communities to see and hear major leaders from throughout the state, nation, and world. Speeches and debates by or on behalf of candidates for major state or national offices may be scheduled in University facilities under arrangements that allow reasonable opportunities for opposing candidates or points of view. It must be made clear that the University neither supports nor opposes the views stated by and/or the candidacy of such individuals.

**Purpose.** This policy has been adopted to establish a clear understanding of the scheduling and use of UAFS facilities and to ensure that all UAFS facilities will be used in accordance with the University’s mission, goals, and policies.

This policy is designed to establish a consistent and equitable approach for handling scheduling requests for the use of UAFS facilities; establish rules for access to facilities for all users; require user compliance with University policies and Arkansas law; regulate the time, manner, and location of the UAFS facilities to be used; provide access to guidelines; and identify consequences for failure to adhere to the policy.

**Process.** User/UAFS Sponsor should contact the Campus and Community Events Facilities Coordinator by calling 479.788.7315 or by emailing [scheduling@uafs.edu](mailto:scheduling@uafs.edu). Facilities Coordinator will verify the requested facility space is available for the time/date desired. If available, Facilities Coordinator will determine the type of event, and, based on information obtained from User/UAFS Sponsor, will work to ensure all User/UAFS Sponsor requirements are satisfied, and will ensure event needs are met by the University.

**Designated Facilities.** All campus facilities are available for use with the exception of offices and administrative areas, science and technology labs, and classrooms with restricted equipment. The use of any requested facility is solely at the University’s discretion.

**Event/Reservation Approval.** A reservation request from a student organization must be approved by its respective advisor. If the student organization does not have an advisor, a full-time employee of the Student Activities Office must provide approval for the event. Non-university groups must obtain the approval of the Chancellor or his designee for their event.

**Reservation Deadlines.** It is recommended that you contact the Facilities Coordinator to inquire about available space and timeframes no later than six (6) weeks prior to your event.

**Application and Setup Deadlines.** After you have received confirmation from the Facilities Coordinator that the desired space/timeframe is available, all required paperwork, complete with setup requirements, including a deposit, if required, must be returned to the University as specified at least four (4) weeks prior to the event.

**Event Relocation.** The relocation of an event is discouraged but exceptions can be made if circumstances warrant. The relocation of an event should never take place without the prior approval of the UAFS Facilities Coordinator.

**Canceling Reservations.** Users/UAFS Sponsors who cancel an event may be subject to cancellation fees. Refer to the *UAFS Facility Usage Agreement* for specific guidelines and restrictions.

**Events Involving Overnight Stay.** If overnight accommodations are desired, User/UAFS Sponsor will be referred to UAFS Housing personnel. Housing personnel will work to ensure all User/UAFS Sponsor requirements are satisfied, and will ensure event needs are met by the University.

**Events Involving Minors.** Departments or individuals hosting events involving minors will be asked to contact Human Resources to determine if event parameters will require any of the following: criminal background check, motor vehicle report, and/or child maltreatment/mandated reporter training. If the determination has been made that these processes are necessary, Human Resources will require program type and specific dates; list with name and scope of assignment for each individual involved; and, duties, requirements, and involvement of each position/individual. Human Resources will need to know, on a case-by-case basis, if individual involved is a current or former public school teacher and if there has been a break in service, or if the individual is currently employed by another Arkansas state agency. Once the determination has been made regarding requirements for each position/individual, Human Resources will work with the User/UAFS Sponsor to obtain required documentation, release forms, and payment of any fees associated with obtaining required reporting.

#### **Eligible Groups:**

##### Faculty and Staff

A member of the faculty shall be free to invite outside speakers to participate in any class, conference, or institute that is a part of the University educational program.

Any college, department, or other organization of the faculty or administration, any organization composed exclusively of faculty members or University employees, and any other organization whose membership includes University faculty members and exists solely for the benefit of the University or for scholarly pursuits may use University facilities to hold meetings, subject to UAFS regulations regarding room scheduling.

##### Student Organizations

Any recognized student organization may use University facilities for open or closed meetings or performances subject to campus scheduling regulations.

If an off-campus speaker or performer is to be invited to address an open meeting of a recognized student organization, the faculty advisor must give his or her approval prior to the time that an invitation is extended and publicity is released. In the event that the group does not currently have an advisor, the approval of a faculty member or administrator is required. The University administration may properly inform an organization concerning its view on any proposed meeting to which an off-campus speaker or performer has been invited but will leave the final decision concerning the meeting to the organization and its advisor.

Publicity and communications concerning any meetings shall clearly identify the sponsoring organization and shall carefully avoid any stated or implied University sponsorship. In all open meetings at which an off-campus speaker will speak, a faculty member or administrator shall be present and a reasonable period shall be reserved for questions from the audience.

An invitation to a speaker does not necessarily imply approval or disapproval of the speaker or his or her views by either the University or the student organization. In case a request for the use of a University facility by a recognized student organization cannot be granted, it is the responsibility of the University officer to whom the request was made to notify promptly in writing the organization making the request stating the reasons for the denial.

Speakers may be invited to the campus to discuss political issues. Recognized student organizations may solicit membership and dues at meetings. However, money may not be raised for projects not directly connected with a University activity, and private business may not be conducted in University facilities.

#### Non-University Groups

The facilities of the University exist for the primary purpose of supporting and furthering a program of higher learning. The use of facilities of the University should be extended to non-University groups only when that use will enhance, support, further, or enrich the educational program of the University and such use will not interfere with the educational activities of the University.

Requests for the use of University facilities by a non-University group should be directed to the Chancellor or the Chancellor's designee. The evaluation of the appropriateness of a particular use of facilities by a non-University group or organization shall include the following criteria:

- Relevance and contribution to the needs of the educational program of the University;
- Availability of suitable space not needed for the educational activities of the University;
- Potential for disruption to the University's educational program, considering the proposed time, location, and attendance at the event;
- Security considerations and responsibility for any costs or damage associated with the proposed use; and,
- Compliance with campus or unit procedures for requesting access to facilities and other applicable campus policies and governing law.

University facilities shall not be used by non-University groups or organizations for their own exclusive purposes, for the raising of money for projects not directly connected with a University activity, or for the conduct of private business.

#### **Regulations.**

**Access.** No portion of the sidewalks, entries, passages, vestibules, halls, and all ways of access to public utilities of said building(s) shall be obstructed. Also, doors, stairways, or openings that reflect or admit light into any place in any building(s), including hallways, doorways, stairways, radiators, and house lighting attachments shall not be obstructed.

**Agreements and Forms.** All applicable agreements and forms, together with deposit, if required, must be on file with the University no later than four (4) calendar weeks prior to the event.

**Alcohol.** Consumption, possession, distribution, manufacture, sale, and serving of alcoholic beverages on university premises (including residence halls) regardless of age, except as expressly permitted by UAFS, is prohibited.

**Advertising.** All materials for posting, including any commercial advertising, must be approved by the Student Activities Office. The Student Activities Office will advise regarding specific guidelines with respect to posting advertisements on campus. Any media-related content that includes the university logo or other university representation must be approved by the Marketing and Communications Department. No other universities may be advertised, directly or indirectly, by groups.

**Compliance.** All events must be conducted in compliance with all local, state, and federal laws; as well as all pertinent UAFS policies.

**Conduct.** User/UAFS Sponsor shall be responsible for the supervision and control of all persons associated with the event while on University premises. University officials and/or employees may refuse to grant admittance to University premises to any person(s) whose behavior is considered improper or inappropriate by public standards. University officials and/or employees may refuse to grant admittance to University premises

to any person who appears to be under the influence of any behavior-modifying substance. Further, the University Chancellor or his designee reserves the right to eject any person(s) from University premises.

**Copyrights.** All copyrighted materials to be used, performed, and/or displayed must be duly licensed and/or authorized by the copyright owners or their representatives.

**Damages.** User shall be responsible for any and all damage to University property and premises caused by negligent or willful conduct of any person attending or participating in User's on-campus event. Prior to the event, User must agree to reimburse the University for cost to repair any damages or losses resulting from the event.

**Fees.** If applicable, fees charged are based on the current *UAFS Facility Usage Fee Schedule* in accordance with the *UAFS Facility Usage Agreement*.

**Food and Beverage Services.** Food and beverage service must be arranged with Aramark by calling 479.788.7382 or by emailing [uafsdining@uafs.edu](mailto:uafsdining@uafs.edu). Aramark must have first right of refusal with regard to providing food and beverage service for any on-campus event. The use of any food and beverage service vendor other than Aramark is prohibited unless food and beverage service has been donated by a food vendor or an exemption has been obtained through the Office of the Chancellor.

**Insurance.** If requested, User agrees to provide a certificate of general liability insurance that includes the University as an additional insured, the limit of which shall not be less than \$1,000,000 per occurrence. If User does not carry general liability insurance, User agrees to purchase event liability insurance in an amount not less than \$1,000,000 per occurrence and provide University with evidence of such coverage.

**Legal Age.** University officials and/or employees may refuse admittance to University premises to any person(s) who is under the legal age requirement for a particular event.

**Light/Sound.** For an additional fee, UAFS will provide light/sound upon request. Only University-approved personnel will operate equipment. Script and cue notes must be provided. Refer to the *UAFS Facility Usage Agreement* for specific guidelines and restrictions.

**Management.** University does not relinquish its right to control the management of any on-campus event. Further, the University reserves its right to enforce all necessary and proper rules for the management and operation of any facility space on the University campus, and any and all authorized University employees may enter at any time for any reason.

**Media.** Any presence of media (i.e., television or newspaper) must be reported to UAFS immediately.

**Personal Motorized Vehicles.** Motorized personal transportation devices, including hoverboards, are prohibited from being stored, charged, or used on campus or in any building. Scooters and mopeds may be parked up to 10 feet from any building and may not be used or parked on any sidewalk. Golfcarts that are preapproved for use on campus may only be driven on campus paved surfaces.

**Personal Property.** The University shall not be responsible for any personal property placed in or on University premises. User will be responsible for removing all personal property at the conclusion of the event.

**Pets.** Pets are not permitted in any UAFS building.

**Protections.** User/UAFS Sponsor shall provide security and/or fire protection as deemed necessary by the University. The presence of a University campus security staff member will be required at any dance held on University premises. The cost of such protection(s) shall result in an additional fee pursuant to the *UAFS Facility Usage Fee Schedule*.

**Flammables.** The use of pyrotechnics is strictly prohibited. No device producing open flames may be used without the prior consent of the University. If approved for use by University, lighted candles must be in glass or other noncombustible containers.

**Sale of Goods.** The sale of merchandise on the UAFS campus must be approved by the Chancellor or his designee. The User will pay the University a negotiated percent of the gross revenue from the sale of any item(s) other than ticket sales.

**Service/Support Animals.** Accommodations can be made for persons who rely on the assistance of a service/support animal. Prior approval is required. Contact the ADA Office at 479.788.7577 or email [ada@uafs.edu](mailto:ada@uafs.edu) to initiate the approval process.

**Setup.** If the User requests the construction of special platforms, staging, or structures, permission must be expressly obtained from the University Chancellor or his designee. Any expenses associated with the construction and removal of any platforms, staging, or structures will be borne by the User. Further, the User will be responsible for any and all expenses incurred for any damage to University premises as a result of any special staging or construction.

**Solicitation.** The buildings and grounds of UAFS are 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, these buildings and grounds are committed to being used for the nonprofit, tax-exempt use of the official program of the University. Therefore, private business activities are not permitted on University premises.

University student organizations or independent student organizations are permitted to use University facilities for fundraising purposes, which may be directed toward philanthropic pursuits, as determined by the Internal Revenue Service to be nonprofit and tax-exempt.

With prior approval, other nonprofit organizations are permitted to use University facilities for fundraising purposes but must agree that all proceeds will be used for civic or philanthropic purposes.

Nonprofit organizations can solicit while on University property with prior approval. Please complete the *UAFS Certification of Status as a Nonprofit Organization* form.

**Smoking.** The use of any tobacco product is prohibited on the grounds of UAFS in accordance with the laws of the State of Arkansas (Ark. Code Ann. §§ 6-60-701 to 6-60-705). The tobacco-free environment includes all University property, which is defined by Ark. Code Ann. § 25-17-30 as including “. . . all highways, streets, alleys, and rights-of-way that are contiguous or adjacent to property owned or controlled by the institution”. Electronic cigarettes are also prohibited on campus.

**Sponsors.** If the event requires a University sponsor (“sponsor” is defined as a full-time UAFS employee in good standing with the University), the University employee who has agreed to provide sponsorship must be in attendance for the duration of the sponsored event.

**Stubblefield Center.** For non-athletic competition events, User understands that the use of the Stubblefield Center requires a floor covering be utilized unless otherwise waived by the University Chancellor or his designee. The use of the floor covering requires an additional fee pursuant to the UAFS Facility Usage Fee Schedule.

**Student Organizations.** Events involving student organizations must work with the Student Activities Office. The Student Activities Office will provide specific facility use guidelines with regard to the setup and cleanup of student events.

**Ticket Sales.** Ticket sales for on-campus events must receive prior approval from the University. The University must be provided with ticket information, dates, and pricing associated with ticket sales for any event that requires ticketed admission. In no event shall tickets to any concert, entertainment, or exhibition be sold or

disposed of in excess of the seating capacity of the facility. Seating capacity for all events will be determined by the Chancellor or his designee.

**Treatment of Premises.** The User shall not injure, mar, deface, or in any manner damage University premises or University property, and shall not cause or permit any act whereby said premises or property shall in any way be injured, marred, defaced, or damaged. User will not drive or permit to be driven nails, hooks, tacks, screws, or any device into any part of said premises or property, and will not make or permit to be made any alteration of premises or property, in each case excepting ordinary wear and tear. Any use of tape application to any surface must be approved in advance. Toilets and water apparatuses shall not be used for any purpose other than that for which they were constructed, and no sweepings, rubbish, rags, papers, or other substances shall be thrown therein. Repair(s) for any damage caused to toilets or water apparatuses, as well as any other University property or premises, due to misuse shall be paid by the User.

**University Logo or Other University Representation.** Any use of the University logo and/or other representation of the University must be approved by the University Marketing and Communications Department. Guidelines for use of the University logo and/or any other representation of the University are available from the University Marketing and Communications Department by calling 479.788.7154.

**Waivers.** Depending upon the type of event, campus guests may be required to complete the Assumption of Risk, Release of Liability and Indemnity Agreement Waiver for UAFS Campus Visitors. Guests using the Recreation and Wellness Center must complete the Assumption of Risk, Release of Liability, and Indemnity Agreement for the UAFS Recreation and Wellness Center.

**Weapons.** Any possession of firearms on University property must be in accordance with Act 562 of 2017 (HB 1249 of 2017). Enhanced certification is required. Storage of firearms on University property is prohibited.

**Violation of Guidelines.** The University reserves the right to refuse a request by any group, conference, and/or participant to use any UAFS facility for failure to comply with University policies and regulations, or federal, state, and/or local laws. Violation of the Facilities Use Agreement may result in the immediate removal of the group or person from University property, cancellation of future agreements/events, restitution, mediation, or criminal action.

**Revisions.** Revisions of this policy should be reviewed by:

- Accounts Receivable Manager
- Associate Provost for Academic Affairs
- Associate Vice Chancellor for Campus and Community Events
- Athletic Director
- Dean of Student Affairs
- Director of Housing
- Director of Human Resources
- Director of Marketing
- Director of Procurement
- Vice Chancellor for Finance and Administration
- Vice Chancellor for Student Affairs

*Policy adopted May 8, 2017.*

*Revised January 19, 2018.*

## UAFS FACILITIES USE BY OUTSIDE GROUPS POLICY APPENDIX

1. Facility Usage Request Form
2. Housing Usage Request Form
3. UAFS Fee Schedule
4. Housing Usage Fee Schedule
5. The Blue Lion at UAFS Downtown Usage Fee Schedule
6. Facility Usage Agreement
7. Facility Usage Addendum - Exceptions and Negotiated Items/Expenses
8. Facility Usage Addendum - Housing
9. Facility Usage Addendum - The Blue Lion at UAFS Downtown
10. Facility Usage Addendum - Stubblefield Center
11. Temporary Resident Agreement
12. Waiver - Campus Visitors
13. Recreation and Wellness Center Waiver
14. Certification of Status as a Nonprofit Organization