

**FACILITY/OUTDOOR SPACE RESERVATION FORM  
UNIVERSITY OF ARKANSAS**

FACILITY/OUTDOOR SPACE REQUESTED \_\_\_\_\_

DATE TO BE USED \_\_\_\_\_ TIME: From \_\_\_\_\_ To \_\_\_\_\_

EVENT STARTING TIME \_\_\_\_\_ ESTIMATED ATTENDANCE \_\_\_\_\_

NAME AND NATURE OF EVENT \_\_\_\_\_

SPONSORING ENTITY \_\_\_\_\_

ADMISSION? \_\_\_\_\_ WHEN/WHERE TICKETS SOLD \_\_\_\_\_

Is public invited? Yes \_\_\_\_\_ No \_\_\_\_\_ Does this event occur annually? Yes \_\_\_\_\_ No \_\_\_\_\_

Will vendors/merchants participate? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, list name(s) \_\_\_\_\_

Will food/beverages be available? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, list vendor(s) \_\_\_\_\_

If outdoor event, is amplified sound used? Yes \_\_\_ No \_\_\_ Will access be needed for vehicles to be on the landscape? Yes \_\_\_ No \_\_\_

*Registered Student Organizations must also Complete This Section:*

Person Submitting Request \_\_\_\_\_

Faculty/Staff advisor \_\_\_\_\_

Address \_\_\_\_\_

Campus Address \_\_\_\_\_

City, State and Zip \_\_\_\_\_

Campus Phone \_\_\_\_\_

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

E-Mail Address \_\_\_\_\_

E-Mail address \_\_\_\_\_ Fax Number \_\_\_\_\_

RSO Advisor Signature (Required) \_\_\_\_\_

Contact Person Signature \_\_\_\_\_

Approving Authority for Facility/Outdoor space \_\_\_\_\_

Contact Phone \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_ Phone \_\_\_\_\_

Security Assessment \_\_\_\_\_ Requested \_\_\_\_\_ Initials \_\_\_\_\_

Approval Date \_\_\_\_\_ Approved Decibel Level \_\_\_\_\_

Comments and/or Restrictions:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- APPROVING AUTHORITY MUST SEND COPIES TO:**
1. University Calendar Office, ARKU 402
  2. Student Involvement, ARKU A665
  3. University Police, ADSB 182
  4. University Relations, HOTZ 800
  5. Transit & Parking, ADSB 131
  6. Requestor

By signing above, the person submitting the request agrees to and will abide by the policies and regulations governed by the Use of University Facilities and Outdoor Space. Refundable Deposits are required for the restroom key at The Gardens (\$50.00), the keys to the lights/power at the Greek Theater (\$50.00), Bollard Key (\$150.00) and Gate Opener (\$150.00). **Gardens Water Service:** No water service (restrooms, sinks, hose bibs, etc.) will be available from mid-November to mid-April. If scheduling close to these times, requestor should contact the Department of Facilities Management to confirm the status of water availability. Parking permits are required for the Gardens during the hours of 7:30am-5:00pm Mon-Fri. and can be obtained by calling 575-4567. **NOTE: Organizer must be present throughout the event with a copy of the approved reservation form for duration of function.**

Return via fax to 575-5878

Reservation Number: \_\_\_\_\_

## USE of UNIVERSITY FACILITIES and OUTDOOR SPACE

### A. General Policies

- University facilities and outdoor space are governed by the policies of the Board of Trustees of the University of Arkansas and exist for the primary purpose of serving a planned and scheduled program of educational activity. Consistent with Board of Trustees Policy 705.1 and University wide Administrative Memorandum 715.1, when not required for regularly planned educational or research programs, and subject to other University policies, University facilities or outdoor space may be made available for use by University entities and Non-University entities. University entities shall only include colleges, departments, and other university organizational units; faculty; staff; students; University-related foundations and University alumni association; and registered student organizations. Non-University entities shall only include individuals and organizations that are not acting as University entities and are not sponsored by a University entity. Use of University facilities or space must not interfere with educational activities of the University. Moreover, such use is conditioned on receiving prior approval consistent with the procedures described below. Notwithstanding anything to the contrary, all uses of University facilities and outdoor space by University entities or non-University entities shall remain subordinate to the University's right to use the facilities at any time to advance the educational mission of the institution.

- Subject to all other University policies, the University prohibits the use of facilities and outdoor space for private, for-profit business activities. The University regulates any use of its buildings and grounds for solicitation, including fund-raising activities. University facilities shall not be used by non-University groups nor organizations for private purposes, for the conduct of private business and/or to raise money for projects not connected with a University activity except as otherwise permitted by University policy.

- Consistent with the University's educational mission, first priority for use of facilities or outdoor space shall go to University entities, and the University reserves the right to modify or cancel reservations accordingly. Moreover, to help ensure a diverse array of activities and uses, non-University entities are limited to an initial total of five reservations each Fall Semester, Spring semester, and summer with any portion of a calendar day considered one reservation. After the initial total of five reservations per semester has been obtained by a non-University entity, other non-University entities that wish to reserve space shall take priority; provided, however, if other non-University entities have not submitted a reservation request, then a request submitted by a non-University entity which has utilized its initial total of five reservations shall be considered and processed consistent with this policy. Furthermore, after the initial of five reservations per semester, non-University entities may receive no more than three reservations at a time. Subject to policy B.3., below, Non-University entity reservations must be requested no later than three-business days prior to the day of the event. Student reservations must be made through a registered student organization with the prior approval of the faculty or staff advisor. These provisions are not intended to limit informal student use of small group study or meeting space reserved according to facility-specific policies.

- Those requesting reservations must agree to be financially responsible for all costs associated with the reservation, including but not limited to security costs, cleanup, or damage to University property. Moreover, if warranted by the nature of the event, the University may require a requestor to obtain appropriate insurance coverage and/or to indemnify the University, its officials and employees for any claims pertaining to the use of the University's facilities.

- Non-University entities will not be allowed to reserve spaces and/or facilities during "Dead Days," any official final examination periods, and all dates of any Official University Commencement activities.

### B. Reservation Procedures

The following procedures apply to reservations requested by or for individual faculty, staff or students; registered student organizations; or non-university entities:

1. Indoor Space: Those requesting a reservation of an indoor University facility/space should contact the building executive responsible for that location and follow any policies and procedures established for that site.

2. Outdoor Space: Those requesting a reservation of an outdoor University facility/space must complete a reservation form and submit the form to Facilities Management or the office responsible for the location to be used. If approved by that office, then that office shall provide a copy of the approved request to the organizer, and shall forward other copies of the reservation to the University calendar in the ID and Information Office, University Relations, Student Involvement, and the University of Arkansas Police Department (UAPD).

2a. Outdoor Reservation Forms: Copies of the Outdoor Facility/Space Reservation Form may be obtained from the Office for Student Involvement (A665 Arkansas Union), the Office of the Director of Facilities Management, the University web site at [www.uark.edu/campus-resources/rstoinfo/](http://www.uark.edu/campus-resources/rstoinfo/), and the offices of University officials having authority to approve requests.

3. Security Assessment: If (1) an event is expected to have 500 or more people in attendance; or (2) if a security assessment is requested by a university official; or (3) if, in the opinion of the organizer, the event might require security, then, in all such instances, the organizer must contact the Director of UAPD or the Director's designee at least three business days prior to the event to enable an assessment of potential security needs, including estimated costs to the organizer. UAPD must certify that this review has been completed prior to University approval of the space reservation. If the Director or his designee recommends that security be provided for the event, UAPD will provide a brief description of the expected arrangements and estimated costs; such costs shall be the responsibility of the event organizer as a condition of approval of the reservation, along with any other required costs.

4. Approval Subject to Review: At all times, any reservation approval is conditioned upon full compliance with all University policies and all reservation requirements. The University reserves the right to disapprove the request (or terminate the reservation) of any entity that fails to comply with University policies or state or federal law, or which has damaged University facilities at any time.

5. Event Parking - Anyone sponsoring special campus events requiring parking for visitors will be responsible for requesting parking arrangements at least two weeks prior to the event. UA Policy 302.1 covers the parking requirements for special events. Please contact Transit and Parking to make arrangements for your event. (479)-575-3304 or (479)-575-4970

6. Available Facilities: A list of reservable facilities /outdoor spaces and the approving official/department is available in the Student Handbook or on the University web site at [www.uark.edu/campus-resources/rstoinfo/](http://www.uark.edu/campus-resources/rstoinfo/).

7. Fundraisers: Fundraisers sponsored by Registered Student Organizations must be approved by the Office for Student Involvement and Leadership (A665 Arkansas Union) no later than two weeks before the event is to take place. The fundraising form is available in the Office for Student Involvement and Leadership. The Office of Student Organization Accounts (Hunt Hall 101) keeps records of income generated by the activity. All funds must be deposited with the Office of Student Organization Accounts.

### **C. Additional Facility Use Policies**

1. Organizer Presence Required: The organizer must be present throughout the event with a copy of the approved reservation form for the duration of the function and present the form to UAPD if requested. The event may be terminated by UAPD for failure to have a copy of the approved reservation form on the premises.

2. Alteration of University Property: Alteration or physical modification of property owned or leased by the University is not permitted. To prevent damage to University infrastructure, Facilities Management must approve the erection of tents or any temporary structures.

3. Decorations: The organizer must have decorations approved and/or facilities inspected for safety in advance by Facilities Management or the facility official.

4. Property Damage: Any group or individual that causes damage to University property must pay any charges necessary to return the property to its original state; University employees, students or organizations may also be subject to disciplinary action.

5. Organizer Arrangements: The organizer shall be responsible for addressing issues such as special power requirements, access to restrooms, adequate waste receptacles, and inclement weather sites. Many campus buildings are closed after hours and on weekends/holidays; therefore, power and restrooms are not readily available. If waste receptacles are overflowing after an event, then the requester/sponsoring group will be charged the additional cleanup costs incurred by the department that operates the facility/outdoor space. The organizer shall be solely responsible for any and all costs arising from or relating to any event and by requesting to use University facilities agrees to pay all such charges.

6. Publicity, handouts, etc.: All publicity, handouts, printed materials, etc. are governed by University policies and procedures. These procedures are outlined in Appendix C of the Undergraduate Catalog of Studies in sections entitled "Publicity and Literature" and "Printed Materials".

7. Smoking Policy/Tobacco Use Policy: Smoking and the use of tobacco products (including cigarettes, cigars, pipes, smokeless tobacco and other tobacco products) by students, faculty, staff and visitors are prohibited on all University of Arkansas properties. (Fayetteville Policies and Procedures 724.0)

### **D. Sound Regulations on Campus and Respect for Others**

1. Noise Disturbances to be Avoided: University entities and non-University entities must respect others' rights by not creating noise disturbances on the campus or around residences. The sound regulations apply to outdoor campus events that may potentially cause noise disturbances regardless of whether or not amplified sound is used (e.g., outdoor music performances).

2. Maximum Decibel Levels: Absent a written waiver from the University, outdoor events held on campus must abide by the following sound regulations, which prohibit unreasonable sound disturbance.

a. A level of 70 decibels will be permitted in approved locations from 6:00p.m. Sunday through 6:00p.m. Friday.

b. A level of 80 decibels will be permitted in approved locations from 6:00p.m. Friday through 6:00p.m. Sunday.

3. Noise Complaint Procedures: If a complaint is registered with UAPD, then decibel levels will be measured by UAPD from the location of the activity as well as at the source of the complaint to assure compliance with approved levels. An attempt will be made to work cooperatively with the event sponsor in assuring approved sound levels. If cooperation does not occur, and if deemed appropriate by UAPD, the event may be terminated.

4. Additional Sound Restrictions: During the week (Sunday evening through Friday afternoon), sound systems may be used on campus and around University residences only between the hours of 10:00 a.m. and 11:00 p.m. The use of sound systems during the weekend must be terminated by 1:00 a.m. on Saturday and Sunday mornings.

5. End of Semester Policy: Outdoor events which could create noise disturbances on campus will not be approved after the last day of classes through the end of finals each fall and spring semester.

6. Notification to Others: Event organizers are responsible for notifying parties potentially affected by their event sound levels or activities. The University may approve lower sound levels in locations surrounding Fayetteville residential areas.

7. Athletics: Any official athletic contest or spirit event sponsored or hosted by Men's or Women's Athletics or any Razorback Band practice or performance shall be exempt from the sound restrictions contained in this policy.