

## ONE EAST CENTER (ECEN)

### Usage Policy

(Updated November 27, 2018)

The following policy is intended to ensure that all uses of One East Center (ECEN) are consistent with University policy and appropriate to the character of the facility, as well as to facilitate a smooth working relationship between the tenants, private owners of One East Center, the University and potential users of the building. The policy is designed to:

1. Provide basic information/considerations for potential users of the building outlining availability and specifications;
2. Establish parameters for use of the space:
  - a. Priorities and limitations regarding permissible uses;
  - b. Responsibilities of the user;
  - c. Resources available and contact information;
  - d. Agreements and expectations;
3. Ensure continued care, maintenance, and responsible custodianship of One East Center as
  - a facility dedicated for advancing the University's primary educational mission;
  - a gracious, welcoming space for future users/patrons/tenants.

These guidelines are subject to all applicable policies of the University of Arkansas, which can be found at [vcfa.uark.edu/policies/Fayetteville/index](http://vcfa.uark.edu/policies/Fayetteville/index).

#### **Purposes of One East Center per University Policy; General Priorities for Use and Restrictions on Use**

Pursuant to University policy, the spaces within One East Center used by the University along with commercial and general common areas, as with other University facilities, exists for the primary purpose of serving a planned and scheduled program of educational activity. When not required for regularly planned educational or research programs, and subject to other University policies, the applicable areas of One East Center may be made available for use. One East Center has a unique ownership structure as it is owned by private individuals and the UA, with the majority of the space owned by the UA.

Portions of the UA spaces are leased by retailers and commercial businesses, with the remainder used by the UA for educational purposes. Therefore, use of the pre-determined public space of the building by other entities will be very limited and subject to prior approval by the designated UA authority. Non-University entities shall only include individuals (including students) and organizations that are not acting as University entities and are not sponsored by a University entity. Use of the building must not interfere with educational activities of the University. Moreover, such use is conditioned on receiving prior approval consistent with the procedures described in these guidelines. Notwithstanding anything to the contrary, all uses of One East Center shall remain subordinate to the University's right to use the facilities at any time to advance the educational mission of the institution.

There are four open areas within One East Center considered to be available for UA-related educational purposes and very limited non-educational purposes, upon proper request and with proper approval. They are the North Atrium area, the South Atrium area, the North and South Atrium as one unit and the second floor bridge area.

With the exception of spaces leased to commercial tenants and the spaces owned by private individuals in One East Center and subject to all other University policies, use of One East Center and other university facilities for private, for-profit business activities is prohibited. The University regulates any use of the building for solicitation, including fund-raising activities. One East Center shall not be used by groups or organizations for private purposes (with the exception of spaces leased to retail and commercial tenants and the spaces owned by private individuals), or to raise money for projects not connected with a University activity except as otherwise permitted by University policy.

Any Non-University entity that lists their attendance as 100 or more must be in compliance with the regulations listed in the [Fayetteville Policy and Procedures 708.0](#) Section II.I Larger Internal Facilities – Reservations by Non-University Entities.

At all times, the Chancellor, Provost, One East Center tenants and private owners have first priority for use of the space. Consistent with the priorities for usage discussed above, if one of these officials should need to utilize the building, even on short notice, the University shall have authority to postpone or cancel a reservation. Should this occur, the University will provide assistance in seeking an alternate location for the event; however, alternate space is not guaranteed.

### **Office Hours & Hours of Availability**

One East Center is available for use Monday through Friday, 8:00 a.m. – 10:00 p.m. and *may* be available on Saturday and Sunday from 8:00 a.m. – 10:00 p.m.

### **Capacity**

For academic and assembly purposes, the atriums North and South are limited to 100 people per area. The 2<sup>nd</sup> floor bridge area is limited to 40 people for that area.

### **Access**

Access accommodations and services are available, in accordance with ADA regulations. It is the sole responsibility of the event sponsor, and not the U of A, to ascertain and provide for the needs of event participants.

### **Organizer Presence Required**

The event 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 University officials if requested. The event may be terminated by University officials for failure to have a copy of the approved reservation form on the premises. For Display Only events, the organizer does not have to be physically present at all times, but a copy of the approved reservation form should be on-site and visible (location to be determined upon approval of event). The Display Only event should have signage identifying the sponsoring entity of the event.

### **Alteration of University Property; Decorations or Signs**

Alteration or physical modification of University property is not permitted. The organizer must have decorations or signs approved and/or inspected for safety in advance by the Building Executive and/or other appropriate University officials. In particular, materials taped or tacked on the walls of the building are prohibited, in order to preserve the building's wall coverings and fixtures.

### **Responsibility for Costs or Damage or Injury**

Users of One East Center must agree to be financially responsible for all costs associated with the use, including but not limited to security costs, cleanup, or damage to University property. University employees, students or organizations may also be subject to disciplinary action for misuse or damage. If warranted by the nature of the event, the University may require a user to obtain appropriate insurance coverage and/or to provide a separate written indemnification of the University, its officials and employees for any claims pertaining to the use of the facility. Furthermore, the University will not be held liable for any costs or liabilities of any nature associated with the event, including but not limited to any lost or damaged goods, or bodily injury.

### **Smoking/Tobacco Products**

The University of Arkansas is a no-tobacco campus. All tobacco products are strictly prohibited. Burning of candles and incense is also not permitted.

### **Pets and/or Service Animals**

All pets and animals are prohibited with the exception of service animals.

### **Inclement Weather**

The Inclement Weather Policy of the University of Arkansas will be used to make building closure decisions. A copy of this policy can be found at <http://vcfa.uark.edu/Documents/2100.pdf>. You may also call the University of Arkansas Inclement Weather hotline (575-7000) or click on the RazALERT emergency notification link on the University of Arkansas homepage <http://www.uark.edu> to receive information regarding the University of Arkansas closing. In the event that inclement weather occurs, the event organizer is responsible for confirming with the UA if campus is open or has been closed due to weather. If the campus is closed, One East Center for the purposes of the event will also be closed and the event will need to be rescheduled. The **event organizer** is responsible for notifying all participants.

### **Scheduling:**

Prospective users are required to provide their requests for use a minimum of two weeks in advance of the event. Tenants of One East Center, Condo Owners or members of the One East Center POA are only required to provide their requests for us a minimum of one week in advance of the event. Please be sure you include sufficient time for access/set-up; also, be prepared to vacate One East Center and the building at or before your stated end time.

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 any request.

### **Equipment and Catering Considerations**

- One East Center does **not** provide chairs, tables, tablecloths or skirting for tables. These can be rented from an off-campus vendor.
- One East Center does not provide furniture, catering or any other event planning or set-up.
- All materials, supplies and trash must be removed by the organizers immediately at the conclusion of the event. The area should be kept clean during the event.

- All loading and unloading for event equipment, food, etc. should use the building's loading dock or off-street parking. At no times should loading or unloading operations block alley access or the condo owners' parking spaces on the east side of the building.

### **Security**

If requested by a university official, a prospective user must contact the University of Arkansas Police Department (UAPD) at 479-575-2222 to enable an assessment of potential security needs, including estimated costs to the organizer. If the Director of UAPD or 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 use, along with any other required costs.

As the building is locked after regular business hours, the user must provide a person to open and monitor the doors to ensure only invited or expected guests enter the building for any event beginning or lasting after the close of business or prior to the start of the business day. Building doors are not to be propped open and left unattended.

The University will not be responsible for lost or stolen property, equipment, money or jewelry from the premises or public areas regardless of whether such loss occurs where the area is secured against entry.

No event participants shall be allowed above the floor of their approved event nor in the basement/lowest floor of the building.

### **Parking**

Users of One East Center and their guests are fully subject to all parking policies of the City of Fayetteville and will be expected to pay any parking fees or fines incurred. Parking arrangements for events in One East Center can be arranged directly between the user and the City of Fayetteville – City Hall, 113 W Mountain Street, 479-575-8280 or Fayetteville-ar.gov/680/Parking or email parking@fayetteville-ar.gov. There is no specific parking assigned to this building.

### **Alcohol**

In accordance with the University's policy on Alcohol at Special Events ([Fayetteville Policies and Procedures 700.5](#)), all events that are sponsored by a University Entity that wish to involve service of alcoholic beverages must register their event with the office of Donor Engagement at least 2 weeks prior to their event. Alcohol must be served by an insured caterer or bartending service, and only to those who are 21 years of age or older. Alcohol service shall only be permitted after 4:30pm on weekdays or after 12:00pm on weekends.

No alcohol is allowed at events that are designed primarily for undergraduate students regardless of age, as well as any event that are student registered or student sponsored. The University may require a user to obtain appropriate liability insurance.

\*\*One East Center is not an approved location for service of alcohol at events that are not held by a University Entity.

### **Drones**

Drone use in the building is not allowed without prior University approval.

### **Additional Requirements and Prohibitions**

Prohibited in One East Center are:

- Attachments to any fixture
- Tapers, candles, or incense
- Alcoholic beverages unless specifically approved for a particular event.
- Loud or offensive music is not allowed. All sound should be kept at normal speaking levels, which is defined as 70 decibels measured at 6 feet from the source of the sound.
- No bicycles, skates, skateboards or hoverboards are allowed in the building.
- No firearms or weapons are allowed in the building.

