

Frequently Asked Questions about Outdoor Reservations

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If you don't find an answer to your question in this document, please contact the Outdoor Reservations office at 479-575-6441 or outdoors@uark.edu.

How do I reserve an outdoor space on campus?

- Your organization can submit a space request form to outdoors@uark.edu. The form and other information can be found on the Reservations [website](#).

How long does it take to hear back about a request?

- If the event is not urgent and we have all the information needed, it usually takes about a week for the request to go through the process.

What are the factor that will be considered when processing a request?

- Factors that are considered are, but no limited to: anticipated size, noise level and how that will affect academic or other University activities in the vicinity, compliance with applicable laws, regulations, and policies, potential risk to the health and safety of participants, observers, and others, and impact on traffic.

How do I know if I have successfully reserved a space?

- It is important to remember that all forms submitted are a REQUEST. Reservation of Space and event approvals are not guaranteed for every request. You will receive confirmation from the Reservations Office if your event has been approved or denied. If you have any questions about the process, please contact the Reservations Office at 479-575-6441.

How do I find out if a certain area is available?

- If the area is on the list of [reservable spaces](#), you can view the [calendar](#) on our website to check to see if a space is available (keeping in mind this doesn't include pending events). You can also call the Reservations office and ask if a space is available 479-575-6441.

How do I get chairs or tables for my event?

- More information about rentals can be found [here](#).
- You can also call the Special Setups Office for more information at 479-575-3882.

Is there a cost associated with reserving space?

- Not at this time. This, however, does not include potential rentals or clean-up cost incurred by the reserving individual or group.

Where can I get a request form?

- On the [Reservations website](#).

What type of events require a security assessment by UAPD?

- Any event that is anticipated to have an attendance of over 500 or any event by an outside entity (i.e. non-university affiliated group) that has a listed attendance of 100 will require an assessment by UAPD.
- Any event (i.e. races or runs) that involve shutting down streets requires an assessment by UAPD, Athletics (to ensure the event does not interfere with any home athletic event), and Transit and Parking before the event can be considered for approval. If the event includes streets that are not on campus, we will also need the approval from the City of Fayetteville before the event can be considered.

Where can we park for event?

- For parking accommodations, please contact Transit and Parking at least 2 weeks in advance of your event at 479-575-3304 or 479-575-4970. More information about special event parking can be found [here](#).
- If you need access to the sidewalks or hardscape for your event, please contact the reservations office for more information at 479-575-6441.
- Any vehicles parked on sidewalks or hardscape that is not a parking spot requires prior approval and a signed permit from the reservations office. Any vehicles that are illegally parked are subject to ticketing and/or towing.

How do I get access to the restrooms at the pavilion at the Gardens?

- The restrooms are available Mid-April to Mid-November. You can contact our office at any time to determine the availability of water/restrooms at the Gardens. Request key form can be obtained from the reservation office or the Key office at Facilities Management. The deposit is \$150 and required at the time of picking up the key.

How do I get access to the lights at the Greek Theatre?

- The Greek Theatre has an electrical closet on the left side of the stage that requires a key. Inside the closet, you will have access to electrical outlets and the light switches for the stage lights. Keep in mind, if you just need access to regular outlets, there are several on the columns on the stage that can be accessed without a key. A request key form can be obtained from the reservation office or the Key Office at Facilities Management. The deposit is \$150 and required at the time of picking up the key.

When can I pick up keys or permits for my event?

- We typically allow for keys and/or permits to be picked up the day before, or Friday if an event is scheduled for Sunday, the event.

Can non-university entities advertise on campus?

- No. The only time that non-university groups are allowed to advertise or promote on campus is during Razorbash in the fall. If you have more questions about promoting or advertising on campus, please reach out to our office: 479-575-6441. If you are interested in Razorbash, you can find more information [here](#) or email razorbash@uark.edu.

How do I reserve the tables outside the Union?

- The Union is responsible for the stationary tables that are outside their building. For more information, visit the Union's [website](#). If you would like to bring your own table, or rent a table from [facilities](#) and set up on the Union Mall, fill out a reservation request form and send it in to outdoors@uark.edu.

Can I have food or beverages at my event?

- Yes, food and beverages are restricted to authorized caterers. For more information, please contact our office at 479-575-6441.

Can I fly a drone on campus?

- You can fly a drone on campus only with prior approval. More information can be found [here](#). After completing the form, please send it to the [Industrial Engineering office](#) or call 479-575-5521 for more information.

Can I reserve a space on campus during a home football game weekend?

- It depends on the area. The Gardens are not available from 5pm on Friday to 5 pm on Sunday on Home Football game weekends. All other reservable areas are subject to availability and are not guaranteed. Please contact our office for more information: 479-575-6441. You can view the policy for tailgating [here](#).

I am interested in tailgating on campus, who do I contact?

- Please send all inquiries about tailgating to the Athletics department at 479-575-3517. The policy and parking map can be viewed [here](#).

I am interest in Yard Signs for my group on campus, who do I contact?

- Yard Signs can be put up by RSOs and University Department with prior approval from our office and are limited to certain areas. For more information, contact our office at 479-575-6441.

Can I have alcohol at my event?

- It depends on the area and situation. For more information, please read the University's [Alcohol Policy](#) for Special Events or call the Reservations office 479-575-6441.