

FOR INTERNAL USE ONLY

Date Rec'd _____

- Approved
- Booked
- Confirmed

**STUDENT CENTER
OUTSIDE
LOCATIONS**

Request Form and Contract

SUBMIT ONLINE*

<http://scems.uca.edu/VirtualEms/>

UCA STUDENT CENTER

Scheduling Office, SC 203A

UCA Box 5101

201 Donaghey Avenue

Conway, Arkansas 72035

Ph. (501)852-2524

Fax (501)450-5874

E-Mail: SCScheduling@uca.edu

*RSO Presidents/Advisors and UCA employees can submit the request **ONLINE** at <http://scems.uca.edu/VirtualEms/>

*Complete and Return ♦in Person to SC 203A ♦by Email SCScheduling@uca.edu ♦or Fax (501) 450-5874

This request must be submitted at least 2 weeks in advance of the event date.

Organization Information

Organization or Department: _____

Contact Name: _____

Contact Phone: _____ Alternate Phone: _____

Contact Email: _____

(Be sure to check the email address you submitted AND email 'trash' in case the message is rejected by your email and sent directly to 'trash')

RSO Advisor: _____

Name / Address for Billing: _____

Event Information

Name of Event: _____

Date of Event: _____

(Enter all dates needed for this one event.)

Brief Description of Event: _____

Is this event being used for a political or religious cause? YES NO

Check all that apply: all UCA attendees over 50% UCA attendees less than 49% UCA attendees
 Charge to attend event Registration fee to attend event Department Sponsored

Will any food be at this event? YES NO

If YES, please explain in detail: _____

(All food in the SC must be provided through UCA contracted food service provider)

Event Start Time: _____ Event End Time: _____ Expected Attendance Number _____

Will any TICKETS or other ITEMS be sold at this event? YES NO

If YES what item(s) and cost?

(If YES and you are receiving money or goods, you must submit a Solicitation Form - available at Directors Office SC 206A or online at <http://uca.edu/studentcenter/files/2011/08/solicitation-app.student.pdf> for students and <http://uca.edu/studentcenter/files/2011/08/Solicitation-app-commercial.pdf> for commercial.) **PLEASE NOTE: UCA reserves the right to require income participation for ticketed event and/or a percentage of gross sales if you sell items.**

Additional Time Needed Before and/or After Event

Date	Arrival Time	Activity Decorate/set up (D) & Teardown (T)	Departure Time

Location(s) You Are Requesting

- Amphitheater:** There is electricity available at the AMP and minimal lighting. The sound level will be monitored and shut down if it is deemed too loud.
- Block:** If you are going to need electricity for your event, you will need to test the outlet prior to your event, to make sure it is working. If it is not working, you will need to contact Physical Plant at (501) 450-3196 to get the outlet functional. The sound level will be monitored and shut down if it is deemed too loud.
- Street:** The sound level will be monitored and shut down if it is deemed too loud.

Items Requested

DUE TO THE CLOSE PROXIMITY TO OFFICES AND CLASSROOMS, LOUD MUSIC, NOISE, SHOUTING, ETC. are prohibited in the Student Center Outdoor locations before 4:30 p.m. Monday-Friday. Any music requiring amplification is limited to x-period (1:40pm to 2:30pm) on Tuesdays and Thursdays only. This includes DJs, any acts with drums, electric guitars, electric bass guitars etc. Sound checks may begin at 1:30pm and must be kept at a very low volume. Solo acoustic acts may be exempt from this time frame as long as their volume is maintained at a reasonable level (as determined by a university official). **If at any time it is determined that the volume is disturbing nearby offices or meeting rooms, groups may be required by a university official to reduce the sound level.**

Please indicate any items that you will be ordering from AV or Physical Plant:

- Tables** _ How many? _____ (Contact Physical Plant (501) 450-3196 for these items)
- Chairs** – How many? _____ (Contact Physical Plant (501) 450-3196 for these items)
- AV electrical equipment** – (Contact AV services Matt Tanner (501) 450-5222 for these items)
What will you be ordering? _____
- What items will you be bringing for this event?** _____

Rental Fees & Important Information

UCA RSOs and Affiliated Groups charging admission: Rent will be charged at a 50% discount (2 hour minimum) plus the direct costs of required and/or requested UCA personnel, equipment or services. Half day rates are not available.
When no admission fee is charged by UCA RSOs and Affiliated Groups: Rental fees are waived. Direct costs are still charged for required and/or requested UCA personnel, equipment or services.

External Groups: Rent will be charged at full price (2 hour minimum) plus the direct costs of required and/or requested UCA personnel, equipment or services. Half day rates are not available. Proof of liability insurance may be required.

If the University closes due to inclement weather, the event will be canceled and rescheduled if possible.

THIS FORM IS A CONTRACT. By signing, you confirm that you have read, understood and agreed to all policies and procedures for reserving and using the UCA Student Center. The Board of Trustees University Facilities Policy #400 can be found online at <http://uca.edu/board/files/2010/11/400.pdf> and the UCA Student Center Facility Use Regulations can be found online at www.uca.edu/studentcenter/ Copies of both documents are also available in the SC Scheduling Office (SC 203A). You agree to be responsible for any costs or damages that occur during your event.

Failure to use or cancel forty-eight (48) hours prior to the event, may result in the group paying the rental rate. No penalty is involved when cancellation occurs before this specified time. Changes to a reservation must be submitted at least two (2) weeks prior to the event.

This request cannot be processed, approved and confirmed without your signature.

Signature _____ Date _____