

**UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY**

Policy Number: 400

Subject: University Facilities – Scheduling, Use and Rental

Date Adopted: 8/78 Revised: Passim – most recent 08/16

NOTE: This policy addresses the scheduling, use and rental of university facilities. Ticketing services and fees are addressed in Board Policy No. 646.

1. PURPOSE:

The University of Central Arkansas (university) is a state-supported institution of higher education. All university facilities are designed primarily to accomplish its educational objectives. This document provides policies and procedures for the scheduling, use and rental of university facilities. The word facilities, as used in this policy, includes all buildings, structures, fields, parking lots, and all other areas owned, leased, or operated by the university.

2. ROLES AND FUNCTIONS:

a. **Centralized Scheduling System:** The university maintains a calendar of all events occurring on campus. **Each facility administrator (see item 2.c.) shall ensure that all activities scheduled in such building/facility are recorded in the Centralized Scheduling System.**

b. **Conference Services:**

After an event is approved and added to the Centralized Scheduling System, departments or external groups may contact Conference Services, which is part of Outreach and Community Engagement, for assistance with planning and coordinating details of the event. Assistance includes, but is not limited to, setup, decorations, catering, technology, and take-down/cleanup.

c. **Facility Administrators:**

Each facility shall have a person designated as the administrator, who shall:

- Be responsible for carrying out the terms of this policy;
- Ensure that scheduled events are recorded in the Centralized Scheduling System;
- Report all changes and renovations that alter the space or technology in any way to the university's Centralized Scheduling Office;

- Identify restricted spaces and provide the rationale for restricting the space. This rationale is presented to the appropriate vice president for submission to and consideration by the president's executive staff. Approved restrictions shall then be submitted to the university's Centralized Scheduling Office;
- Promulgate rules. In addition to the matters set forth in this policy, each facility administrator shall prepare additional requirements for scheduling and use of each university facility as may be necessary. These requirements shall be consistent with this policy and shall be submitted to the university president for approval. Once approved, these requirements shall be placed on the university's website and submitted to the university's Centralized Scheduling Office.

3. DEFINITIONS:

For purposes of this policy, the following definitions shall apply:

- Registered Student Organization (RSO):** a student organization formally recognized by the university's Office of Student Life. RSOs must have their current Officer Information Form on file with the Office of Student Life to reserve a facility.
- Affiliated Group:** a group established by the president or established by virtue of the president's authority to a particular administrator, faculty member, staff member or the student body. These include, but are not limited to, official UCA colleges, departments, and divisions.
- External Group:** a group, other than RSOs and affiliated groups, that is legally separate from the university, even though some of its members or participants may be university personnel, alumni, or students. An external group may be an individual.
- Fronting:** UCA students, RSOs, affiliated groups, faculty, and staff may not reserve a facility on behalf of, or for the use of, an external group so the external group can use the facility at a reduced rate. The facility administrator may deny or rescind permission to use the facility if it is determined that the use is not primarily for the benefit of the student group, student, faculty, or staff making the reservation. The facility administrator may apply the appropriate rate for use of the facility if it is determined that fronting has occurred. The university shall not be held liable or responsible for financial or other damages incurred by an individual or organization whose permission to use the facility is denied, rescinded, or modified, including a rate change, pursuant to this fronting policy.

4. GENERAL POLICIES FOR ALL UNIVERSITY FACILITIES:

- No event will be authorized or permitted and a reservation request may be denied when any of the following occur as determined by the appropriate university official:

- i. The requested use would cause a disruption or interference with the normal day-to-day operations and lawful mission of the university.
 - ii. The requested use would be contrary to federal, state, or local law or regulations or the policies of the university.
 - iii. That accurate or complete information has not been provided to the facility administrator.
 - iv. The applicant or sponsor of the activity has previously been in violation of this policy, or has violated conditions and/or assurances specified in a previous usage agreement and the university has reasonable cause to believe such violation will reoccur.
 - v. Approval for the use of the space or equipment has previously been given to another group, organization, or individual during the time(s) and at the location(s) requested.
 - vi. Use of the space requested would be impossible due to setup time and/or take-down/cleanup time required for other previously-scheduled activities at the requested locations before and/or after the requested use, or due to other extenuating circumstances.
 - vii. Attendant services (audio/visual, information technology, food service, custodial or security) that are required for the event are not available due to lack of sufficient equipment and/or personnel.
 - viii. The activity is of such nature and/or duration that it cannot reasonably be accommodated in the particular area for which the application is made. In such event, clarification of the event description will be sought and an alternative site, if available, shall be proposed.
 - ix. The activity creates or would create a danger or a dangerous condition impacting the health, safety, and welfare of others.
 - x. The activity conflicts with existing contractual obligations of the university.
- b. A damage/breakage deposit may be required if the facility administrator deems the deposit necessary.
 - c. To avoid fronting, meetings and events reserved by RSOs and affiliated groups must fall under the following guidelines:
 - i. The event/meeting must be conceptualized, planned, and managed by the RSO or affiliated group and must be an initiative of the RSO or affiliated group.

- ii. A majority (over 50%) of those attending events/meetings scheduled by RSOs or affiliated groups must be UCA students, faculty, or staff.
 - iii. Any costs associated with the event/meeting must be paid by the RSO or affiliated group.
- d. Decorations, props and any other materials that are brought to the building/facility by the person or group renting it may only be used or placed in the building/facility with the consent of the facility administrator.
- e. Proper attire, which includes shirt and shoes, must be worn at all times.
- f. The university reserves the right to deny use of its facilities to any applicant when the university deems such use is not in the best interest of the university.
- g. All necessary UCA Police Department costs will be assumed by the organization or group. The facility administrator, in consultation with the UCA Police Department, will determine the security requirements for an event. It is the organization's or group's responsibility to coordinate with the UCA Police Department and arrange appropriate security. Failure to arrange proper security in a timely manner may result in cancellation of the event.
- h. Individuals or groups reserving space in a university facility will be responsible for the behavior of their members and guests and for any damage caused by the guest(s) or member(s) and agree to respect the rights of other groups using the facility. All university visitors must abide by the rules, regulations and policies of the university as well as all federal, state and local laws.
- i. Groups/organizations must be completely finished with the room, and tear-down/cleanup, by the time indicated on the request form.
- j. Groups requiring audio/visual equipment must note the equipment needed on the reservation form. Charges may be assessed for rental of equipment as well as labor costs for the set-up and break-down of equipment. A damage deposit may be required.
- k. External groups may not appropriate or make use of the university's name or any of the university's trade or service marks or property in violation of copyright laws in their advertising materials. Use of such material must be requested in writing. Prior written authorization must be given before any use of such material regardless of the mode of transmission.
- l. Alcohol may not be served or be on the premises unless authorized by the president pursuant to Board Policy No. 405.
- m. No animals or pets of any kind shall be permitted in any building/facility, except (a) service animals, (b) animals used by law enforcement, (c) domestic animals in the

president's home or other university houses if approved by the director of housing and (d) animals used for academic research.

- n. Tobacco use is prohibited in all areas; UCA is a tobacco-free campus. Use of electronic cigarettes is prohibited in all areas.
- o. Equipment and furnishings shall not be moved or removed except with the prior approval of the facility administrator.
- p. All contracts related to the presentation of an event, including contracts between user and performers, speakers, sub-contractors, managers, and others, are subject to review by the facility administrator.
- q. The university is not responsible for any articles lost in the building.
- r. Food service in any university facility must be provided by the university-contracted food service provider, unless the food service provider waives such requirement in writing, or unless an exception applies under the contract with the food service provider.
- s. Any sales or solicitation on university property must comply with the university's solicitation policy.
- t. Special events that have the potential for injury are required to have liability insurance. The university should be included in the policy rider as an additional insured and be given a copy of the certificate before the event.

5. SCHEDULING PRIORITIES FOR THE STUDENT CENTER AND IDA WALDRAN AUDITORIUM:

- a. Priority 1: activities sponsored by an RSO, the Student Activities Board or the Student Government Association.
- b. Priority 2: affiliated groups.
- c. Priority 3: external groups.

Reservations generally are taken and honored on a first-come, first-served basis. In certain circumstances, it may be necessary to alter reservations. For scheduling information, contact the director of the Student Center.

6. SCHEDULING PRIORITIES FOR THE DONALD W. REYNOLDS PERFORMANCE HALL:

- a. Priority 1: activities sponsored by the Office of the President.

- b. Priority 2: activities sponsored by arts programs in the College of Fine Arts and Communication.
- c. Priority 3: activities sponsored by UCA Public Appearances.
- d. Priority 4: activities sponsored by and utilizing Brewer-Hegeman Conference Center.
- e. Priority 5: activities sponsored by RSOs.
- f. Priority 6: activities sponsored by affiliated groups.
- g. Priority 7: activities of external groups.

All groups requesting to use the Donald W. Reynolds Performance Hall must complete a reservation request form provided online. The form will be reviewed by the director of Reynolds Performance Hall. If there are questions, the form will be forwarded to the dean of the College of Fine Arts and Communication. If not resolved, it will be presented to the president's executive staff for a final decision.

7. SCHEDULING PRIORITIES FOR THE BREWER-HEGEMAN CONFERENCE CENTER AND UCA DOWNTOWN:

- a. Priority 1: activities sponsored by the Office of the President.
- b. Priority 2: Outreach and Community Engagement non-credit programs.
- c. Priority 3: activities sponsored by external groups.
- d. Priority 4: affiliated groups and RSOs.
To provide for maximum use of the Brewer-Hegeman Conference Center, Conference Services reserves the right to grant priority use to events that require multiple rooms and to relocate smaller events to campus locations that have comparable space. If a group is relocated, notification will be provided to the designated group representative prior to the set-up and start of the event.

8. SCHEDULING PRIORITIES FOR COMPRESSED INTERACTIVE VIDEO CLASSROOMS:

- a. Priority 1: academic classes that are part of a degree program rotation to be delivered to remote location(s).
- b. Priority 2: academic classes that are part of certification requirements to be delivered to remote location(s).
- c. Priority 3: academic classes offered on request to groups at remote location(s).

- d. Priority 4: affiliated groups and RSOs activities.

Compressed interactive video classrooms are scheduled through the Centralized Scheduling System and reviewed by the Department of Information Technology according to the priorities listed above.

9. SCHEDULING PRIORITIES FOR OTHER UNIVERSITY FACILITIES:

- a. Priority 1: academic classes.
- b. Priority 2: affiliated groups and RSOs.
- c. Priority 3: external groups.

10. SCHEDULING AND USE OF ATHLETIC FACILITIES

All athletic fields and facilities shall be under the direction and supervision of the director of athletics. He/she shall have the authority, in consultation with and upon the approval of the president of the university, to develop rules and regulations for the use of all athletic fields and facilities.

- a. Priority 1: university athletic teams.
- b. Priority 2: RSOs and affiliated groups, with the prior written approval of the director of athletics, and if applicable, the vice president for student services.
- c. Priority 3: external groups, with the prior written approval of the director of athletics.

11. RENTAL INFORMATION AND RENTAL RATES

Rent and fees for each facility for each type of group shall be established by the university administration. The president of the university must approve all rental fees. After fees have been approved by the president, under procedures he/she may establish, rental fees shall be placed on the university's website and submitted to the Central Scheduling Office and Conference Services Office.

Unless an exception or an adjustment of rent and/or fees is specifically set forth in this policy, all groups (RSOs, affiliated groups and external groups) shall be charged rent, fees and/or other charges set forth on the approved list of rental rates.

Exceptions:

- a. In the case of affiliated groups and RSOs, if no fee of any type is paid by attendees, nor any other sort of remuneration is paid by any person attending the event, the rental fees set forth in this policy shall be waived.

- b. All fees, except for direct costs, shall be waived for activities sponsored by (a) the UCA Student Government Association, (b) the UCA Student Activities Board or (c) the UCA Office of Admissions and Enrollment Services if the event is for recruitment of students.
- c. A department using a facility within its assigned areas for university-related activities shall not be charged a fee. (Example: Outreach and Community Engagement may use Brewer-Hegeman for its outreach programs and non-credit classes for no fee. However, the event(s) must be listed on the Centralized Scheduling System.)
- d. No other adjustment or waiver of any rent, charge, or fee shall be made except through action of the president or president's designee.