

General Policy Information for UCA Facility Usage

Please read and review ALL policies. After completing the form, please print this page for your records.

Everyone reserving a space must submit this form to UCA Conference Services at least 2 weeks prior to the requested date. All required forms must be completed and submitted before a reservation can be confirmed.

All events or activities must conform to federal and state laws. Failure to follow federal and/or state laws as well as UCA policies and procedures may result in denial of future usage for a period of time.

The University Police and other appropriate university officials will determine if or how much security will be provided for any event and the sponsor/contact for the event will be billed for security services.

All events requiring food service MUST utilize the UCA contracted vendor per the UCA Food Service Provider Agreement unless an exception has been granted prior to event date and a copy of such has been supplied to the Conference Services office.

Due to Arkansas Department of Health regulations of proper temperature and storage controls, food and/or beverage may not be removed from the facility following your catered event. It is the host's responsibility to convey this message to all event guests.

Tobacco products (including vapor and e-cigarettes) and the possession/use of firearms is strictly prohibited. Alcohol is not allowed anywhere on campus unless permission has been granted by the University President.

All areas on campus are subject to capacity restrictions as determined by the City of Conway Fire Marshall and the University of Central Arkansas. Failure to comply with the posted capacities may result in termination of your event and/or non-acceptance of future reservations.

All customers reserving facilities will be billed for all direct costs (including, but not limited to rent, technology fees, service fees, etc.) unless an exception has been granted prior to event date and a copy of such has been supplied to the Conference Services office.

Customer assumes the responsibility for paying the actual cost of any and all repairs and/or replacement of any furniture or fixtures damages as a result of their use. This includes (but is not limited to) removal of gum, food, and drink or other repairs to the carpet, walls, or furniture damaged by the customer.

The customer assumes all responsibility and liability for losses (personal and/or property, real and/or intrinsic), and will hold the University of Central Arkansas (UCA) harmless in all claims arising out of this agreement. The customer agrees to protect UCA at customer's expense in any legal action brought as a result of the group's action in connection with this agreement and shall assume any and all risks associated with voluntary participation in this activity. Customer also acknowledges that a) guest's participation in this event is strictly voluntary; b) entering and exiting UCA facilities could result in injury due to uneven terrain, falls and other types of occurrences; and c) UCA does not provide insurance for any events and shall not be liable for injuries that occur. **[State agencies/universities are not required to indemnify UCA].**

Any event or activity that has the potential for injury or is held on a public or campus street or UCA parking lot will be 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 your event. The certificate should be for \$3,000,000 aggregate and \$1,000,00 each occurrence. **[Not applicable to other state agencies/universities/UCA departments].**

Customer will be held responsible for any missing or damaged equipment that has been made available for their use. You will be charged the full replacement cost plus any shipping/handling charges incurred for any item that may become lost, stolen or damaged in part or whole.

If there are any problems with the facility (mechanical, plumbing, A/C, etc.) customer will notify the Conference Services office immediately. Facility will be subject to damage and clean-up inspection after each event. Charges may be assessed to the group if the area does not have a satisfactory inspection.

Customers may not remove pictures or wall hangings and may not attach posters, signs or decorations to walls without expressed written consent PRIOR to event.

Customers may not burn candles or bring any flammable materials to campus; this includes smoke and/or fog machines.

Use of glitter, confetti, hay, rice or bird seed is not permitted.

Nothing may be suspended from the ceiling.

Customer will place all trash and debris in trash receptacles provided at event site. If additional receptacles and/or bags are needed, please alert your Event Coordinator.