

## Facility Use Regulations – UCA Student Center & Ida Waldran Auditorium

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Additional regulations are found in UCA Board Policy number 400 (<http://www.uca.edu/board/400series/documents/400.pdf>).

### I. PURPOSE

The University of Central Arkansas Student Center (SC) is an auxiliary operation of the University that operates primarily through student fees. The reservation policy is instituted to maximize the use of space, facilities, and services offered through the SC for the broadest number of student organizations and groups. The SC is designed primarily to support student activities therefore allowing Recognized Student Organizations (RSOs) priority in the reservation process. This document provides policies and procedures for implementing the most effective use of the SC and Ida Waldran Auditorium.

### II. RESERVATION PROCEDURES

1. A UCA Student Center Facility Reservation Request Form must be completed for every event. Forms are available in the SC Scheduling Office (SC 206) and on-line at [www.uca.edu/studentcenter](http://www.uca.edu/studentcenter). Forms must be submitted to the SC Scheduling Office at least two weeks prior to the requested date. All required forms for a special event must be completed and submitted before a reservation can be confirmed.
2. An RSO may request space for regularly scheduled meetings (i.e. weekly, monthly, etc.) for the entire school year. However, except for events sponsored by the Student Activities Board, the Ballroom (room 205) may not be reserved as a regularly scheduled meeting place.
3. Scheduling “Holds”:
  - A) Indefinite planning makes it necessary to place holds on requested areas until plans are completed.
  - B) “Holds” will be placed on one (1) specific area for a period of up to two (2) weeks.
  - C) No more than two (2) dates will be held for the same function.
  - D) After two (2) weeks the SC Scheduling Office will release the “hold” from the requested area unless the scheduling party confirms the request. It is the responsibility of the scheduling party to contact the SC Scheduling Office for confirmation of the area and dates. The SC Scheduling Office will not notify the individual/organization that the hold has been lifted.
4. Failure to use or cancel a SC room forty-eight hours prior to the event may result in the group paying the room 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.

5. The reservation preferred will be assigned when available. However, the SC Scheduling Office reserves the right to determine the appropriate use of the space within the SC and has authority to adjust space assignments to accommodate as many users as possible. If it is determined an event scheduled for a space is not appropriate to the location or if scheduling conditions/staffing limitations deem it necessary, the event may be relocated or canceled at the discretion of the SC Scheduling Office, at which time the contact listed on the Facility Reservation Request Form will be notified.
6. Due to the high demand for SC space, events may be scheduled back-to-back if a room setup change is not required. If the scheduled event requires any preparation or set-up time, this must be noted on the reservation form.
7. Due to the unique nature of the ballroom and the large number of groups requesting it, no group except for the Student Government Association and the Student Activities Board, can reserve the ballroom more than twice a month.
8. Charges will be assessed for events that require the SC open outside of regular operating hours, services for special set-up/break-down, additional staff, extra cleaning, or damage repair. RSOs will not pay a fee for regular meetings but may be charged direct costs for special events and/or special requirements. All other groups will be charged direct costs.
9. Groups and individuals with an outstanding payment owed to the SC will have their reservation privileges suspended.
10. RSOs and Affiliated Group events may be scheduled up to one (1) calendar year in advance. Exceptions apply to events planned during the summer break (usually May 15-August 1). These events may be scheduled up to two (2) calendar years in advance. Any group (RSO, Affiliated or External) may schedule up to two (2) calendar years in advance for events during the fall and spring semesters with approval from the Student Center Board and the Vice President for Student Services. (Note: Events scheduled by Affiliated Groups and External Groups must still adhere to *Section V: Priorities for Use of the Student Center and Ida Waldran Auditorium* in UCA Board Policy number 400.) Under no circumstances will one group or organization be allowed to reserve the entire SC for an event during the regular fall or spring semester.
11. All events must be scheduled at least two (2) weeks prior to the planned event. All set-up requirements must be submitted at least two (2) weeks prior to the

event. Since other events may be scheduled before or after based on the original set-up requirements, some changes may not be approved.

12. Lounges are intended for the general use of the public. Exceptions may be made by the SC Scheduling Office. Approval will depend upon several variables that will include time, size, and type of program.
13. The SC Scheduling Office will examine all requests and seek further information as necessary. If the event is approved, necessary conditions and regulatory measures will be prescribed in a timely fashion to avoid conflict with other University activities and to assure the safety and rights of others. Failure to comply with the conditions of the scheduling agreement jeopardizes future scheduling privileges of organizations and individuals. The SC Scheduling Office will send an e-mail confirmation notice to the individual submitting the reservation request. Groups and organizations should not advertise for events or activities until a room confirmation has been received.

### III. GENERAL POLICIES FOR ALL EVENTS

1. If a group or organization is planning on using signs giving directions or information for an event or activity, arrangements must be made with the SC Scheduling Office. Easels and sign standards are available by reservation. Taping signs to walls, columns, doors, windows, rails or furniture is prohibited.
2. Decorations:
  - A) All equipment, materials, props, etc., brought to the SC shall be removed immediately after the program unless prior arrangement has been made in writing. All above decorations not removed at the scheduled time will be removed by UCA at the expense of the scheduling group.
  - B) The use of "duck" tape, packaging tape, "scotch" tape, glues including spray glue and hot glue, tacky tape, thumb tacks, staples and nails on doors, posts, ceilings, walls, floors, fixtures, curtains, draperies, blinds, or air vents is prohibited. Masking tape and/or gaffers tape are the only types of tape allowed.
  - C) The use of hay or other flammable materials will not be permitted in the SC without prior approval.
  - D) Decorations must be constructed by the organization outside the facility. Sawing, painting or hammering, other than joining complete sections, must be done outside the building.
  - E) The use of glitter, confetti, sand, or gravel is prohibited.
  - F) Incense, open flame, or propane tanks are not allowed in the SC. Candles are not allowed in any meeting rooms, lounges, or the ballroom. Arrangements can be made to use fog machines, dry ice or smoke machines but the customer must obtain approval from the SC Scheduling Office and may be charged for the services of a fire alarm technician.

3. Estimated costs for space, equipment rental, and other costs associated with use of the SC can be provided by the SC Scheduling Office.
4. Groups/organizations must be completely finished with the room by the time indicated on the request form. All events should end at least 15 minutes prior to the SC closing time to allow participants time to exit the facility.
5. The individual representing the organization or group whose signature appears on the reservation form must be present for the entire event(s).
6. No academic classes, lectures, laboratories, tests or any type of class for credit shall be scheduled in the SC, except under extenuating circumstances.
7. The SC is not responsible for any articles lost in the building. Articles found in the building should be taken to the SC Information Desk or the SC Administrative Office (SC 206).
8. The President, Vice President for Student Services, Vice President for Finance & Administration, Dean of Students, SC Director, or other delegated University official(s) shall have free access at all times to all space occupied in the SC and Ida Waldran Auditorium.
9. All food service in the SC must be provided through the university contracted food service provider. Food service is defined as any type of meal and includes the serving of refreshments such as soft drinks and cookies. Exceptions are as follows:
  - A) RSOs and university departments may provide and serve their own refreshments for their exclusive use in SC meeting and conference rooms only. Refreshments may only be provided for the number of people less than or equal to the maximum room occupancy. Refreshments are defined as coffee, tea, punch, carbonated beverages, cookies, cake, ice cream, donuts and chips/dips. The SC Scheduling office must be notified and approval received at least one (1) week in advance of serving of refreshments. The refreshments cannot be purchased with organization funds. Clean- up is the responsibility of the sponsoring organization or department. All food and trash must be removed from the building. No red beverages of any kind (i.e. punch, grape juice, cranberry juice, red soda) will be allowed in the SC.
  - B) Any other variation or exception to the food service policy must be approved in advance by the SC Director and the Director of Food Services.
10. Due to the close proximity of the meeting rooms, amplified sound (i.e. microphones, musical instruments) is only allowed in the Ballroom. Video tapes and DVDs used in conjunction with a program are allowed in all of the rooms. Groups must be respectful of others using the SC and Main Hall and should take care to not disturb them. SC management reserves the right to lower the volume on any amplified sound.

11. Except for plays, pageants, or other theatrical productions in Ida Waldran Auditorium, proper attire, which includes shirt and shoes, must be worn at all time.
12. All contracts related to the presentation of an event in the Student Center or Ida Waldran Auditorium, including contracts between user and performers, speakers, sub-contractors, managers, and others, are subject to review by the SC Director. Proof of liability insurance may be required.

#### IV. RENTAL FEES

1. RSOs are not charged Rental Fees for free events or when collected funds are donated to charities, but will be charged Direct Costs fees when events require an early opening or after hours closing of the facility, extraordinary set-up (i.e. staging), or extra cleaning. RSOs will not be charged Rental Fees when charging admission for dances in the SC Ballroom. RSOs will be charged Rental Fees from "Fee Schedule A" when collecting registration fees or other admission fees for any event or activity other than dances.
2. An Affiliated Group will not be charged Rental Fees for free events or when collected funds are donated to the UCA Foundation, but will be charged Direct Costs fees. Affiliated Groups will be charged Rental Fees and Direct Cost Fees when collecting registration fees, admission fees, donations and/or when receiving grant funds to pay entirely or partially for the event. Affiliated Groups will be charged Rental Fees from "Fee Schedule A".
3. External Groups will be charged Rental Fees and Direct Cost Fees for use of the Student Center. External Groups will be charged Rental Fees from "Fee Schedule B".
4. Individual UCA students, faculty and staff may reserve space in the Student Center for personal events and will be charged Direct Cost Fees and Rental Fees utilizing "Fee Schedule B" and ranked in Priority 3 as an external group.
5. Fee adjustment forms are available in the SC Scheduling Office and must be submitted at least six (6) weeks prior to the event. Waivers/Adjustments are examined on a case-by-case basis. During the regular school year (August 15-April 30), fee waivers/adjustments are routed through the Student Center Board, who will recommend approval or not for a waiver or an adjustment, with an appeal process to the President's Executive Council. During the summer (May 1-August 14) fee waivers/adjustments are sent directly to the President's Executive Council. The decision of the President's Executive Council is final.

6. Fee Schedules:

ROOM	FEE SCHEDULE A	FEE SCHEDULE B
Conference Rooms	\$6/hr (2 hour minimum)	\$12/hr (2 hour minimum)
Meeting Rooms	\$12.50/hr (2 hour minimum)	\$25/hr (2 hour minimum)
Ballroom	\$35/hr (2 hour minimum)	\$70/hr (2 hour minimum)
Amphitheater/Block/Street	\$10/hr (2 hour minimum)	\$20/hr (2 hour minimum)
Ida Waldran Auditorium	\$37.50/hr (2 hour minimum)	\$75/hr (2 hour minimum)

*SC & Ida Facilities Use 6-1-2014*