

**UNIVERSITY OF ARKANSAS AT PINE BLUFF
FINANCE AND ADMINISTRATION
BUSINESS PROCEDURES MANUAL**

FACILITY USE

General Policies

1. Facilities may be used for purposes which are consistent with the mission of the University of Arkansas at Pine Bluff (UAPB). The right to make the determination of such matters is vested solely in the University pursuant to its governing Board Policy 705.1 and University wide Administrative Memorandum 715.1.
2. UAPB is committed to the conservation of energy and as much as possible, shall meet facilities requested by utilizing buildings that are already scheduled to be open and in use during the requested time period.
3. Priority for the assignment of facilities is as follows:
 1. Regular University use of a facility for the purpose for which the facility is designed or designated,
 2. University sponsored classes or events,
 3. Approved student organizations of the University,
 4. University affiliated groups sponsored by the faculty and/or administration,
 5. Agencies or institution programs supported by the State of Arkansas,
 6. All other groups outside the University
4. Facility reservations shall be assigned by the University's keepers of the Master Calendar in the Office of the Dean of Student Involvement and Leadership on a "first come, first served" basis unless a serious conflict involving a higher priority user occurs, in which case a lower priority user may be required to change facilities, times, or dates. Such occurrences should be rare since the University facilities are usually adequate to serve several priorities simultaneously with the exception of a few high demand facilities.
5. An official request for use of University facilities must be approved before an event will be viewed as official. This also includes the use of facilities for event rehearsals.
6. The user will be held financially responsible for any damages to the facility, and any furnishings and equipment, caused by the user or any member of the user's group or any participant in the activity sponsored by the user.

7. Flammable materials and illuminated candles are prohibited for set-up in University facilities.
8. Pinning, taping, or otherwise affixing signs and similar materials to curtains in the Fine Arts auditorium are not allowed. Neither nails, tacks, or similar fasteners are to be used on any auditorium stage floor.
9. The user will be responsible for the prompt removal of all decorations, props, or other property brought into the facility in connection with the use of the facility.
10. The University of Arkansas at Pine Bluff assumes no liability for injuries and for any loss or damage to non-University property, while in use in a University facility.
11. The University of Arkansas at Pine Bluff stresses a non-smoking and drug free environment.
12. University police officials reserve the right to determine the number of officers needed to police an event.
13. It is the responsibility of the requesting party to maintain a standard of conduct and dress appropriately in a University environment. Failure to comply may result in immediate termination of the use of the facility.
14. The requesting party is responsible for all damages to the facility incurred as a direct party activity.
15. Events in non-academic facilities must be terminated not later than 11 p.m. Sunday through Thursday; 1:00 a.m. Friday; Saturday 12 midnight. Academic facilities are not available after 10 p.m. on any evening. Exceptions for unusual circumstances must be requested in writing to the Vice Chancellor for Student Affairs.
16. Nothing is to be affixed to walls, ceilings, floors, doors, or furniture either indoors or outdoors without the expressed consent of the building manager and director of the Physical Plant.
17. Furniture arrangement or relocation will be performed under the direction of the Physical Plant staff and with the expressed consent of the building manager.
18. The stated capacity of the facility may not be exceeded. If there is no stated capacity, reasonable judgment should be used.
19. Serving of food and beverages must be approved by the building manager and meet the guidelines of the University contract for on-campus food services.

20. Tobacco products are prohibited in all University facilities with the exception of
21. the Chancellor's residence and where allowed in dormitories.
22. Fiscal obligation settlements to the University are payable in the office of the Physical Plant Director not less than five (5) working days prior to the scheduled usage of the facility. The request cannot be approved until the fee has been paid. Exception may be made only with the approval of the Physical Plant Director.
23. The University requires the requesting party to provide a certified law enforcement officer for all concerts, dances, or related activities. Compensation for the officer(s) is to be provided by the requesting party. The University must approve the officer(s) selected. At the discretion of the University, a certified enforcement officer may be required for other events.
24. The Special Events Request Form must be submitted within a minimum of five (5) working days prior to the date of the intended usage. Special set-up or arrangements cannot be made unless the request is submitted in a timely manner.

Facility Usage Fee Policy

1. The rental and usage fees charged to non-University users will be reviewed annually by the Vice Chancellor for Finance and Administration. Recommendations for revisions will be forwarded to the Facilities Usage Committee for approval. A current list of rental rates is included as an attachment to this policy.
2. For activities requiring the services of a certified law enforcement officer, the requesting party is responsible for obtaining and paying the officer(s). In the event a UAPB police officer provides this service for outside organizations, the fee will be a fixed hourly rate with a two-hour minimum. Other service charges such as Physical Plant set-up or use of equipment will be assessed, accordingly.
3. When a fee is to be paid:
 - a. The fee must be paid to the UAPB Physical Plant office at least five (5) working days before the facility is to be used to allow the Physical Plant and the University adequate time to make proper arrangements.
 - b. Only paid requests will be processed.
 - c. Charges will stand if the Physical Plant Director does not receive a notice of cancellation at least 24 hours in advance.
 - d. All waivers of fees must be approved by the Chancellor, which will be indicated by his signature on the Special Events form.
 - e. After proper clearance is received by the Physical Plant Director, the Cashier's office will process a refund of the deposit within five (5) business days.

Facility Usage Procedures

The following procedures are to be followed when requesting a campus facility:

1. Secure a Special Events Request form from the Office of Student Involvement and Leadership located in the L.A. Davis Student Union.
2. Complete and return the form to the Office of Student Leadership and Involvement in the L.A. Davis Student Union, room 218 or mail to UAPB, Mail Slot #4952, Pine Bluff, Arkansas 71601.
3. The Office of Student Involvement and Leadership will determine the availability of the date. Upon obtaining date approval, the requester must receive building clearance from the Building Manager before the request is approved by the Physical Plant Director. The Special Events Request form must then be routed to the approval levels.
4. The Special Events Request form is routed as follows:
 - a. Dean of Student Involvement and Leadership
 - b. Building Manager
 - c. Advisor of Student Organization
 - d. Public Safety
 - e. Physical Plant
5. The Dean of Student Involvement and Leadership and the Physical Plant Director should be notified if an event is denied or cancelled.
6. Any appeals arising from a denial of usage shall be directed to the Chancellor's office, which shall, in consultation with the Building Manager of the facility in question, make a final decision on the matter.

Note:

1. Reservations are not required for the use of a facility for the purpose for which it is designed or regularly scheduled.
2. If a regularly scheduled activity time or location is changed, the facility coordinator must be notified so that the University Calendar of Events can be modified.
3. A form must be completed if the activity is to be listed on the University calendar.

UAPB Responsibilities

The University of Arkansas at Pine Bluff personnel will be responsible for temperature control, locking and unlocking the facility at the designated times as listed on the Special Events Request form. The operation of special equipment may necessitate the use of

designated UAPB personnel, as may the special requirements of clean up in some facilities.

These guidelines are designed to insure protection of the University's investment in its equipment and facilities.

Users Responsibilities

Each user of a campus facility must have at least one legally responsible adult sponsor present during the entire time the facility is in use. Additional sponsors may be required for large group activities. If a sponsor is not present, the event will not take place.

The sponsor's duties are:

1. To see that any special requirements for use of the facility are met.
2. To see that no damage is done to UAPB facilities or equipment.
3. To maintain order at the event so classes and other groups sharing the same or nearby facilities are not disturbed.
4. To police the facility for litter and to restore furniture, etc. to its proper location after the event is over unless other arrangements have been made with the Building Manager, and
5. To complete a Special Event invoice prior to the day of the event.

Procedures for Facility Use By Non-University Groups

Groups outside the University may use the facilities when the purpose is consistent with the mission of the University.

The University's facilities may not be used by non-University groups or individuals as listed below:

- a. To promote or carry on a commercial enterprise.
- b. To hold formal religious services or to promote religious beliefs.
- c. To promote a political party.

Non-University groups will be required to pay a fee covering the cost for use of the facility. A deposit to cover damages and clean up may be required (see Rental Rates and Other Charges).

Non-University groups must adhere to all policies and procedures as stated according to University Policy.

UAPB is committed to servicing community needs, however, we must first meet the needs of the University sponsored and University affiliated activities. This will sometimes restrict the availability of campus facilities for non-University activities.