

University of Arkansas at Monticello

Facility Reservation Form

Requests must be made through the completion of this form only. Events must have 5 working day notice. All Student groups and organizations must have 30 day notice.

Date of Event: _____

Beginning: _____ am / pm Ending: _____ am / pm

Please call University Reservations (870-460-1012) to verify availability of the room you are reserving. Place a check by the room you desire. Indicate the set up option you prefer (to view options, click the link in set up information below). If no set up option is selected, you will receive a standard set up.

Option #		
_____ Capitol Room (_____)	_____ Library Conf A- set up as is, no re-arranging	
_____ Caucus Room (_____)	_____ Library Conf B-set up as is, no re-arranging	
_____ Green Room (_____)	_____ Adams Room	
_____ U.C. Gym (Reserve through Intramurals 460-1046)	_____ House Room-set up as is, no re-arranging	

Set-Up Information

_____ Public Address – Microphone	_____ Projector (Overhead only)
_____ Chairs (Qty _____)	_____ Screen
_____ 6' Rectangular Tables (Qty _____)	_____ Lectern
_____ Round Tables (Qty _____)	_____ TV/VCR

Any computer service, internet connection, or Power Point must be coordinated through the IT Department. The Library will issue day and or week access passes.

Contact: 870-460-1036*

Please check the items needed and list quantity of chairs & tables. Optional set ups may be viewed on the Student Affairs website: www.uamont.edu/studentaffairs/. If needed, please attach a desired layout so that our staff can meet your set up needs.

****** All setups must be confirmed at least 3 working days prior to event.******

Do you plan to serve food? _____ Yes _____ No *Room Must Be confirmed before food arrangements can be made. If you plan to serve food or desire clothed tables, you must call 870-460-1076 to make arrangements.

Please describe the nature of your event:

_____ Student Event _____ Faculty/Staff Event _____ * Non-University Related Event

* Complete this section if Non-University Related Event:

Company Name: _____

Company Address: _____

Company Telephone and Fax: _____

Email Address: _____

Note: All UAM Student Organizations must obtain signed verification by campus advisor prior to event. (See back page)

Signatures Required Prior to Event:

_____ Event Contact Person	_____ Email	_____ Phone Number	_____ Date
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_____ Special Events Office	_____ Email	_____ Phone Number	_____ Date
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For major setups, we strongly suggest that you schedule a meeting with the Special Events staff (460-1012) prior to your event. Please fax completed facility reservation forms to Special Events Director (870-460-1212).

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Office of Student Affairs Use Only:

Copies to:

___ Public Safety

___ Set-Up Staff

___ Food Service

___ Event Contact Person

___ Calendar

Reservations are made according to University policy. Organizations are responsible for all damages within the reserved area and the restrooms. Facilities must remain in acceptable condition or the group will have its future use restricted and/or be charged.

The University of Arkansas is a state-supported institution of higher education. University facilities are made available for extracurricular use to colleges, departments, and other organizational units of the University; to organizations, which exist solely for the benefit of the University; and to recognized organizations with the approval of administration.

University facilities under the law cannot be made available to other organizations for their own purposes. However, the Chancellor is authorized to approve the use of facilities when such use serves the educational objectives of the University, provided that such use does not pertain to “the soliciting of political party membership or supporting or opposing political candidates, the raising of money for projects not directly connected with a University activity, or for the conduct of private business.”

The buildings and grounds owned by the Board of Trustees of the University of Arkansas exist for, and are exclusively devoted to use for the conduct of an organized and approved University program of higher education. As such, they are committed to being used for non-profit, tax-exempt use of the official program of the University. Therefore, private business activities are not permitted on University premises.

A registered student organization may use University facilities for meetings and programs subject only to fundraising, legal reservation, and scheduling considerations. In the interest of minimizing conflicts, all extracurricular events sponsored by student organizations and held on campus are to be scheduled through the Facilities Reservation Office located in the Fine Arts Center and must be scheduled 30 working days ahead of event.

The University Reservations Office (870-460-1012) coordinates reservations of the Fine Arts Center’s Auditorium and Spencer Gallery; Harris Hall’s Adams Room; John F. Gibson University Center’s Capitol, Caucus, House and Green Rooms; and Library Conference Rooms A and B. **The University Center Gym is scheduled through Intramurals (460-1046). Academic spaces** are scheduled through the Registrar’s Office (460-1034) and **Athletics (460-1058)** schedules all athletic facilities and grounds. **The Senate Room, located** in the University Center, is reserved through the Chancellor’s office (460-1020). Tom Richard, in the School of Arts and Humanities (460-1338), coordinates the **Library Art Gallery**.

In order to ensure an equal distribution of usage of campus facilities recognized student organizations and clubs may book no more than two events per semester in any one campus facility. Non-recognized and inactive organizations may not use campus facilities until recognition or active status is established. However, a facility may be scheduled for further use after the two advance dates have been scheduled provided scheduling is done thirty days prior to the event.

Exempt from the above guidelines are University sponsored groups whose funds and/or budgets are administered through the University Finance and Administration Office.

In an attempt to enhance student academic performance, no organization will be allowed to schedule meetings and social events beginning with the last day of classes.

Activities involving facilities will be scheduled to end no later than 12:00 midnight Sunday through Thursday and 1:00 am Friday and Saturday nights. The Student Affairs Office may grant rare exceptions. Requests for such an exception must be requested at least 3 working days prior to the scheduled event.

The advisor of an organization (or his/her faculty/staff designee) must be present from beginning to conclusion at any scheduled activity involving University facilities.

All activities must be planned so as not to interfere with or infringe upon regular classes of UAM.

I have read and understand the above regulations concerning the use of the UAM facilities.

(Required)
Organization Advisor or Unit Representative

Date

Organization/Unit Name