

## **UAM OPERATING PROCEDURE 715.1**

### **OFF-CAMPUS GUESTS RESERVING CAMPUS FACILITIES**

The University of Arkansas at Monticello sponsors certain activities that bring off-campus guests to the campus. For these activities, a UAM Facility Reservation form must be completed with the pertinent information to facilitate total campus coordination.

All persons and/or groups requesting permission to sponsor such campus activities must fully complete the UAM Facility Reservations Form and forward it to the University Reservations Office. It is the responsibility of the requesting party to make certain the form is received and coded into the reservation book. A reservation is not complete until the University Reservation Form is returned to the requesting party. As such, all publicity and advertising for the event Should not occur until it is officially approved.

Reservations are made according to University policy. Organizations are responsible for all damages within the reserved area, restrooms, and other public areas. Facilities must remain in acceptable condition. Violation of this policy will result in future denial of use of facilities.

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.

Under the law, University facilities 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 nonprofit, tax exempt use of the official program of the University. Therefore, private business activities are not permitted on University premises.

*Revised: July 1, 2011  
January 1, 1980*