

UNIVERSITY OF ARKANSAS AT MONTICELLO
EXTERNAL FACILITY USE POLICIES AND PROCEDURES

The University of Arkansas at Monticello (UAM) is a state-supported institution of higher education. University facilities and grounds exist primarily to support the university's educational mission and official university activities. Facility use is subject to all applicable University of Arkansas System policies and procedures.

When facilities are not required for university operations, approved use may be granted to external organizations whose activities are consistent with the educational objectives and mission of the university and do not conflict with university policies, procedures, operations, or scheduling priorities.

University facilities may not be used for activities prohibited by University of Arkansas System policy, including activities involving private business operations, partisan political campaigning, solicitation of political party membership, or other prohibited uses unless specifically authorized by the Executive Council.

All facility users, attendees, contractors, vendors, and guests are expected to comply with applicable federal, state, and local laws, as well as all university policies, procedures, regulations, and directives issued by authorized university personnel.

User Initials: _____

RESERVATION REQUIREMENTS

All facility requests must be submitted no fewer than twenty-one (21) calendar days prior to the proposed event date. Submission of a reservation request does not guarantee approval or reservation of space. External facility reservations are reviewed on a first-come, first-served basis and are subject to approval by the Executive Council. University academic programs, student activities, and official university functions will always receive scheduling priority.

Applicants should expect an acknowledgment confirming receipt of their reservation request within ten (10) business days. Reservation requests undergo an administrative review and, when applicable, Executive Council consideration. Because review timelines may vary depending on the completeness of the request, the complexity of the event, and the Executive Council meeting schedule, applicants are encouraged to submit requests as early as possible. **Requests submitted with fewer than twenty-one (21) calendar days' notice may not allow sufficient time for review and approval and may be denied.**

Reservations are limited to events occurring within six (6) months of the request date unless otherwise approved by the Executive Council. **Requests to modify an approved reservation, including changes to the date, time, attendance, setup, vendors, equipment, or event activities, must be submitted in writing no fewer than five (5) business days before the scheduled event and are subject to university**

approval. Significant changes may require additional review and may result in revised fees, staffing requirements, or other conditions of use.

Reservation times must include all setup, decorating, event activities, and cleanup. Facilities must be vacated by the approved end time listed on the reservation. For purposes of this policy, regular business hours are Monday through Friday, 8:00 a.m. to 5:00 p.m., excluding university holidays and official closures. *Unless specifically approved in writing by the university, facility use is limited to the hours of 8:00 a.m. to 10:00 p.m.*

User Initials: _____

FACILITY USE EXPECTATIONS

The authorized representative/primary contact is responsible for the conduct of all attendees, participants, speakers, exhibitors, vendors, contractors, volunteers, and guests associated with the event.

The authorized representative/primary contact accepts responsibility for any damage, theft, excessive cleaning, unauthorized facility uses, policy violations, or additional staffing requirements resulting from the event. The university reserves the right to assess charges for repairs, replacement, cleanup, labor, security, or other costs incurred as a result of facility use.

Facilities must be returned in the same condition in which they were received. All decorations, signage, food, beverages, supplies, and event materials must be removed immediately following the event unless prior arrangements have been approved.

Furniture, equipment, and room configurations may not be moved, removed, or rearranged without prior authorization. Decorations may not be attached to walls, ceilings, windows, doors, furnishings, or fixtures using nails, screws, staples, adhesives, glue, tape, command strips, or similar materials without approval.

The use of glitter, confetti, poppers, powder cannons, open flames, smoke-generating devices, fog machines, fireworks, or similar materials is prohibited unless specifically approved in writing.

Facility use is limited to the areas specifically approved on the reservation. Access to classrooms, offices, storage areas, kitchens, backstage areas, mechanical rooms, residence halls, or other university spaces not included in the reservation is prohibited.

User Initials: _____

CATERING AND CAMPUS SERVICES

All food service arrangements must be coordinated through the university's contracted food service provider unless an exception has been approved by the university and the contracted food service provider. External groups may not bring food or beverages onto campus without prior approval. Food and

beverages are prohibited in designated facilities where restrictions apply, unless prior written approval has been obtained.

Technology support, audio-visual services, special event equipment, and other event-related services may require additional fees and must be arranged at the time of booking through the Room Reservation Request.

The university is a smoke-free and tobacco-free campus. The use of tobacco products, electronic cigarettes, vaping devices, or similar products is prohibited on university property.

The possession or use of alcoholic beverages, illegal drugs, or controlled substances in violation of law or university policy is prohibited on university property.

User Initials: _____

ATTENDANCE, SAFETY, AND SECURITY

The authorized representative/primary must provide an accurate estimate of attendance when submitting a reservation request. Attendance may not exceed the approved occupancy limits established by the university and applicable fire and safety regulations.

UPD-approved certified law enforcement officers are required for events that:

- Occur outside of the university's regular business hours;
- Have an anticipated attendance of more than one hundred (100) guests; or
- Are otherwise determined by the university to require additional security based on the nature of the event, event activities, prior history, the presence of cash handling, high-profile guests, or other risk-management considerations.

The university reserves the right to modify room assignments, require security personnel, insurance, event monitors, police presence, additional staffing, or other risk-management measures based upon anticipated attendance, event activities, prior history, or operational considerations. Associated costs may be charged to the reserving organization.

When law enforcement is required or provided by the reserving organization, the names and credentials of all proposed officers must be submitted to the University Police Department (UPD) for review and approval prior to the event. Approval must be obtained before event setup, or facility access is permitted.

University personnel responsible for facility operations, safety, security, and event management have the authority to interpret and enforce facility policies and procedures. Failure to comply with university staff directives, occupancy limits, approved event specifications, or safety requirements may result in immediate suspension or termination of the event.

User Initials: _____

Loading, Unloading, and Equipment Delivery

To minimize disruption to university operations and maintain a safe campus environment, all loading and unloading activities must be coordinated with the university in advance.

All loading, unloading, deliveries, and equipment setup must be coordinated with the university in advance and occur during approved times.

Loading and unloading activities may not interfere with university operations, classes, pedestrian traffic, or other scheduled events. Access to facilities outside of approved reservation times is prohibited unless authorized in advance.

Equipment and materials may not be stored on university property before or after an event without prior approval.

University employees are not responsible for loading, unloading, transporting, assembling, disassembling, or storing equipment belonging to external organizations.

The university reserves the right to designate loading locations, restrict delivery times, and require additional staffing or security when necessary to support campus operations.

User Initials: _____

ADDITIONAL REQUIREMENTS

External organizations may not represent, imply, or suggest that UAM sponsors, endorses, or supports an event unless written authorization has been granted by the university. All promotional materials must clearly identify the sponsoring organization.

University facilities may not be reserved under the name of a university department, employee, student organization, or affiliated entity for the primary benefit of an external organization or individual. Any attempt to obtain facility access, scheduling priority, reduced fees, or other benefits through misrepresentation of sponsorship or event ownership may result in cancellation of the reservation and loss of future facility use privileges.

The university reserves the right to deny future reservation requests from any organization or individual that has previously violated facility policies, failed to pay assessed charges, caused damage to university property, exceeded approved occupancy limits, provided false information, failed to adequately supervise participants or guests, or otherwise created operational, safety, or security concerns.

University closure due to severe weather, emergencies, maintenance issues, or other unforeseen circumstances shall result in cancellation of facility reservations during the closure period. The university shall not be liable for costs, losses, or damage resulting from such cancellations.

User Initials: _____

ACKNOWLEDGMENT AND AGREEMENT

By signing below, I acknowledge that I have read, understand, and agree to comply with the University of Arkansas at Monticello External Facility Use Policies and Procedures. I understand that failure to comply with these requirements may result in the event's cancellation, assessment of fees, repair or cleanup charges, loss of future reservation privileges, and other actions deemed necessary by the university.

I further acknowledge that I am authorized to act on behalf of the reserving organization and accept responsibility for ensuring compliance by all event participants, attendees, vendors, contractors, volunteers, and guests.

Organization: _____

Event Name: _____ **Event Date(s):** _____

Authorized Representative (Print): _____

Signature: _____ **Date:** _____

Phone Number: _____

Physical Address: _____

Email Address: _____

Revised and Approved: July 7, 2026

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