

UNIVERSITY OF CENTRAL ARKANSAS FACILITY USAGE REQUEST FORM AND CONTRACT

01. All events must be requested by filling out this form and faxing to 450-5281. Your event will not be placed on the calendar until this form is received. Your event will be placed on the calendar as soon as possible; however, the event cannot interfere with an academic class.
02. If you are requesting events for a student organization weekly meeting, all dates for Fall semester should be received by August 1st of that year and all requests for Spring should be received by December 1st of that year. It is possible that you may not be able to use the same room every week. You can only place one month of dates per request form.
03. Student organizations should use the Student Center for meetings if at all possible. Student events will take priority above all other events in the Student Center. Any event for the Student Center MUST be requested at least two weeks prior to the event.
04. If this request is for a dance/social/mixer you will be required to contact the university police two weeks prior to your event and they will determine how much security will be needed for your event and the organization will be billed for these direct costs.
05. Any sales or solicitation on university property must comply with the university solicitation policy. Request for sales or solicitation in connection with a conference or event scheduled through the Division of Academic Outreach will be referred to the Dean of Academic Outreach for a decision or recommendation regarding the approval of such activity. If there is a concern regarding the appropriateness of an activity, the request will be submitted to the Council of Vice Presidents for a decision.
06. Rental Fees and Direct Cost Charges:
 - a. All groups renting facilities will be billed for all direct costs unless a waiver has been granted.
 - b. Non University sponsored groups using facilities for events will pay a rental fee. If a full meal is served by the UCA contract vendor, the rental fee is waived.
 - c. When an admission fee or registration fee is not charged by a UCA Student group/organization the facility rental will be waived.
 - d. When an admission fee or registration fee is charged, (even if it is a charity event), the group or organization will be charged a rental fee. This regulation applies to all UCA departments, organizations or student groups.
 - e. All fees, except for direct costs, will be waived for Student Government sponsored activities and Student Activities Board sponsored activities.
 - f. Any group or organization renting or using university facilities is responsible for any damages occurring as a result of the activity. You are responsible for inspecting the facility in which your event is scheduled. Please include any damages to the facility on the attached form prior to your event. If you do not report these damages on the damage form then you will be responsible for all damages noted after your event. You are also responsible for any damages caused by your participants during the event.
07. All events requiring food service must utilize the UCA contract vendor. "Donated Food" is not allowed. Please check with food services for pricing. Food services will work with student organizations for special pricing.
08. Any event that has the potential for injury or is held on a public or campus street or UCA parking lot will be required to have liability insurance. The university should be included in the policy rider as an additional insured and be given a copy of the certificate before your event. The certificate should be for \$3,000,000.00 aggregate and \$1,000,000.00 each occurrence.
09. All events or activities must conform to Federal and State laws. Failure to follow Federal and /or state laws as well as UCA policies and procedures may result in denial of future usage for a period of time.
10. Notification of Cancellation of an event MUST be received one (1) week prior to the event. If cancellation notification is not received one (1) week prior to the event any charges accrued will be charged to the customer regardless if the event occurs or not.

PLEASE NOTE THAT ALL EVENTS WILL BE PLACED ON THE CALENDAR AS RECEIVED BY THE REQUEST FORM DATE. EMAILS NOR PHONE CALLS WILL ASSURE YOUR EVENT BEING PLACED ON THE CALENDAR. WE MUST RECEIVE YOUR REQUEST FORM.

EVENT INFORMATION PAGE MUST BE FILLED OUT AND RETURNED

Contact Name and/or Organization Name and Address (including campus room number) _____

Event Name: _____

Contact Phone Number: Work _____ Cell _____ Home _____
Email or additional Contact names and numbers: _____

If requesting for a UCA Sponsored event for a non –UCA group you must have the UCA department head signature, department and phone number in order to have your event placed on the calendar:

Department Head Signature	Department Sponsoring	Contact Phone Number
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Estimated number of participants expected for your event: _____

Date/s of your event: _____
(CAN ONLY REQUEST DATES FOR ONE MONTH AT A TIME, IF YOU HAVE A REQUESTED DATE FOR ANOTHER MONTH THEN PLACE ON A SEPARATE FORM)

Time your event begins (Please include set up time): _____
Time your event will end (Please include break down time): _____

Facility/facilities requested: _____

Address of Person responsible for billing for any charges incurred: _____

Room set up or set-ups must be included here: (How many chairs, tables you need, classroom style, theater style, round tables etc.) _____

THIS IS A CONTRACT AND YOUR SIGNATURE ON THIS FORM CONFIRMS THAT YOU HAVE READ, UNDERSTAND AND AGREE TO ALL POLICIES AND PROCEDURES AS WELL AS MAKING YOU THE RESPONSIBLE FOR ALL DAMAGES AND/OR DIRECT COSTS THAT ARE INCURRED.

Signature of Person requesting the event. This must be signed or your event will not be placed on the calendar.