



FACILITY USE POLICY

Use of University of Arkansas Conference Services (UACS) Facilities

UACS facilities include spaces within Willard J. Walker Hall and the Donald W. Reynolds Center for Enterprise Development. UACS spaces are available for use by all administrative and academic units and registered student organizations of the University of Arkansas and by non-University organizations. All programs conducted in UACS facilities must have a clearly identifiable education component. UACS facilities are not intended for use by regularly scheduled academic classes.

Facility Use Limitations

University facilities may not be used for the soliciting of political party membership or supporting or opposing political candidates, the raising of monies for projects not directly related with a University activity, or for the conduct of private business. Commercial advertising, selling or solicitation of funds by outside agents or vendors is not permitted in University buildings or on University property. Religious services or the promotion of specific religious beliefs is prohibited. Materials (such as recordings, proceedings or books) that are related to the program being conducted may be sold in UACS facilities. The sale of materials and items not related to a program is not permitted.

Room Amenities

Room rental includes the following amenities, as requested by the client: tables, chairs, white board, projection screen, LCD projector, laptop or PC, wireless and/or hand held microphones, linen service, water station and break areas. Audio/visual service needs will be discussed prior to booking the event. A UACS conference coordinator will be able to determine if a specialized technician and/or equipment are required for the event. Additional costs may apply and will be noted on the letter or agreement.

Food, Beverage & Additional Services

All food service must be provided by a vendor licensed by the Arkansas Department of Health. In addition, University policy prohibits the possession or consumption of alcoholic beverages on University property and the purchase of alcohol with University funds. Should clients choose to provide catering, arrangements can be made through the UACS coordinator. Catering charges are additional and based on caterer choice and menu items selected. Catering charges, taxes and service fees will be reflected on the client's final UACS invoice.

Reservations

Reservations are considered tentative until a letter of agreement has been signed and returned to the assigned UACS coordinator, within two weeks of the letter's date. The client shall designate one person to be the point of contact for all program arrangements. Every attempt will be made to reserve each client's requested space. However, UACS reserves the right to reallocate space to make best use of its facilities.

Billing

UACS facility clients agree to pay all applicable charges for use of facilities and services. Payment of invoices is due within 30 days of receipt of the invoice.

Changes to Room Set-up

Changes to technology and room set-ups requested after room reservations are confirmed are subject to availability. Changes requested within 48 hours of the event start date may be subject to additional labor fees. Every attempt will be made to reserve each client's requested space. However, UACS reserves the right to reallocate space to make best use of its facilities.

Signage

Information on session locations will be posted by UACS. No additional signs may be placed without approval by the assigned UACS coordinator. No signage that could damage floors, walls, ceilings or any part of the building is permitted.

Photography

Please note that photographs may be taken inside or outside our facilities in conjunction with the event to be used by Conference Services for informational or promotional purposes through social media or other outlets and uses. If this is a concern, you should notify participants before your event and advise Conference Services of any conflicts with this policy.

Damage

The client is liable for all damages to UACS facilities and UACS-owned equipment. The University of Arkansas will not be held liable for lost or damaged goods. The use of permanent markers and glitter products may be subject to additional clean up fees if not used or picked up properly.

Inclement Weather

In the event of inclement weather, UACS will make decisions about conference operations in a manner that best addresses the safety and convenience of clients and attendees. If the University is closed due to inclement weather, UACS facilities will be closed and clients will be notified. Clients are responsible for notifying participants. If the University remains open but conditions warrant, UACS may delay opening, close early or close operations entirely.

Smoking/Open Flames

By law, smoking is prohibited in all areas of the building and on the University campus.

Per Arkansas Fire Code and University Policy, it is unlawful to have open flame in any building on Campus, this includes the use of candles, open flame lighting, stoves, and any device which utilizes open combustion for the purpose of generating light or heat.

The use of candles in any ceremony, initiation, ritual, or program when conducted in any building on the Campus is also unlawful and forbidden.

Animals

Only service animals are permitted. Service animals are guide dogs, signal dogs or other animals individually trained to provide assistance to a person with a disability. Service animals do not include household pets, pet therapy animals, laboratory animals or resident pets (e.g., caged birds).

Lost & Found

Any items found in UACS facilities will be retained in RCED-140 for 14 days. After this period, items will be discarded.