Utilization of Facilities  
Policy Manual  

Updated by the University Ad Hoc Committee on 
Facilities Policy  

July 26, 2010
# Policy Manual for Utilization of Campus Facilities

## Table of Contents

- Ad Hoc Committee Responsibilities .................................................................................. 3
- General Policies for Facilities Use .................................................................................. 4
- Policies and Procedures for Non-University Groups .............................................................. 8
- University Calendar and Facilities Request Procedures ....................................................... 9
- University Facilities Usage Fee Policy ............................................................................. 11
- Facility Fee Schedule ....................................................................................................... 12
- University Police Department ......................................................................................... 14
- Residence Halls ............................................................................................................ 15
- Department of Health, Kinesiology and Recreation .............................................................. 16
- Administrative Policies for the use of Harton Theatre ......................................................... 20
- Donald W. Reynolds Campus and Community Center Facilities ...................................... 22
- Media Equipment Request and Utilization ...................................................................... 25
President’s Charge to the Committee:

The University Ad Hoc Committee on Facilities Policy is to review the current policy manual and bring it into compliance with current procedures. The committee is to work with the campus community on procedures and set a time line for completion of the revisions.

The Committee’s Response:

The attached Policy Manual for Utilization of Campus Facilities is the result of the Committee’s work. The 2008 manual has been reviewed, revised and brought into compliance with current procedures. The Committee’s members are as follows:

La’Tricia Davis, chair, classroom scheduler, calendar and university facilities coordinator
Jennifer White, facilities
David Murphy, Theatre and faculty representative
Gaye Calhoun, graduate studies
Eric Plummer, chief of police
Philip Covington, assistant dean of students for student activities
Laurie Burks, physical plant
Wendy Davis, physical plant
Charles Lewis, vice president for facilities
Darrell Morrison, vice president for finance
Jay Adcox, athletic director and faculty
Eric Engelberger, University Village
Anne Sands, director of Reynolds Center
Sarah Adcox, assistant director of Reynolds Center

Philosophy Governing Utilization of Facilities:

Southern Arkansas University is a state supported institution of higher education, and its facilities are provided and designed to be used to further the University’s mission. This policy manual is designed to provide direction for University personnel charged with the responsibility for scheduling SAU facilities. The University reserves the right to revise, delete, or otherwise amend any portion or portions of this manual. SAU is committed to equal opportunity in all of its programs and activities. The facilities of the University cannot be used in any way to discriminate on the basis of race, color, religion, sex, handicap, or national origin.
Policy Manual for Utilization of Campus Facilities

General Policies for Facilities Use

1. Facilities must be used for purposes which are consistent with the mission of Southern Arkansas University. The right to make the determination in such matters is vested solely in the University.

2. SAU is committed to the conservation of energy and shall meet facilities requests by utilizing buildings that are already scheduled to be open and in use during the time period requested or deemed in the best interest of university operations as directed by the President or as delegated to the Vice Presidents Council (VPC).

3. Priority in the assignment of facilities is as follows:
   a. Regular University use of a facility for the purpose for which the facility is designed or designated
   b. University sponsored classes or events
   c. Approved student organizations of the University
   d. University affiliated groups sponsored by the faculty and/or administration
   e. Agencies and/or institutions’ programs supported by the State of Arkansas
   f. All other groups outside the University (see Policies and Procedures for non-University groups)

4. Facilities reservations shall be assigned on a “first come, first served” basis unless a serious conflict involving a higher priority user occurs. In such a case, a lower priority user may be required to change facilities, times, or dates. Requests to reserve campus facilities must be submitted a minimum of 10 working days prior to the date of the intended use. Failure to complete a facilities request will cause a reservation to be canceled.

5. It is the responsibility of the contracting party to maintain the University’s standard of conduct and dress appropriate to a University environment. Failure to comply may result in immediate termination of the use of the facilities and future restrictions as determined by the President.

6. SAU assumes no liability for injuries and assumes no liability for the loss of or damage to non-University property.

7. The contracting party is responsible for all damages to the facility incurred during the scheduled usage.
8. Events in non-academic facilities must be terminated by 11 p.m. Sunday through Thursday and midnight Friday and Saturday. Academic facilities are not available after 10 p.m. on any evening. Exceptions for unusual circumstances must be requested in writing to the Vice Presidents Council. The President has final approval.

9. Indoors, nothing is to be affixed to walls, ceilings, floors, doors or furniture without written permission of the building captain. Outdoors, nothing is to be affixed to or attached to or set upon the building, grounds (to include trees) flag poles or any other man made structure without the written permission of the area building captain. The written permission should be submitted with the University Calendar and Facilities Request form.

10. Approved banners and event media must be removed no later than 24 hours after the published event. Failure to remove may result in the physical plant charging a fee of $50 per violation.

11. Furniture arrangement or relocation will be performed under the direction of the physical plant and/or facility staff and with the expressed consent of the scheduler.

12. The stated capacity of the facility may not be exceeded.

13. The serving of food and beverages must be acknowledged on the facilities request and approved by the scheduler.

14. Currently, tobacco products are prohibited in all University public facilities and within 25 feet outside any building. ACT 734, Arkansas Clean Air On-Campus Act of 2009 bans smoking on campuses of institutions of higher education effective August 1, 2010.

15. Fiscal obligation settlements to the University are payable in the University Business Office at least two (2) weeks prior to the scheduled usage of the facility. Fiscal obligation will be waived with the approval of the President.

16. The contracting party must provide at least one certified law enforcement officer for all concerts, dances, or related activities. Some events will require more than one officer(s). At the discretion of the University, a certified law enforcement officer may be required for other events. Compensation for the officer is to be provided by the contracting party. The University Police will assign the officer(s).

17. Requests to reserve campus facilities must be submitted a minimum of 10 working days prior to the date of intended usage. Special set-up or arrangements cannot be made in less time.
18. The scheduling of any events in a campus facility by a campus group is prohibited during final exam week. The vice president for academic affairs may grant special permission to schedule an event during this period.

19. The University’s “Free Speech” area has been designated as the Greek Theatre. A person may use this area without a facilities request if a group with an approved facilities request is not using it.

20. All activities, except regularly scheduled classes, must have an approved University Calendar and Facilities Request form to be listed on the University Calendar, to have the proper heating and cooling, to have the facility locked and unlocked, or to be publicized.

21. The University Police Department (UPD) is responsible for closing any street used for special events. The University Calendar and facilities coordinator will contact the UPD for approval before the request is authorized. This will allow the UPD to ensure that a smooth traffic flow is maintained and that emergency access to all campus facilities remains available. The UPD will notify the local fire, police and emergency medical services (911) of the time and place of the closures so they may plan alternate emergency routes if needed.

**SAU Responsibilities**
Southern Arkansas University personnel will be responsible for:
1. temperature control
2. unlocking and locking the facility at the designated times as listed on the request form

The operation of special equipment may necessitate the use of designated SAU personnel, as may the special requirements of clean up in some facilities. The policies governing the use of designated facilities may require additional responsibilities which must be handled by SAU personnel to protect the University’s investment in its equipment and facilities.

**User Responsibilities:**
Each user of a campus facility must have at least one legally responsible adult sponsor present during the entire time the facility is in use per reservation request. Additional sponsors may be required for large group activities.

The sponsor’s duties are:
1. Inventory and sign for requested support equipment (tables, chairs, dollhouse, stage, microphones, etc.);
2. ensure that any special requirements for use of the facility are met;
3. ensure that no damage is done to SAU facilities or equipment;
4. to maintain order at the event so that classes and other groups that may be sharing the same or a nearby facility are not disturbed;
5. inspect the facility for litter, remove banners and temporary signage, and to restore furniture, etc., to its proper location after the event is over unless other arrangements have been made with the University Calendar and Facilities Request coordinator or building captain; and
6. report any damage to the building captain.

Note:

The physical plant shall be responsible for assessing the damage and setting the fee for restitution. The individual contracting the facility is responsible for any payments for damages incurred. If restitution for assessed damages is not made, the group may not be allowed to use SAU facilities again. In addition, SAU reserves the right to take legal action to collect any assessed damages and associated costs of collection.
Policies and Procedures for Non-University Groups
(Other than Reynolds Center)

Groups outside the University may use the facilities of Southern Arkansas University, Magnolia when the purpose is consistent with the mission of the University. The SAU Board of Trustees Policy states the University’s facilities may not be used by non-university groups or individuals:

1. To promote or carry on a commercial enterprise
2. To hold formal religious services on a regular basis or to promote religious beliefs; or
3. To hold political events unless the primary purpose is to educate students, faculty, staff and/or region of concerning the views of a candidate for public office or individuals articulating views on important issues. Reasonable attempts will be made to provide viable alternative views equal opportunity for discussion of their position.

Non-University groups will be required to pay a fee covering the cost for use of the facility. A deposit to cover damages and clean up may be required (see section on rental fees and other charges).

Non-University groups must adhere to all policies and procedures listed in the Utilization of Facilities Policy Manual.

SAU reserves the right to reject requests from non-University groups at its discretion.

SAU is committed to servicing community needs; however, University-sponsored and University-affiliated activities must come first.

University Calendar and Facilities Request Procedures

The University Calendar and Facilities Request form is used for a variety of procedures. A person shall file a University Calendar and Facilities Request form for the following types of requests:

1. Listing on the University calendar
2. Heating or cooling of a building or room
3. Locking and unlocking buildings
4. Special parking arrangements for University guests
5. Blocking off of parking lots or University streets
6. Reserving equipment
7. Special setup by physical plant
8. Catering services needed
The procedure is as follows:

1. The requestor should secure a University Calendar and Facilities Request form from the Office of the Vice President for Academic Affairs (via email) or Reynolds Center (http://reynolds.southernarkansasuniversity.info/?page_id=14)

2. The form should be completed and returned to:
   a. The Office of the VPAA (via e-mail attachment) if requesting usage other than the Reynolds Center or
   b. The Director or Assistant Director of the Reynolds Center (Reynolds 101) if requesting Reynolds usage.

3. The University Calendar and Facilities Request coordinator will determine the availability of the facility. If the request is approved by all parties concerned, the coordinator will schedule the facility and check on the availability of equipment needed for set-up and any other special needs and then route the form to the appropriate parties.

4. When a fee is to be paid, see University Facilities Usage Fee Policy.

5. The approved request is routed to the following:
   a. Physical Plant
   b. University Calendar Facilities Request Coordinator
   c. Person Requesting Facility (User)
   d. Room Scheduler
   e. University Police Department
   f. Food Service (when appropriate)
   g. Business Office (when appropriate)
   h. Director/Assistant Director of Reynolds Center

6. The University Calendar and Facilities Request coordinator shall be notified if an event is denied, rescheduled, or cancelled.

7. Any appeals arising from the usage shall be directed to the Vice President’s Council. A final decision will be made by the President in consultation with the University Calendar and Facilities Request coordinator and the Room Scheduler of the area in question.

Note:
1. Reservations are not required for use of a facility for the purpose for which it is designed or for regularly scheduled classes.
2. If a regularly scheduled activity time or location is changed, the University Calendar and Facilities Request coordinator must be notified so the master list can be changed.
3. A University Calendar and Facilities Request form must be completed if the activity is to be listed on the University Calendar.

4. The following auto-response email will be returned to anyone submitting a Facility Request:

   “Your Facilities Request has been received. If approved, the following set-up guidelines apply as appropriate:

   - The SAU Physical Plant will make **one** and only **one** good faith effort to make face-to-face contact with the requesting party for coordination.
   - If direct contact is not made, the head of the Grounds Department will immediately send an email asking the requesting party to contact the Physical Plant to make **required** coordination not less than 48 hours prior to the event.
   - **NO** equipment or support will be provided without direct coordination with the Physical Plant at least 48 hours prior to the event. If a response is not received within the required time, the Vice President for Facilities will be notified for disposition.

The Physical Plant:

- Will conduct and record any equipment inventory if the requesting party does not show up to inventory and sign for the equipment.
- Will not work overtime to retrieve equipment without approval from the Vice President for Facilities or his designated representative.
- Upon pickup, will inventory equipment and search no more than 5 minutes for missing equipment.

- Shortages will be reported to the requesting party via email. The requesting party will have 5 days to locate the missing property.
- Equipment missing more than 5 days will be reported to the VPC for disposition.
University Facilities Usage Fee Policy

1. The rental, service, and usage fees charged to non-university users will be reviewed annually by the Business Office and a recommendation will be made to the Vice President’s Council for review. The President will make the final decision.

2. For activities requiring the services of a certified law enforcement officer, the contracting party is responsible for paying the officer(s). A fee may be required by groups affiliated with the University as well. Fees will be predetermined and paid two weeks in advance at the Business Office.

3. The contracting party will pay the estimated fee for services prior to the event. The University Police Chief will assign officer(s) to the event. Charges will be based on the number of officers needed and the estimated length of the event including 15 minutes before and 30 minutes after the event.

4. Charges may apply for use of any facility depending on the location, times and specific needs of the activity. This may include custodial, security, special equipment, and/or other services needed or required.

5. When a fee is to be paid, a University Calendar and Facilities Request Form is filed by the requestor with the University Calendar and Facilities Request coordinator and the following will apply:
   a. The person listed as the event sponsor will be notified by the University Calendar and Facilities Request coordinator. For a list of fees see the section on rental fees and other charges.
   b. The University Calendar and Facilities Request form will be sent to the Business Office by the University Calendar and Facilities Request coordinator. When the fee is paid, the Business Office will return the request to the University Calendar and Facilities Request coordinator.
   c. The fee must be paid to the SAU Business Office at least two (2) weeks before the facility is to be used to allow the physical plant, University Police or other personnel adequate time to make proper arrangements.
   d. Only the paid requests will be processed.
   e. The fee is nonrefundable if cancellation notification is not received by the University Calendar and Facility Request Coordinator at least one working day in advance.
   f. Exceptions may only be made with the approval of the Vice Presidents Council.
Facility Fee Schedule

Classrooms:

<table>
<thead>
<tr>
<th>Room Capacity</th>
<th>1 Hour</th>
<th>4 Hours</th>
<th>8 Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>50</td>
<td>$30.00</td>
<td>$60.00</td>
<td>$120.00</td>
</tr>
<tr>
<td>75</td>
<td>$40.00</td>
<td>$85.00</td>
<td>$170.00</td>
</tr>
<tr>
<td>100</td>
<td>$50.00</td>
<td>$110.00</td>
<td>$215.00</td>
</tr>
</tbody>
</table>

Buildings with classrooms include: Agri/Childs, Overstreet, Cross, Peace, Wilson, Magale, HKR, Business/Agri Business, Brinson, Wharton, Camp Computer Lab- (computer overflow)

Horton Theatre: Performance or practice: $75.00 per hour/3 hour minimum.

Camp Recital Hall: $150.00 a day – flat rate

Residence Halls: See Student Affairs

Greek Theatre: $75.00 deposit/$75.00 usage fee per day (Deposit is returnable pending Greek Theatre is in original condition when event is complete – trash, etc. must be removed. User must request deposit in writing to the Facilities Coordinator) Chairs, tables and other equipment are not available for rent. Electricity will be provided as part of rental fee.

Labor - (per employees –per hour):

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Police</td>
<td>$15.00</td>
<td>Off-Duty Police</td>
</tr>
<tr>
<td>Technician</td>
<td>$25.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>Cleanup/Setup</td>
<td>$15.00</td>
<td></td>
</tr>
</tbody>
</table>

Equipment – per unit:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Media</td>
<td>$15.00</td>
</tr>
<tr>
<td>Chairs (per set of 10)</td>
<td>$5.00</td>
</tr>
<tr>
<td>Tables (per set of 10)</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

Video Conferencing – Camp Room 203

<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Bridging Fee</td>
<td>$30.00 per hour</td>
</tr>
<tr>
<td>Communication Fee</td>
<td>$200.00</td>
</tr>
<tr>
<td>Cost per minute</td>
<td>$.50 a minute</td>
</tr>
<tr>
<td>Facilitator Charge</td>
<td></td>
</tr>
<tr>
<td>Daytime</td>
<td>$20.00</td>
</tr>
<tr>
<td>Evenings and Weekends</td>
<td>$30.00</td>
</tr>
</tbody>
</table>

(Additional sites other than point-to-point - $10.00 each)

Athletic Venues: Per day usage

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<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Wilkins Stadium</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>W.T. Watson Gym</td>
<td>$ 500.00</td>
</tr>
<tr>
<td>Baseball Stadium</td>
<td>$ 400.00</td>
</tr>
<tr>
<td>Pool</td>
<td>$ 200.00</td>
</tr>
<tr>
<td>Track</td>
<td>$ 100.00</td>
</tr>
<tr>
<td>Tennis Courts</td>
<td>$ 50.00</td>
</tr>
</tbody>
</table>

All facilities carry a minimum and maximum time allotments, custodial fees, clean-up fees, security, administrative and personnel costs. Example would include life guards, clock operators, etc.
Facility Fee Schedule (continued)

Weekend rate is 1.5 times the normal rate if requested building’s AC is normally off. Any partial hours are charged a full hour rate. Room size that is increased due to a schedule problem of SAU will be charged for the room size requested.

The fee committee recommends that the following reserves be established to allow the departments to offset expenses charged to their department due to the facility use.

75% Maintenance and operations (utilities, supplies, bldg, repairs)
25% Applicable department (Harton bulbs, mikes, repairs, etc.)
Fees are payable two weeks before events. Make checks payable to Southern Arkansas University. Facilities request must accompany payment.
The University Police Department is responsible for maintaining order on the campus and protecting University facilities. Many University functions require the services of certified law enforcement officers. The following is the facilities use information as it relates to the UPD.

1. Commissioned police officer(s) must be present at events such as dances, concerts or other events that usually draw 100+ people.
2. An officer must be present at least 15 minutes before an event and at least 30 minutes after an event.
3. If a substantial number of people remain in the area following the event, the officer must stay in the area until the number of remaining people becomes manageable for the on-duty staff.
4. Upon notification that an officer(s) is needed for an event, the Chief of the University Police Department will assign the appropriate number of officers to the event and advise the SAU Business Office of the number of officers assigned.
5. Compensation for the officers will be estimated by the SAU Business Office and paid by the contracting party, in advance of final approval of the request.
6. The University reserves the right to require additional security at any event held at a University facility.
7. People attending events at SAU must abide by University traffic and parking regulations.
8. The UPD will provide visitor parking permits and make arrangements for large numbers of guests on campus upon request.
9. The UPD is responsible for closing parking lots or parking spaces when the parking areas are needed for events or special University functions.
Residence Halls Policies

Southern Arkansas University has six modern air-conditioned residence halls, three for men and three for women. A seventh residence hall is available for campus overflow and use by special groups needing temporary campus housing. Additionally, there are two special purpose halls.

Specific Residence Hall Policies:

1. Priority use of halls
   - Regularly enrolled SAU students
   - University sponsored camps, conferences and groups
   - Individual and groups on University business and sponsored by a department of SAU
   - Non-university groups contracting with the University for camps and/or conferences and approved by the Student Life Office

2. A minimum number of 20 participants must be guaranteed to open a residence hall for housing. A deposit is required.

3. Non-University groups will not be housed in residence halls occupied by regularly enrolled SAU students.

4. All groups must provide live-in sponsors who will be responsible for the conduct of the groups.

5. Linen service is not available

6. Groups and individuals housed on campus are expected to abide by all University regulations.

7. All individuals and groups will be charged for any overnight housing.

8. Residence hall and housing are not available during the month of August or during interim break periods.
Department of Health, Kinesiology and Recreation

Administrative Policies – Department of HKR

These rules must be read by everyone using the pool. SAU, MAGNOLIA IS NOT RESPONSIBLE FOR ACCIDENTS.

Never swim alone. (THIS RULE APPLIES TO EVERYONE)

1. Take a shower before putting on swim suit.
2. Do not enter the water until told to do so by the instructor or guard.
3. Please remove all cosmetics, jewelry, and contacts before entering the water.
4. Street shoes are NOT to be worn on the pool deck except by authorized persons, and then it should be footwear suitable for this purpose.
5. There is to be no smoking, eating, or drinking of any kind in the pool or dressing room areas. This includes the bleachers or seats placed along the sides.
6. No gum chewing by swimmers. Keep the mouth free of any material which might cause choking.
7. For your safety, the following behavior is NOT permitted: running, pushing, splashing water in another’s face, splashing water on the deck, dunking, boisterous conduct, or tag games outside the water.
8. There is to be no whistling in the pool except by the person in charge. When a whistle is blown, all swimming is to stop and all swimmers are to listen to the guard or instructor.
9. Do not swim in front of the diving board.
10. Only one person on diving board at a time. Avoid bouncing on the board unnecessarily. Look before diving and be sure diving area is clear. Dive to the front of the board only.
11. Do not adjust the fulcrum (wheel) on diving board unless in diving competition or under supervision of authorized teacher or coach.
12. If you cannot swim the length of the pool, stay at the shallow end and do not go beyond the dividing rope.
13. Stay off the diving rope. It is not a station on which to hang.
14. After leaving the pool and returning to the dressing room, wring out your suit in the shower room and dry off in that area.
15. PERSONS IN SWIM SUITS ARE NOT TO GO INTO OTHER AREAS OF THE BUILDING OTHER THAN POOL AND DRESSING ROOMS. (Instructions may find this necessary in emergencies.)
16. Do not blow water from the mouth or nose. Use scum gutters to spit.

17. Persons with infectious conditions, nasal drainage, discharging ears, suffering or recovering from a cold, or with skin infections shall be excluded from the pool.

18. Diving masks, scuba, and other specialized equipment may be used only at special times under and authorized instructor’s supervision.

• These rules are provided for your safety and to make possible clean and enjoyable swimming facilities and maximum enjoyment.
Administrative Policies – Department of HKR

These rules must be read by everyone using the tennis courts. SAU, MAGNOLIA IS NOT RESPONSIBLE FOR ACCIDENTS.

1. Play is allowed only when courts are open and supervised.
2. Playing priority shall be as follows:
   - Classes
   - Varsity athletics
   - Intramural
   - Recreational use
3. Wear tennis shoes only. No ribbed or cleated shoes of any type, including any that mark the courts.
4. Wear proper playing attire. Shirts must be worn at all times. Other areas on campus are available for sunbathing.
5. Please do not throw rackets or pound on courts, fences, or nets.
6. No food, drinks, or smoking is allowed on the tennis courts. Take only water on the tennis courts.
7. All players and spectators are expected to display proper conduct and language – no profanity.
8. DO NOT ADJUST THE NETS – call on an instructor of the Department of HKR or tennis supervisor to do this.
9. Do not lean or rest on nets, and do not hurdle or step over the net.
10. No chairs or other items that may damage the court surface should be taken inside the courts. All spectators shall remain outside the court area.
11. Do not climb fences to gain entry if the courts are locked. In addition, do not climb on the racquetball walls.
12. All children should be accompanied by a supervising adult at all times when at the tennis courts or any HKR facility.
Southern Arkansas University Track

Rules for Joggers and Walkers

These rules must be read by everyone using the track.

SAU, MAGNOLIA IS NOT RESPONSIBLE FOR ACCIDENTS.

1. Hours: 6 a.m. – 8 p.m. daily
2. Use outside four lanes only
   - Joggers use lanes 5 and 6
   - Walkers use lanes 7 and 8
3. Stay out of pits.
4. Keep off pads and equipment
5. No pets, bikes, or anything with wheels
6. Jogging or tennis shoes only
7. No food or drink except water in plastic containers
8. No one under 12 unless accompanied by an adult
Administrative Policies for the use of Harton Theatre

The following guidelines pertain to all groups reserving the Harton Theatre.

1. Reservations to use the Harton Theatre may **not** be made more than six months in advance.

2. Reservations to use the Harton Theatre are made on a first-come, first-served basis with preference given to University affiliated events (in accordance with General Policies for Facilities Use).

3. Reservations for the theatre are not complete until a **facilities request** is **completely** processed. Requests to reserve campus facilities must be submitted a minimum of 10 working days prior to the date of the intended use. Failure to complete a facilities request will cause a reservation to be canceled.

4. The Harton Theatre (including the lobby) will **not** be available during times that classes are scheduled to meet in the facility.

5. A facilities request must be processed **through** the Theatre Department to use the **lobby** of the theatre.

6. Since the Harton Theatre is a working theatre facility, there will be times when there will be scenic elements on stage that cannot be moved. Advanced planning, visiting the theatre, and communicating with the Director of the Theatre Department will help prevent any problems.

7. If the Harton Theatre is reserved and the individual(s) cancel(s) the reservation without notifying the Theatre Department at least 24 hours prior to the scheduled event, then, that organization will be charged a $30 technical staff fee. Fees must be paid before that organization or individual is permitted to reserve the Harton again.

8. If the event is not academically related, the organization or individual using the theatre is responsible of timely (not more than 5 working days after the event) payment to the student technical worker(s). The current pay rate is $35 for the first 3 hours, $10 an hour after that.

9. If student technical workers are not available to run the lighting or sound system, then only house lights and stage work lights can be used. The organization or individual reserving the theatre will be responsible for providing a portable public address or sound system.
10. The sound and lighting technicians are students - not professional technicians. The class schedules of student technicians will limit their availability, thus limiting the access to the technical requirements of the contracting party. It is the individual, organization advisor, or organization representative’s responsibility to visit the theatre at least three (3) days in advance of the event and meet with the student assigned to work the event to give them any special instructions.

11. The theatre department and student technical workers are not responsible for acquiring specific set-up equipment such as chairs, tables, music stands, acoustical shells, risers, flowers, audiovisual equipment (including wireless microphones), etc.

12. **Because of tight scheduling in the theatre, all items used for an event must be removed immediately after the event.**

13. The organization or individual using the theatre is responsible for seeing that the theatre is cleaned. Housekeeping does not clean the backstage area or the stage floor. If the stage or backstage area is used, it becomes the responsibility of the organization to clean it immediately following the event.

14. Any additional rooms in Overstreet Hall needed for an event need should be reserved on a separate facilities request, this includes the dressing rooms (Overstreet 223 & 224), Overstreet 120 A and B and 122.

15. The use of the Harton Theatre does not include the use of scenic elements (platforms, flats, etc), properties, costumes or other equipment purchased by the theatre department for academic purposes.

16. Staples or tacks are NOT to be used on the plaster walls of the theatre. If staples are used on the wooden parts of the stage, they must be pulled out completely immediately following the event.

17. Masking tape and duct tape are NOT to be used in the theatre. Gaff tape, spike tape and blue painters tape are the only tapes that are acceptable.

18. Because of cleaning difficulties, glitter is not to be used in the Harton Theatre, the dressing rooms, the classrooms, the hallways or the lobby.

19. No food or drink is allowed in the theatre for any event.

20. Classroom furniture in Overstreet 120 A/B and 122 are not to be moved or used for events scheduled in the theatre.
Donald W. Reynolds Campus and Community Center (DWRCCC)  
General Usage Rules

1. The facility, site, or landscape may not be altered or damaged in any way.

2. Sidewalks, doorways, halls, stairways, and similar areas must remain unobstructed at all times to maintain order and proper routing for emergency assistance.

3. Signs or other objects may not be placed upon the roof, exterior walls, interior walls, windows, or partitions of the buildings.

4. Any group or organization renting or using University facilities is responsible for any damages occurring as a result of the activity.

5. Animals are restricted from the premises, except to assist the physically and/or visually impaired.

6. The DWRCCC is a drug, alcohol, and tobacco free building. Currently, tobacco products are prohibited in all University public facilities and within 25 feet outside any building. ACT 734, Arkansas Clean Air On-Campus Act of 2009 bans usage of all tobacco products in all University public facilities and will become effective on August 1, 2010.

7. Music or other audio shall be played in common areas of the center only with express permission of the building manager.

8. Dancing will be permitted on staged areas only.

9. SAU prohibits entry anywhere on campus of any person who is carrying a firearm or other weapon, including a licensed concealed handgun, except authorized law enforcement officials.

10. All events requiring food service must utilize the SAU contract vendor.

11. Special events that have the potential for injury are 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 the event. (The University will determine when required.)

12. All activities must conform to SAU policy. In addition, the activities must comply with city, state, and federal law.

13. Failure to follow policies and procedures governing the use of university facilities may result in denial of future usage.
14. The DWRCCC may be reserved up to three (3) years prior to an event.

15. Candles or any source of open flame are not permitted within the DWRCCC unless special written permission is obtained from the Reynolds Center Director prior to the event.
<table>
<thead>
<tr>
<th>Rooms</th>
<th>1 Day</th>
<th>1 Day</th>
<th>1 Hour</th>
<th>1 Hour</th>
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<tbody>
<tr>
<td>Foundation Hall</td>
<td>$465</td>
<td>$395</td>
<td>$70</td>
<td>$60</td>
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<td>Grand Hall</td>
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<tr>
<td>Grand Hall Salon A or B</td>
<td>$225</td>
<td>$191</td>
<td>$35</td>
<td>$30</td>
</tr>
<tr>
<td>Grand Hall Salon A &amp; B</td>
<td>$385</td>
<td>$327</td>
<td>$60</td>
<td>$51</td>
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<tr>
<td>Grand Hall Salon C</td>
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<tr>
<td>Meeting Rooms</td>
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<td>208 or 209 or 211</td>
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<td>$140</td>
<td>$25</td>
<td>$21</td>
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<tr>
<td>205 or 210</td>
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<td>President's Conference 207</td>
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<td>President's Reception 206</td>
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</table>

All fees are per room unless otherwise indicated.
A 50% deposit is required before reservations are confirmed.
A set-up fee of $10 per hour is assessed for all events where special set-up is required.
An audio visual technician is available at the rate of $7 per hour ($20 minimum).
If the event is canceled 3-5 days before it is scheduled to be held, 90% of the booking deposit will be refunded.
If the event is canceled less than 3 days before it is scheduled to be held, the booking deposit is non-refundable.
The room with catering column reflects a 15% discount for using Aramark Catering.
The fees and policies on this sheet are in effect as of September 1, 2007.
**Media Equipment Request and Utilization**

1. A University Calendar and Facilities Request form should be filed with the facilities coordinator for the use of Media equipment. The form should be filed allowing enough time to process and be received by the Reynolds Center at least three (3) days before equipment is needed.

2. Equipment is to be checked out to SAU faculty and staff members only. Written permission from a faculty or staff person is required for a student to check out equipment. The request must name the student and be signed by the faculty or staff assuming responsibility.

3. When a faculty or staff member checks out equipment or signs for a student to check out equipment, the faculty/staff member’s department is held responsible for replacing equipment that is lost or stolen.

4. Use of the satellite requires a reservation at least five (5) working days prior to the program being aired. The following information is needed when the satellite is reserved:
   a) satellite
   b) transponder
   c) audio frequencies

5. All fees for media equipment will be assessed through the Reynolds Center Office.