



**Utilization of Facilities  
Policy Manual**

**Updated October 2019**

Policy Manual for Utilization of Campus Facilities

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### **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. The purpose of this policy manual is 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, gender, handicap, veteran, or national origin.

## Policy Manual for Utilization of Campus Facilities

### **General Policies for Facilities Use**

1. Facilities must be used for purposes that 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. All activities, except regularly scheduled classes, must have an approved Facilities Request form to have proper heating and cooling, to have the facility locked and unlocked, or to be publicized.
3. 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.
4. The scheduling of any event 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.
5. 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 requested or deemed in the best interest of university operations as directed by the President or as delegated to the Vice Presidents Council (VPC).
6. 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 University student organizations
  - d. University affiliated groups sponsored by the faculty and/or administration
  - e. Agencies or institutional programs supported by the State of Arkansas
  - f. All other groups outside the University (see Policies and Procedures for non-University groups)
7. 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.
8. Act 184 of 2019 provides: The First Amendment of the United States Constitution and the Arkansas Constitution protect the rights of free speech, freedom of the press, freedom of religion, and freedom of association for all citizens. The exercise of these rights may not materially and substantially disrupt the educational process, materially and substantially disrupt the expressive activity of another person or group, prevent the communication of a message of another person or group, or prevent the transaction of the business of a lawful meeting, gathering, or procession. SAU enforces reasonable, time, place, and manner restrictions in compliance with Act 184.

9. 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.
10. SAU assumes no liability for injuries and assumes no liability for the loss of or damage to non-University property.
11. The contracting party is responsible for all damages to the facility incurred during the scheduled usage.
12. Events in non-academic facilities must be terminated by 11:00 PM Sunday through Thursday and 12:00 AM Friday and Saturday. Academic facilities are not available after 10:00 PM on any evening. Exceptions for unusual circumstances must be requested in writing to the Vice Presidents Council. The President has final approval.
13. Indoor modifications: Nothing is to be affixed to walls, ceilings, floors, doors or furniture without written permission of the building captain. The written permission should be submitted with the Facilities Request Form.
14. Outdoors modifications: Nothing is to be affixed, attached to or set upon the building, grounds (including trees), flagpoles, or any other man-made structure without the written permission of the area building captain. The written permission should be submitted with the Facilities Request form.
15. Furniture arrangement or relocation must be performed under the direction of the physical plant and/or facility staff and with the expressed consent of the scheduler.
16. The stated capacity of the facility may not be exceeded.
17. Food and beverage requirements: The serving of food and beverages must be acknowledged on the facilities request and approved by the scheduler. All events held on University properties not exempt from the University food service contract must utilize the SAU food service vendor or include a letter from the director of the food service vendor authorizing the use of alternate vendors. This information must be submitted with the Facilities Request Form.
18. ACT 734, Arkansas Clean Air On-Campus Act of 2009 bans smoking on campuses of institutions of higher education effective August 1, 2010. Tobacco products are prohibited in all University facilities and within 25 feet of any institutional property. Vaping is treated as smoking and is prohibited on SAU property.
19. Fiscal obligation settlements to the University are due 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.
20. The contracting party must provide one certified law enforcement officer per every 100 attendees for all concerts, dances, or related activities. 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 Department will assign the officer(s).

21. The University Police Department (UPD) is responsible for closing any street used for special events. The 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 is responsible for the following:

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 clean-up requirements of those 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 equipment and facilities.

### **User Responsibilities**

Each user of a campus facility must have at least one SAU faculty or staff member (referred to as sponsor) present during the duration of the facility usage. Additional sponsors may be required for large group activities.

The sponsor's duties are:

1. Inventory and sign for requested support equipment (tables, chairs, electrical hook up house, stage, microphones, etc.);
2. ensure that any special requirements for use of the facility are met;
3. ensure that no damage occurs 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 nearby facility are not disturbed;
5. to inspect the facility for litter, remove banners and temporary signage, and restore furniture, etc., to its proper location after the event unless other arrangements have been made with the facilities request coordinator or building captain; and report any damage to the building captain.

### **Note:**

The physical plant shall be responsible for assessing any damage and setting restitution fees. The individual/group contracting the facility is responsible for restitution. If restitution for assessed damages is not rendered, the individual/group may not be allowed future use of SAU facilities. In addition, SAU reserves the right to invoke legal action to collect restitution including collection costs.

## **Facilities Usage by Non-University Groups** (Excluding Reynolds Center)

Groups outside the University may use Southern Arkansas University facilities provided that 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
3. To hold political events unless the primary purpose is to educate students, faculty, staff and/or region 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 are first priority.

## Facilities Request Procedures

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

1. Heating or cooling of a building or room
2. Locking and/or unlocking buildings
3. Special parking arrangements for University guests
4. Blocking off of parking lots or University streets
5. Reserving equipment
6. Special setup by physical plant

The procedure is as follows:

1. Facility Request Forms are available on the SAU website [here](#). The requestor should complete the form and submit via email attachment to the appropriate office a minimum of 10 working days prior to the date of intended use:
  - a. The Office of the VPAA for all requests excluding the Reynolds Center: [vpaa@saumag.edu](mailto:vpaa@saumag.edu)
  - b. The Reynolds Center Office: [reynolds@saumag.edu](mailto:reynolds@saumag.edu)
2. The appropriate coordinator will determine the availability of the facility. The coordinator will route the documentation to the appropriate department for approval/denial, including:
  - a. Physical Plant
  - b. Room Scheduler
  - c. University Police Department
  - d. Food Service (when appropriate)
  - e. Business Office (when appropriate)
  - f. Director/Assistant Director of Reynolds Center
  - g. Return notification to the requestor

Denials by any department must be submitted to the appropriate coordinator in writing. If a request is denied, the requestor will be notified via email and may submit an appeal to the denial.

Any appeals arising from a denial shall be directed to the Vice Presidents Council. A final decision will be made by the President in consultation with the VPC and department involved.

If fully approved, the coordinator will schedule the facility, reserve equipment requested, and attend to any other special requests. The requestor will be notified of approval via email.

3. If a fee is required, see University Facilities Usage Fee Policy.
- 4. The facility coordinator must be notified in writing if an event is cancelled or postponed.**



**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 facilities request coordinator must be notified in writing so the master list can be changed.
3. 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 physical plant director 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 physical plant director or designated representative.
- Upon pickup, will inventory equipment and search no more than 5 minutes for missing equipment.
- Shortages will be reported to the user via email. The user will have 5 days to locate the missing property.
- Equipment missing more than 5 days will be reported to the VPC for disposition.

## Facilities Usage Fee Policy

All facilities have minimum/maximum time allotments, custodial fees, clean-up fees, security, administrative and personnel costs. Weekend rates are 1.5 times the normal rate if the requested building's cooling system is normally off. Any partial hour will be billed at a full hourly rate. Room upgrades based on an SAU scheduling conflict will not be passed on to the requesting party.

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 Presidents 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 both University-affiliated and non-affiliated groups. Fees will be predetermined and paid two weeks in advance at the Business Office. The contracting party will pay the estimated fee 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 30 minutes before and 30 minutes after the event.
3. Charges may apply for use of any facility depending on the location, time and specific requirements for the activity. This may include custodial, security, special equipment, and/or other services needed or required.
4. When a fee is to be paid, the following will apply:
  - a. The event sponsor will be notified by the Facilities Request Coordinator. For a list of fees, see *rental fees and other charges*.
  - b. The form detailing the fee(s) due will be sent to the Business Office by the Facilities Request Coordinator. When the fee(s) are paid, the Business Office will notify the Facilities Request Coordinator.
  - c. Fees must be paid to the SAU Business Office at least two (2) weeks before the facility is to be used. Make checks payable to Southern Arkansas University.
  - d. Only fully paid requests will be processed.
  - e. The fee is nonrefundable if cancellation notification is not received by the Facility Request Coordinator in writing at least one working day in advance.
  - f. Exceptions may only be made with the approval of the Vice Presidents Council.

## Facilities Fee Schedule

### Classrooms:

Room Capacity	1 Hour	4 Hours	8 Hours
50	\$30.00	\$60.00	\$120.00
75	\$40.00	\$85.00	\$170.00
100	\$50.00	\$110.00	\$215.00

Buildings with classrooms include: Agriculture, Blanchard Hall, Overstreet, Cross, Peace, Wilson, Magale, HKR, Business, Brinson, Wharton, Camp Computer Lab- (computer overflow)

**Harton Theatre:** Performance or practice: \$75.00 per hour/3 hour minimum.

**Dolph Camp Recital Hall:** \$150.00 a day – flat rate

**Residence Halls:** See Housing

**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 refund 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 (if available).

### Labor - (per employee –per hour):

Police	\$15.00	Off-Duty Police	\$25.00
Technician	\$25.00	Harton Technician	\$25.00 off campus
Cleanup/Setup	\$15.00	Harton Technician	\$40 first 3 hours/\$12 each additional hour

### Equipment – per unit:

Media	\$15.00
Chairs (per set of 10)	\$ 5.00
Tables (per set of 10)	\$50.00

### Athletic Facilities:

Requests for use of all athletic facilities must be submitted to the athletic director who has the authority to approve or deny requests. Submit requests to [athletics@saumag.edu](mailto:athletics@saumag.edu).

### President's Home:

Information regarding use of the President's Home and request submission can be found by visiting the website: [www.saumag.edu/presidents-home](http://www.saumag.edu/presidents-home) .

## University Police Department Policies

The University Police Department (UPD) is responsible for maintaining order on campus and protecting University facilities. Many University functions require the services of certified law enforcement officers. The UPD is responsible for closing parking lots/parking spaces when areas are reserved for events or special University functions. The following is the facilities use information as related to the UPD.

1. Certified police officer(s) must be present at events such as dances, concerts or other events that typically attract 100+ attendees; 1 officer per every 100 expected guests is required.
2. An officer must be present at least 30 minutes before an event and at least 30 minutes after an event.
3. Upon notification that an officer(s) is required for an event, the UPD Patrol Sargent will assign the appropriate number of officers to the event and advise the SAU Business Office or organization of the number of officers assigned.
4. For events billed through the University, the SAU Business Office will generate the estimated security fee, which must be paid by the contracting party in advance with all other fees.
5. Event guests should vacate event areas within 30 minutes of an event closure so that any number of guests remaining is manageable for on duty officers and staff. Any organization that does not comply with this request will be required to provide additional compensation to officers for extended hours based on the labor rate for the event.
6. The University reserves the right to require additional security at any event held at a University facility.
7. Guests attending events on SAU property must abide by University traffic and parking regulations.

## Residence Halls Usage Policies

Southern Arkansas University has fourteen residence halls and three apartment complexes.

Specific Residence Hall & Apartment 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 University Housing and the President or designee.
2. A minimum number of 20 participants must be guaranteed to open a residence hall for housing. A deposit for the first 20 participants 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. There must be one (1) sponsor for every 10 participants.
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.

Residence halls and housing are not available during the month of August or during interim break periods.

## Aquatic Center Usage Policies

The Aquatic Center is under the jurisdiction of the Department of Health, Kinesiology, and Recreation.

To book the aquatic center for a special event, please contact the Aquatic Center Coordinator at [aquaticcenter@saumag.edu](mailto:aquaticcenter@saumag.edu).

Aquatic Center membership fees are as follows:

Community Membership	Membership Type	Semester price	Annual Price*
Adult	Single	\$60	\$175
Adult	With spouse	\$85	\$250
Child	With adult membership only	\$10 per child	\$30 per child

Alumni/Albemarle/Faculty/Sapa Membership	Membership Type	Semester Price	Annual Price*
Adult	Single	\$25	\$70
Adult	With spouse	\$40	\$115
Child	With adult membership only	\$10 per child	\$25 per child

\*Annual price is for three semesters

### Administrative Policies for the Aquatic Center

SAU IS NOT RESPONSIBLE FOR ACCIDENTS.

Absolutely NO ONE is allowed to swim alone. Guests must adhere to the following:

1. Guests must shower before suiting up and entering the pool.
2. Guests must **not** enter the water until told to do so by the instructor or guard.
3. All cosmetics, jewelry, and contacts must be removed before entering the water.
4. Street shoes are NOT to be worn on the pool deck except by authorized persons, and the footwear must be suitable for this purpose.
5. Smoking, vaping, eating, and drinking are not allowed in the pool, dressing room, bleachers and seating areas.
6. Swimmers are not allowed to chew gum. Swimmers should keep the mouth free of any material which might cause choking.
7. For 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. Whistling in the pool is not allowed 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. Swimmers who cannot swim the length of the pool must stay at the shallow end and should not go beyond the dividing rope.
10. Hanging on the lane ropes is not allowed.
11. PERSONS IN SWIMSUITS ARE NOT TO GO INTO OTHER AREAS OF THE BUILDING OTHER THAN POOL AND DRESSING ROOMS. (Guests may find this necessary during an emergency.)
12. Persons with infectious conditions, nasal drainage, discharging ears, suffering or recovering from a cold, or with skin infections are not permitted in the pool.
13. Diving masks, scuba, and other specialized equipment may be used only at designated times and under an authorized instructor's supervision.

## Harton Theatre Usage Policies

The following guidelines pertain to all groups reserving Harton Theatre.

1. Reservations to use Harton Theatre may not be made more than six months in advance.
2. Reservations to use Harton Theatre are granted on a first-come first-served basis with preference given to academic and University affiliated events.
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 ten (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. Harton Theatre (including the lobby) will not be available during times that classes are scheduled to meet in the facility. Please refer to the class schedule available on the SAU web page for current information.
5. A Facilities Request must be processed through the Theatre Department to use the lobby of the theatre.
6. Since Harton is a working theatre facility, there will be times when scenic elements are on stage that cannot be moved. Advanced planning, visiting the theatre, and communicating with the Director of Theatre will help prevent any problems.
7. Only student technical workers or theatre department staff may work stage lighting and the sound system in Harton. Fees for technical workers are as follows:
  - a. On campus pay-rate: \$40.00 for first 3 hours, \$12.00 each additional hour
  - b. Off campus pay-rate: \$25.00 per hour
  - c. 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).
8. If Harton Theatre is reserved and the reservation is canceled without notifying the Theatre Department at least 24 hours prior to the scheduled event, the booking party will be charged a \$40.00 technical staff fee. This fee must be paid before the organization or individual is permitted to reserve Harton Theatre again.
9. If no student technical workers or department designee are available to run the lighting or sound system, only house lights and stage work lights can be used. There are no exceptions to this policy.
10. If the University is closed, the theatre will not be available for use.
11. The class schedules of student technicians will limit their availability, thus limiting the access to the technical requirements of the contracting party. If student technical workers reside in University housing and the residence halls are closed between semesters or spring break, they will not be available to work in the theatre.
12. It is the individual, organization advisor, or organization representative's responsibility to visit the theatre at least 3 days in advance of the event and meet with the student(s) assigned to work the event and provide any special instructions.

13. The theatre department and student technical workers are not responsible for obtaining specific set-up equipment such as chairs, tables, music stands, acoustical shells, risers, flowers, audiovisual equipment, etc.
14. Because of tight scheduling in the theatre, all items used for an event must be removed immediately after the event. The student technical workers and the theatre department are not responsible for any items left in the theatre.
15. 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 is the responsibility of the organization to clean it immediately following the event.
16. Additional rooms in Harton Building required for an event should be reserved on a separate facilities request, including the dressing rooms (Harton 120 A and B, 223, and 224).
17. Classroom furniture in Harton Building 120 A/B is not to be moved and used for events scheduled in the theatre.
18. The use of 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. The use of the theater does not include the use of the scene shop or costume shop.
19. Staples and tacks are NOT to be used on the plaster walls of the theatre.
20. 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.
21. Because of cleaning difficulties, glitter is not to be used in Harton Theatre, the dressing rooms, the classrooms, hallways or the lobby.
22. No food or drink is allowed in the theatre for any event.
23. Any group or organization renting or using University facilities is responsible for any damages that occur as a result of the activity.
24. Special events that have the potential for injury are required to have liability insurance. The University should be included in the policy addendum as an additional insured and be provided a copy of the certificate before the event. (The University will determine when required.)
25. All activities must conform to SAU policy. In addition, the activities must comply with city, state, and federal law.



## **Donald W. Reynolds Campus and Community Center (DWRCCC) Usage Policies**

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 that occurred as a result of the activity.
5. Animals are restricted from the premises with the exception of trained service animals.
6. The DWRCCC is a drug, alcohol, and tobacco free building. Tobacco products are prohibited in all University public facilities and within 25 feet outside any building. ACT 734, the Arkansas Clean Air On-Campus Act of 2009 bans smoking on all public campuses of institutions of higher education effective August 1, 2010. Vaping is treated as smoking and is also prohibited on SAU property.
7. Music or other audio may be played in common areas of the center only with express permission of the Reynolds Center Director.
8. SAU complies with Arkansas laws concerning guns on campus. Please refer to the SAU website for further information.
9. All events requiring food service must utilize the SAU food contract vendor.
10. Special events that have the potential for injury are required to have liability insurance. The University should be included in the policy addendum as an additional insured and be provided a copy of the certificate before the event. (The University will determine when required.)
11. All activities must conform to SAU policy. In addition, the activities must comply with city, state, and federal law.
12. Failure to follow policies and procedures governing the use of University facilities may result in denial of future usage.
13. The DWRCCC may be reserved up to two (2) years in advance.
14. 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.

	Room Only	Room w/Catering
<b>Rooms</b>	<b>1 Day</b>	<b>1 Day</b>
Foundation Hall	\$465	\$395
Grand Hall	\$685	\$582
Grand Hall Salon A or B	\$225	\$191
Grand Hall Salon A & B	\$385	\$327
Grand Hall Salon C	\$385	\$327

	Room Only	Room w/Catering
<b>4 Hours</b>	<b>4 Hours</b>	<b>4 Hours</b>
	\$255	\$217
	\$365	\$310
	\$125	\$106
	\$215	\$183
	\$215	\$183

	Room Only	Room w/Catering
<b>1 Hour</b>	<b>1 Hour</b>	<b>1 Hour</b>
	\$70	\$60
	\$100	\$85
	\$ 35	\$30
	\$60	\$51
	\$60	\$51

	Room Only	Room w/Catering
<b>Meeting Rooms</b>	<b>1 Day</b>	<b>1 Day</b>
208 or 209 or 211	\$165	\$140
205 or 210	\$225	\$191
President's Conference 207	\$265	\$225
President's Reception 206	\$50	\$ 43

	Room Only	Room w/Catering
<b>4 Hours</b>	<b>4 Hours</b>	<b>4 Hours</b>
	\$90	\$77
	\$125	\$106
	\$145	\$123
	\$30	\$26

	Room Only	Room w/Catering
<b>1 Hour</b>	<b>1 Hour</b>	<b>1 Hour</b>
	\$25	\$21
	\$35	\$30
	\$40	\$34
	\$10	\$9

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.

12/19/2011 updated 10/9/2019

**SUBJECT: Facility Utilization Policy Letter #1; Building Decor**

**1. Purpose.** The intent of this letter is to provide standardization and guidelines necessary to ensure a positive, professional image campus-wide, prevent damage to public property, and ensure safety.

**2. Applicability.** The only exceptions to this policy are resident hall occupants and SAU employees residing in campus housing. This policy applies to all Southern Arkansas University employees (staff/faculty), contractors, vendors and tenants who utilize or are assigned facilities belonging to the university.

**3. Effective Date.** This policy is effective immediately.

**4. Definitions:**

- a. **Office Décor:** Includes anything mounted on, affixed to or drawn/painted onto a finished surface to including but not limited to office walls, floors, ceilings, windows, doors equipment and fixtures.
- b. **Public Area Décor:** Includes anything within the conditioned space of a common or public area such as an entrance foyer, hallway, conference room, class room, lab, teaching facility, theater, lecture hall, dining facility, public conveyance, convenience store, refreshment stand, game room, athletic facilities, medical facilities and the like.
- c. **Occupants:** Includes all parties to whom this policy applies (see number 2.).
- d. **Approval Authority:**
  - (1) **Office Décor:** Appropriate vice president in the occupant's chain of command.
  - (2) **Public Area Décor:** SAU president.

**5. Policy.** Prior to installing any form of décor, occupants will comply with the intent of this policy as described above as well as the following guidelines:

- a. Décor will enhance and support area integrity and professionalism as deemed appropriate by the approval authority. The extent of the décor will be limited to only that necessary for the desired and appropriate aesthetic effects.
- b. All décor will reflect high moral and ethical standards. The following are expressly prohibited:
  - (1) Crude, indecent or lewd forms of vulgarity, foul language, or expressions of such.
  - (2) Sexist, racially or socially objectionable statements, hate-type language, images or forms.
  - (3) Derisive or offensive personal expressions, images or forms.
  - (4) Any other medium or construct considered inappropriate to the mission of SAU by the approval authority.
- c. Public area décor will be recommended to the president for approval.
- d. Offices will have a professional appearance without clutter or over-personalization.
- e. No more than one picture or wall treatment is allowed per 30 square feet of office wall space unless otherwise authorized by the approval authority. Public area décor may be modified as approved by the president to accommodate presentations, displays, honor walls, building plaques, signage, etc.
- f. All wall décor will be installed by the physical plant via work order signed by the approval authority. The physical plant may delegate minor installations such as wall calendars, etc. deemed appropriate.
- g. Décor will not block or adversely affect normal operations of equipment such as fan coil units, thermostats, air diffusers, etc.

**6. Appeals:** Exceptions to policy may be submitted to the president who is the final approval authority.

Trey Berry  
President  
Southern Arkansas University