I. RESERVATION PROCEDURES
   A. All space within the Donald W. Reynolds Campus & Community Center must be reserved through the Reynolds Office, DWR 101. Space is reserved on a first-come first-served basis with preference given to University affiliated events.
   B. A Facility Request is required for every reservation. Requests may be submitted electronically, in person, or by fax.
   C. All off-campus organizations must complete a Donald W. Reynolds Campus & Community Center Usage Agreement along with their Facility Request. The Usage Agreement must be submitted at least two weeks prior to the proposed use and must be approved by the Southern Arkansas University President or his assigned designee.
   D. Facilities within the Donald W. Reynolds Campus & Community Center are not available for use on University-observed holidays.
   E. The Donald W. Reynolds Campus & Community Center may be reserved up to 3 years prior to the event.
   F. The Donald W. Reynolds Campus & Community Center reserves the right to change room assignments in order to accomplish its major obligation of providing space to accommodate the greatest number of functions for the University community.
   G. All users requiring food service must utilize the Southern Arkansas University food contract vendor.
   H. The Southern Arkansas University Student Activities Office, DWR 201, must approve any fund-raising activity by Registered Organizations in the Donald W. Reynolds Campus & Community Center or on its grounds.
   I. Failure to follow policies and procedures governing the use of University facilities may result in the cancellation of future reservations and/or restriction from the use of the Donald W. Reynolds Campus & Community Center.

II. FACILITY FEES
   A. Facility room fees will be waived for all University related events scheduled and sponsored by Southern Arkansas University Registered Student Organizations, staff, faculty, and departments.
   B. Facility room fees will be waived for the Department of Education, Department of Higher Education, Public School Districts, and agencies located in the Donald W. Reynolds Campus & Community Services Center.
   C. The Donald W. Reynolds Campus & Community Center will enforce the following fee schedule for all off-campus organizations:
   D. All users that order food and/or drink with the Southern Arkansas University contract food vendor will receive a discount of the total amount of facility fees charged.
E. A deposit of 50% of the non-discounted room rate will be required for all off-campus organizations. This deposit must be submitted along with the Usage Agreement.

III. SUPERVISION & ACCOUNTABILITY
A. All activities must conform to Southern Arkansas University policy. In addition, the activities must comply with city, state, and federal law.
B. The user assumes full responsibility for ensuring adherence to all Donald W. Reynolds Campus & Community Center rules and regulations. The user is responsible for all damages occurring as a result of the scheduled activity.
C. Special events that have the potential for injury are required to have liability insurance. Southern Arkansas 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.
D. Activities will cease at 12:00 midnight unless otherwise stated and approved by the Reynolds Center Director on the facility request.
E. All users planning to show a film or movie in any space within the Donald W. Reynolds Campus & Community Center must purchase or have written permission to show that film or movie in public. Please refer to the Federal Copyright Act (Title 17 of the US Code) to learn how copyrighted materials can be used.
F. The piano is the property of the Donald W. Reynolds Campus & Community Center and permission for its use must be obtained from the Reynolds Center Director.
G. The Donald W. Reynolds Campus & Community Center is not responsible for any article lost or stolen within the building.
H. All Southern Arkansas University Registered Student Organizations must have the organization faculty/staff sponsor in attendance unless the event is a regularly scheduled organization meeting.

IV. PROHIBITED ACTIVITIES
A. The Donald W. Reynolds Campus & Community Center is a drug, alcohol, and tobacco free building.
B. Southern Arkansas University 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.
C. Dancing will be allowed on staged areas only.
D. There will be no regularly scheduled classes for credit held in the Donald W. Reynolds Campus & Community Center.
E. Animals are restricted from the premises, except to assist the physically and/or visually impaired.
F. Gambling is not permitted in the Donald W. Reynolds Campus & Community Center.
G. Music or other audio shall be played in common areas of the center only with express permission of the Reynolds Center Director.
H. No bicycles, roller skates, skateboards, etc., are allowed in the Donald W. Reynolds Campus & Community Center.
I. Only Donald W. Reynolds Campus & Community Center staff members are allowed behind the campus information desk or in other restricted areas.

V. SAFETY CONSIDERATIONS
A. Sidewalks, doorways, halls, stairways, and similar areas must remain unobstructed at all times to maintain order and proper routing for emergency assistance.
B. Candles or any source of open flame are not permitted within the Donald W. Reynolds Campus & Community Center unless special written permission is obtained from the Reynolds Center Director prior to the event. Groups obtaining written permission to use candles must use non-drip candles. If any damages result from the use of the candles, the group is responsible for the fees to remove the wax.
C. All users must abide by Southern Arkansas University Fire & Safety Codes.

VI. CANCELLATIONS
A. Reservations must be cancelled 3-5 business days before scheduled event. At this time, the deposit will be returned to the client. If the reservation is cancelled less than 3 days in advance, the deposit is non-refundable.
B. Failure to show-up on reserved dates will result in the cancellation of future reservations and/or the restriction of use of the Donald W. Reynolds Campus & Community Center.

VI. EXCEPTIONS
A. Request to open the Donald W. Reynolds Campus & Community Center prior to or extend past its standard building hours to accommodate a specific event must be made two weeks prior to the event and approved by the Reynolds Center Director. Applicable charges may apply.
B. Any request for exception to the policies and procedures must be submitted in writing to the Reynolds Office, DWR 101. Southern Arkansas University reserves the right to refuse to grant use of the Donald W. Reynolds Campus & Community Center to any person or group if such use is deemed to be contrary to the best interest of the University or its students.