

USAGE OF INSTITUTIONAL ASSETS PERSONAL USE OF COLLEGE PROPERTY, EQUIPMENT OR FACILITIES

Institutional assets are to be used for the sole purpose of aiding UA Cossatot in achieving its stated mission. Any other usage would be a violation of state law. Usage of college assets by community groups, governmental, quasi-governmental, and other educational institutions is permitted when their usage is in harmony with the mission of UA Cossatot and does not conflict with college activities nor subjects the college to potential liability.

No employee of UA Cossatot may use college property, equipment or facilities for personal gain, nor will employees be permitted to use college assets without prior approval. Persons using college property including cell phones, equipment, or facilities, for personal use or gain during that person's normal duty hours may have disciplinary actions taken against the abuse and, upon repetitive violation of this policy, is subject to termination of employment.

UA Cossatot provides cell phones to college employees as required by certain circumstances of employment. Any employee who has been issued a college cell phone has the responsibility, along with their supervisor and the Business Office, to select a rate plan that most efficiently accomplishes college business.

College issued cell phones are not intended for personal use. Employees who use a college cell phone for personal use may be required to reimburse the college for all personal calls. The business Office will routinely audit the monthly bills for their intended use. Failure to follow this policy may result in amounts being incurred as a taxable fringe benefit to the employee. Excessive personal use of the cell phone may also result in this privilege being revoked. Employees who have not been issued a college cell phone, but who are required to use a personal cell phone for business use, may submit a copy of charges incurred for reimbursement to the Business Office.

Only college employees may operate college vehicles. A vehicle rented by the college is not considered a "college vehicle" per se, and the rules concerning college vehicles may not apply.

HLC Criterion: 2A.2; 1D.3

Policy History:

March 7, 2016	January 1, 2011
September 8, 2014	December 6, 2010
December 2, 2013	July 30, 2001

FACILITY RESERVATION PROCEDURES

GENERAL INFORMATION

1. UA Cossatot encourages the use of its facilities by students, faculty, staff, alumni, and guests whose purpose is to promote the educational process or contribute to the social, cultural, or recreational life of the community. Priority is given to College-related classes, events, and meetings. Reservation requests may be made by contacting the UA Cossatot Facility Reservations Office:

UA Cossatot
ATTN: Facility Reservations
1558 Highway 371 West
Nashville, Arkansas 71852
Telephone: (870) 584-1321
Toll-free Telephone: (800) 844-4471

The College offers its facilities for reservation during the following days and times:

Normal business hours:

Monday-Thursday 8:30 a.m. to 8:00 p.m.

Friday 8:30 a.m. to 3:30 p.m.

***Normal business hours apply only when classes are in session during a regular fall, spring, or summer semester, as defined by the College's academic calendar.*

After hours:

Monday-Thursday—8:00 p.m. to midnight

Friday—after 3:30 p.m. to midnight

Saturday—8:30 a.m. to midnight

College facilities will not be rented on holidays for which the College closes. If a qualified entity desires to use College facilities on Saturdays, they may do so by prior arrangement and providing they agree to pay the applicable deposit and rental fees.

2. Any request to use College facilities between midnight and 8:30 a.m. must be approved by the Vice Chancellor of Facilities.
3. Requests should be made no less than 30 days prior to the event. Facility assignments will be made based on availability at the time of request and granted on a “first-come, first-served basis” upon receipt of a completed request form. A signed rental agreement and all applicable rental fees, including the refundable \$100 deposit, are due no later than 20 days prior to the event in order to confirm the reservation. Failure to do so will result in the cancellation of the event, and the facility will be made available for other events. The deposit refund will be processed upon satisfactory inspection of the facility by College personnel and provided the renter abides by all applicable portions of this procedure.

4. The rental fee and deposit will be refunded if the reservation is cancelled at least 10 days prior to the event or in the case of unforeseen facility closure. No refund of rental fee or deposit will be issued for cancellations within 10 days of the event, nor will rainchecks will be issued for lack of attendance or inclement weather. *Rental fees are calculated based on the time renters arrive to setup for the event through the time the renters vacate the facility. If the facility is not vacated by the time listed on the rental agreement, the renter will be charged the applicable per hour fee for every portion of a half hour they remain on site.*
5. It is the responsibility of the renter to remove all decorations, trash, food, or other remaining material from all areas upon the conclusion of the event. All debris must be disposed of according to the directions of the facility monitor.
6. The use of glue, permanent adhesive, nails, wood, staples, and tacks on any windows, ceiling, podiums, lights, walls, flooring, or door frames is not permitted. Only masking tape, scotch tape, and reusable adhesive (i.e., sticky tack), that will not stain or cause damage to surfaces is permitted for hanging decorations. These must be removed immediately after the event. The College is not responsible for any items left in the facility.
7. Partners of the College are defined as industry and public service groups that have demonstrated a long-term commitment of resources to the College and are not subject to the \$100 deposit fee.
8. Employees are not subject to applicable rental fees when reserving a facility for personal, non-profit/private party use provided they agree to serve as the facility monitor after normal college hours. The standard fee structure applies to all other rentals. Employee rentals are subject to the \$100 deposit fee as well as the \$50 civic center kitchen use fee.
9. Additionally, rentals requiring the services of the maintenance department (i.e. special room arrangements or use of furniture/equipment not housed within the rented area) are subject to a \$25 per hour fee. Any request to personally move furniture or equipment not housed within the rented area must be approved by the Vice Chancellor of Facilities.
10. All requests for an organization to host training on campus will be sent to the Director of Public Services and Workforce Development for processing.
11. "UA Cossatot" is to be referenced as the location of an event when advertising to the public and not as an endorsement of the event unless the College has entered into a sponsorship agreement with the event host.
12. Facility reservations are automatically canceled when the college closes due to inclement weather conditions or emergency situations.
13. No space owned or controlled by UA Cossatot may be used without the presence of a UA Cossatot staff member(s) acting as a facility monitor.

GENERAL DISCLAIMER OF USE

UA Cossatot facilities are not to be used to facilitate or promote political activities in support of a specific political action, person, or issue; promote a particular religion or philosophy of life; or promote the degradation of any group of persons. However, elected officials are welcome to use College facilities for the purpose of fulfilling their public duties, including public meetings. UA Cossatot facilities are considered state buildings and fall under the purview of state statutes governing their use and treatment.

UA Cossatot does not practice or in any way support the practice of discrimination against a person or group of persons based on race, religion, gender, sexual orientation, age, or disability and does not allow its facilities to be used to support such discrimination.

In accordance with state law, UA Cossatot maintains a policy stating that all spaces on its campuses shall be free of tobacco use, including smokeless tobacco, chewing tobacco, electronic cigarettes, and vaping devices. Additionally, UA Cossatot does not allow alcohol or other drug use on its campuses or grounds. Therefore the renters shall be informed of this procedure and shall ensure all attendees abide by these policies.

The College reserves the right to accept or determine non-profit status or decline any reservation request. This procedure does not apply to College-sponsored activities.

PRIORITY USE OF FACILITIES

- First Priority:* Use of the facility by students and college staff serving students.
Second Priority: Non-profit organizations in the service area of the college that are organized to enhance the quality of life for the communities of southwest Arkansas.
Third Priority: For-profit organizations that need a space for training their employees, for serving the public, or for offering a product or service to the public.

GENERAL USE ROOMS

General use rooms are designed for a traditional class setting, group meeting, or small gathering. General use rooms are located at the main campuses in Howard, Little River, and Sevier counties. General use rooms are also located at Dierks, Lockesburg, and Murfreesboro; these facilities have higher rates during normal business hours because UA Cossatot does not maintain a daily administrative presence at these locations. *Rental fees are calculated based on the time renters arrive to setup for the event through the time renters vacate the facility.*

Howard, Little River, and Sevier County Campuses:

Normal business hours:

Non-profit or Partners of the College	No Charge
Non-profit with admission fee/Fundraiser	\$15 per hour
For-profit or Private Parties	\$25 per hour

Dierks, Lockesburg, and Murfreesboro:

Normal business hours:

Partners of the College	No Charge
Non-profit	\$15 per hour
Non-profit with admission fee/Fundraiser	\$20 per hour
For-profit or Private Parties	\$25 per hour

After hours (all General Use rooms):

Non-profit or Partners of the College	\$25 per hour
Non-profit with admission fee/Fundraiser	\$35 per hour
For-profit or Private Parties	\$50 per hour

Employee Use:

Employees are not charged a rental fee for private parties provided they agree to serve as the facility monitor. Employees are subject to the \$100 deposit fee.

SPECIFIC COLLEGE FACILITIES DESIGNED FOR PUBLIC USE

UA Cossatot has developed four facilities to provide unique spaces for public use and to serve the needs of the college for large group convocations. These facilities are: *The Barbara Horn Civic Center* inside the campus in Ashdown, Arkansas, the *Bank of Lockesburg Gymnasium* in Lockesburg, Arkansas, and both the *UA Cossatot Amphitheater* and *UA Cossatot Concession Center* located on the campus grounds in De Queen, Arkansas. All are owned by UA Cossatot and maintained at the expense of the College. No funds are provided by state or local governments to operate these facilities. Therefore, the following procedures must be followed to maintain order, preserve the facilities for future use, and serve those activities that are designed to enhance the quality of life in southwest Arkansas.

Contract for use of the facility by a non-college group or organization:

1. A written agreement shall be signed by the organization and the college specifying a contractual arrangement and the conditions thereof. The contractual agreement will include the elements of this procedure and any other conditions deemed appropriate for a particular use of the facility.
2. Organizations or individuals hosting an event that may have more than 500 persons in attendance must provide “certified security personnel” at the event at its expense. Certified Security must be trained in crowd control, emergency first aid, and event security. There must be one “certified” security person for each 100 persons in attendance, and certified security must wear a distinctive uniform. Parking attendants may also be used, in addition to security personnel, to assist in traffic control provided the parking attendants wear clearly marked patches, arm bands, or uniforms.
3. The college will provide clearly marked signs indicating that the College is not responsible for harm or damage to any person or equipment used by the organizations while using the facility.

4. It is the responsibility of the organization to inspect the facility for appropriateness of use, and pre-existing damage with the Vice Chancellor of Facilities or their designee and note, in writing, any damage for which the organization cannot be held responsible.

BARBARA HORN CIVIC CENTER:

The Barbara Horn Civic Center consists of three (3) rooms, which can be rented individually or in any combination. Each room has a capacity of 100 people. Total capacity is not to exceed 350. The Civic Center also has a commercial kitchen available to use in conjunction with events for an additional \$50 fee, which covers the cost of required, specialized cleaning after the event. Partners of the College are not subject to the kitchen use fee. *Rental fees are calculated based on the time renters arrive to setup for the event through the time renters vacate the facility.*

Normal business hours:

Non-profit or Partners of the College	No Charge
Non-profit with admission fee/Fundraiser	\$15 per hour for the 1 st section \$5 per hour per each additional section
For-profit or Private Parties	\$25 per hour for the 1 st section \$5 per hour per each additional section
Kitchen	\$50
After hours:	
Non-profit or Partners of the College	\$25 per hour
Non-profit with admission fee/Fundraiser	\$35 per hour for the 1 st section \$5 per hour for each additional section
For-profit or Private Parties	\$50 per hour for the 1 st section \$5 per hour for each additional section
Kitchen	\$50

Employee Use:

Employees are not charged a rental fee for private parties provided they agree to serve as the facility monitor. Employees are subject to the \$100 deposit fee and the \$50 kitchen use fee.

BANK OF LOCKESBURG GYMNASIUM:

This historic gym in Lockesburg, AR, constructed in 1953, has a basketball court, stage, green room at stage-right, and classroom at stage-left. Maximum capacity of the gymnasium is 1,000 guests, with a maximum of 700 guests in the bleachers and 300 on the court. Private restrooms are available under the bleachers and in the green room at stage-right.

The gym has a separate, rentable conference space downstairs at the rear of the building. The conference room includes a refrigerator and sink, as well as counter space on which to stage pre-prepared food. Use of the conference room is included with the rental of the gym space. There are no restroom facilities in the conference room. Maximum capacity of the conference room is 60 guests. *Rental fees are calculated based on the time renters arrive to setup for the event through the time renters vacate the facility.*

The gymnasium has been designated as a historic building by the U.S. Department of the Interior. In order to preserve the historic look and integrity of the gymnasium, placement of signs, banners, artwork, advertisements, etc... on any wall by renters or patrons is strictly prohibited.

Normal business hours:

Gymnasium:

Partners of the College	No Charge
Non-profit	\$25 per hour
Non-profit with admission fee/Fundraiser	\$35 per hour
For profit or Private Parties	\$50 per hour

Conference Room only:

Partners of the College	No Charge
Non-profit	\$15 per hour
Non-profit with admission fee/Fundraiser	\$20 per hour
For profit or Private Parties	\$25 per hour

After hours:

Gymnasium Space:

Partners of the College	\$25 per hour
Non-profit	\$35 per hour
Non-profit with admission fee/Fundraiser	\$50 per hour
For profit or Private Parties	\$100 per hour

Conference Room only:

Non-profit or Partners of the College	\$25 per hour
Non-profit with admission fee/Fundraiser	\$35 per hour
For profit or Private Parties	\$50 per hour

Employee Use:

Employees are not charged a rental fee for private parties provided they agree to serve as the facility monitor. Employees are subject to the \$100 deposit fee.

COSSATOT AMPHITHEATER:

The UA Cossatot Amphitheater has a 2,730 square foot stage and lawn seating for 3,000 guests. Climate-controlled, backstage amenities include a 520 square foot green room with a kitchen and two dressing rooms with restrooms and shower. Access to two large, climate-controlled guest restrooms and an outdoor, handicapped viewing area, located at the top of the seating bowl opposite the stage, is also included with amphitheater rentals. This venue will be coordinated with the College and the City of De Queen Sportsplex Director. *Rental fees are calculated based on the time renters arrive to setup for the event through the time renters vacate the facility.*

Normal business hours:

Non-profit or Partners of the College	No Charge
Non-profit with admission fee/Fundraiser	\$15 per hour
For-profit or Private Parties	\$100 per hour

After hours:

Non-profit or Partners of the College	\$40 per hour
Non-profit with admission fee/Fundraiser	50 per hour
For-profit or Private Parties	\$200 per hour

Employee Use:

Employees are not charged a rental fee for private parties provided they agree to serve as the facility monitor. Employees are subject to the \$100 deposit fee.

CONCESSION CENTER:

The Concession Center, located at the top of the seating bowl opposite the stage, has a 702 square foot, full-service, climate-controlled kitchen featuring four serving windows. Access to the covered patio adjoining the serving windows and two large, climate-controlled guest restrooms is also provided with Concession Center rentals. This venue will be coordinated with the College and the City of De Queen Sportsplex Director. *Rental fees are calculated based on the time renters arrive to setup for the event through the time renters vacate the facility.*

Normal business hours:

Non-profit or Partners of the College	No Charge
Non-profit with admission fee/Fundraiser	\$15 per hour
For-profit or Private Parties	\$25 per hour

After hours:

Non-profit or Partners of the College	\$40 per hour
Non-profit with admission fee/Fundraiser	\$50 per hour
For-profit or Private Parties	\$65 per hour

Employee Use:

Employees are not charged a rental fee for private parties provided they agree to serve as the facility monitor. Employees are subject to the \$100 deposit fee.

AMPHITHEATER GREEN ROOM:

This venue will be coordinated with the College and the City of De Queen Sportsplex Director. *Rental fees are calculated based on the time renters arrive to setup for the event through the time renters vacate the facility.*

Normal business hours:

Not-for-Profit or Partners of the College	No Charge
Non-profit with admission fee/Fundraiser	\$15 per hour
For Profit or Private Parties	\$25 per hour

After hours:

Non-Profit or Partners of the College	\$40 per hour
Non-profit with admission fee/Fundraiser	\$50 per hour
For Profit or Private Parties	\$65 per hour

Employee Use:

Employees are not charged a rental fee for private parties provided they agree to serve as the facility monitor. Employees are subject to the \$100 deposit fee.

The primary use of the Amphitheater Green Room is designated for college programs and community programs. When an outside group uses the facilities the following procedure shall be in force:

1. It is the responsibility of the organization using the Green Room to practice safe uses of the appliances and equipment. Children under the age of 15 shall be allowed in the Green Room with adult supervision only.
2. Safety instructions will be posted on all equipment. They must be followed.
3. There is to be no “horse play” in the Green Room.

Procedure History:

June 03, 2019	February 01, 2017	September 01, 2001
August 27, 2018	September 27, 2013	
October 09, 2017	January 11, 2011	

SCHEDULING COLLEGE EVENTS

To ensure resource and facility availability for a college-sponsored event, the following procedure must be followed.

1. Obtain approval for the event from supervisor.
 - a. Choose a tentative date(s) for the event
 - b. Work with supervisor to notify department heads and division chairs of the proposed event and tentative dates to gauge potential impact to, or conflict with, a particular department or event.
 - c. If necessary, the supervisor will contact the appropriate College administrator for final approval.
2. Request the appropriate resource or facility through the College's resource management software at least 5 business days, preferably 10, prior to the event to allow the Facility Reservations Office (FRO) adequate time to process the request and allocate necessary resources and personnel.
3. Submit an IT work order for any IT-related services/resources needed for the event.
4. After receiving confirmation of facility and/or resource availability, the event organizer will complete the following tasks:
 - a. Submit a Marketing Request to alert College Relations of the event and any needs for internal and external advertising and marketing.
 - i. Internal and/or external advertising should only be done after gaining all approvals to hold the event and securing a location
 - b. Notify UAC Police of the scheduled event so the officers can assess impacts to parking and security.
 - c. Notify the entire College of the upcoming event.
 - d. If necessary, work with College Relations staff on advertising and promotion efforts.
5. Immediately inform the facility manager of event cancellation or changes in time or logistics, so the effect on the facility, resources, and personnel can be assessed. The Facility Reservations Office will communicate to the event organizer any required changes to the facility, resources, and personnel.
6. Remain in regular contact with the FRO, IT Department, and direct supervisor to identify potential problems and confirm facility, resource, and personnel availability, leading up to the event.
7. Reconfirm all details and availability one (1) day prior to the event

Procedure History:

April 5, 2021
December 3, 2018

College Event Scheduling Checklist

Complete steps 1&2 before requesting the desired facility/resource.

1. Obtain approval for event from supervisor

Tentative date:

Desired campus:

Desired room:

Supervisor approval date:

Chancellor approval date: (if necessary)

2. Inform department heads and division chairs of the tentative event and dates to gauge potential impact to, or conflict with, a particular department.

Complete step 3 only after completing steps 1 and 2.

3. Request the appropriate resource or facility through the College's resource management software at least 30 days prior to the event

Facility Requested:

Date of request:

Was the request made at least 5 business days prior to the event? Yes No

Date of facility approval:

After facility approval:

4. Submit a Marketing Request to College Relations noting any need for internal and/or external advertising/promotion.
5. Submit an IT work order to secure any IT-related services/resources needed for the event.
6. Notify UAC Police of the schedule event
7. Notify all UAC personnel of the upcoming event
8. If necessary, work with College Relations staff on advertising and promotion efforts
9. Immediately inform the FRO, IT Department, and direct supervisor of any potential problems, changes in time or logistics, and/or event cancellation.

