

USE OF INSTITUTIONAL ASSETS BY OUTSIDE ENTITIES AND EMPLOYEES

Institutional assets are to be used for the sole purpose of aiding UA Cossatot in achieving its stated mission. Any other usage constitutes a violation of state law. Usage of College facilities by outside entities, as well as personal use by employees, is permitted when their use aligns with the College’s mission, does not conflict with College activities, nor subjects the College to potential liability. Use of all College assets requires approval by the Chancellor or designee.

Employees of UA Cossatot are not permitted, at any time, to use College property, equipment, or vehicles for personal use or gain. The use of College facilities by outside entities, as well as personal use by employees, requires approval by the Chancellor or designee and must adhere to Procedure 718-1. Only College employees are permitted to operate College vehicles. A vehicle rented by the College is considered to be a College vehicle, and therefore its use is subject to this policy.

UA Cossatot may provide cell phones, laptops, or mobile devices and any associated data plans to employees as necessary based on the duties of their position. College-issued devices are not intended for personal use. An employee using a college-issued device for personal use may be required to reimburse the College for costs incurred for the device(s).

Asset usage for College activities requires approval by the Chancellor or designee and must adhere to Procedure 718-2.

Unauthorized use of College assets by employees, whether for official purposes or personal use, may result in disciplinary action or termination.

Policy History:

November 3, 2025	January 1, 2011
March 7, 2016	December 6, 2010
September 8, 2014	July 30, 2001
December 2, 2013	

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 must be made online using the College's reservation portal. The link to the portal, along with all pertinent facility reservation information, is found at the following website, <https://www.cccua.edu/community-workforce/community-facilities.html>. If you need additional help or information, please contact the UA Cossatot Facility

Reservations Office:

UA Cossatot
ATTN: Facility Reservations
1411 N. Constitution Ave
Ashdown, Arkansas 71822
Telephone: (870) 584-1462
Toll-free Telephone: (800) 844-4471
Email: reservations@cccua.edu

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 or designee.
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. All applicable rental fees, including the refundable \$100 deposit, and any required rental agreements, proof of insurance, and liability waivers 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. The deposit refund will be processed upon satisfactory inspection of the facility by College personnel and provided the renter abides by all applicable policies and procedures.
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 be issued for lack of attendance or inclement weather. *Rental fees are calculated based on the time renters arrive to set up 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 forfeits their deposit and may be charged the applicable pro-rated hourly rate if the deposit does not cover the additional time the renter remained 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. If the requested facility is not compatible with the intended purpose or required setup, the facility director will find an alternate, suitable location. Renters are forbidden from removing any items from the facility. Removal of items from the facility is at the sole discretion of the Facility Director or Chancellor.
10. All requests to host training sessions on campus will be coordinated with the Director of Public Services and Workforce Development.
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 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 campuses in Ashdown, De Queen, Lockesburg, and Nashville. *Rental fees are calculated based on the time renters arrive to set up for the event through the time renters vacate the facility.*

Normal business hours:

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

After hours:

Partners of the College	\$30 per hour
Non-profit (non-revenue events)	\$40 per hour
Non-profit with admission fee/Fundraiser	\$50 per hour
For-profit or Private Parties	\$60 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 the *UA Cossatot Amphitheater* located adjacent to the main campus 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 an individual, business entity, or group/organization:

1. Upon submission of the reservation request, the renter acknowledges that they have read all applicable policies and procedures and agree to abide by the same. Additional agreements and requirements may be required based on the nature/purpose of the event.
2. For events expected to have at least 300 attendees, renter must provide the Facility Reservations Office with a written security plan to address crowd control and parking/traffic management at the facility. The security plan must include the presence of security personnel with the cost being the sole responsibility of the renter. There must be, at minimum, one person acting as event security for every 100 expected attendees. Security personnel must wear a distinctive uniform identifying them as event security. Personnel should be trained in crowd control and emergency first aid. If a facility monitor is provided by UA Cossatot, said facility monitor is not permitted to serve as event security. Parking attendants should also be used, in addition to security personnel, to assist in traffic control provided the parking attendants wear clearly visible armbands, safety vests, 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 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 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 set up 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	\$25 per hour for the 1 st section
For-profit or Private Parties	\$35 per hour for the 1 st section
Additional room (each)	\$10 per hour
Kitchen	\$50

After hours:

Partners of the College	\$30 per hour
Non-profit (non-revenue events)	\$40 per hour
Non-profit with admission fee/Fundraiser	\$50 per hour for the 1 st section
For-profit or Private Parties	\$60 per hour for the 1 st section
Additional room(s):	\$10 per hour
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 800 guests, with a maximum of 550 guests in the bleachers and 250 on the court. Private restrooms are available under the bleachers and in the green room at stage-right. Gym rental for athletic events also requires a separate rental agreement, proof of liability insurance, and signed liability waivers for all participants.

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 50 guests. *Rental fees are calculated based on the time renters arrive to set up 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. 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 (non-revenue events)	\$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 (non-revenue events)	\$20 per hour
Non-profit with admission fee/Fundraiser	\$25 per hour
For profit or Private Parties	\$35 per hour

After hours:

Gymnasium Space:

Partners of the College	\$40 per hour
Non-profit (non-revenue events)	\$50 per hour
Non-profit with admission fee/Fundraiser	\$75 per hour
For profit or Private Parties	\$100 per hour

Conference Room only:

Partners of the College	\$30 per hour
Non-profit (non-revenue events)	\$40 per hour
Non-profit with admission fee/Fundraiser	\$50 per hour
For profit or Private Parties	\$60 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. Use of the Green Room space directly behind the stage is included with amphitheater rental. The Green Room is a climate-controlled, 520 square foot, space with a kitchen, social/meeting space for 20 people, two dressing rooms that each include a restroom and shower, and an overhead door that opens to the entry patio. Amphitheater rental also includes use of the restroom facility and handicapped viewing area opposite the stage. *Rental fees are calculated based on the time renters arrive to set up for the event through the time renters vacate the facility.*

Normal business hours:

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

After hours:

Partners of the College	\$40 per hour
Non-profit (non-revenue events)	\$50 per hour
Non-profit with admission fee/Fundraiser	\$75 per hour
For-profit or Private Parties	\$100 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:

A climate-controlled, 520 square foot, space directly behind the amphitheater stage with a kitchen, social/meeting space for 20 people, two dressing rooms that each include a restroom and shower, and an overhead door that opens to the entry patio. *Rental fees are calculated based on the time renters arrive to set up for the event through the time renters vacate the facility.*

Normal business hours:

Partners of the College	No Charge
Not-for-Profit (non-revenue events)	\$20 per hour
Non-profit with admission fee/Fundraiser	\$25 per hour
For Profit or Private Parties	\$35 per hour

After hours:

Partners of the College	\$30 per hour
Non-Profit (non-revenue events)	\$40 per hour
Non-profit with admission fee/Fundraiser	\$50 per hour
For Profit or Private Parties	\$60 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.

COLTS SOCCER COMPLEX:

This complex has been the home to the UA Cossatot Men’s and Women’s Soccer Programs since the Fall of 2024. The complex is in De Queen, AR, and has a full-size game field, with a functioning scoreboard, and a large, gravel parking spot. The parking lot may be rented separately. Field rental for athletic events also requires a separate rental agreement, proof of liability insurance, and signed liability waivers for all participants.

Rental fees are calculated based on time renters arrive to set up for the event through the time renters vacate the facility. Renters must disclose the purpose of use of field to head soccer coach/athletic director.

Normal business hours:

Game Field:

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

Parking Lot:

Partners of the College	No Charge
Non-Profit	\$20 per hour
Non-Profit with admission fee/fundraiser	\$25 per hour
For Profit or Private Parties	\$35 per hour

After hours:

Game Field:

Partners of the College	\$40 per hour
Non-Profit (non-revenue events)	\$50 per hour
Non-Profit with admission fee/Fundraiser	\$75 per hour
For Profit or Private Parties	\$100 per hour

Parking Lot:

Partners of the College	\$30 per hour
Non-Profit (non-revenue events)	\$40 per hour
Non-Profit with admission fee/fundraiser	\$50 per hour
For Profit or Private Parties	\$60 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.

*****Rental fees are located on the next page***

UA-COSSATOT FACILITY RENTAL FEES	Normal Business Hours:						After Hours:					
	*Partners of the College	**Employees	Non-profit Organization (Non-revenue)	Non-profit w/ admission fee or Fundraiser	For-profit Group/Business & Private Parties		*Partners of the College	**Employees	Non-profit Organization (Non-revenue)	Non-profit w/ admission fee or Fundraiser	For-profit Group/Business & Private Parties	
Sevier County:												
Adams Building or Weyerhaeuser Room	No Charge	No Charge	No Charge	\$25/hr	\$35/hr		\$30/hr	No Charge	\$40/hr	\$50/hr	\$60/hr	
Amphitheater	No Charge	No Charge	\$25/hr	\$35/hr	\$50/hr		\$40/hr	No Charge	\$50/hr	\$75/hr	\$100/hr	
Amphitheater Green Room	No Charge	No Charge	\$20/hr	\$25/hr	\$35/hr		\$30/hr	No Charge	\$40/hr	\$50/hr	\$60/hr	
Colts Soccer Complex [%]	No Charge	No Charge	\$25/hr	\$35/hr	\$50		\$40/hr	No Charge	\$50/hr	\$75/hr	\$100/hr	
Colts Soccer Complex-Parking lot only	No Charge	No Charge	\$20/hr	\$25/hr	\$35/hr		\$30/hr	No Charge	\$40/hr	\$50/hr	\$60/hr	
Lockesburg Gymnasium	No Charge	No Charge	\$25/hr	\$35/hr	\$50/hr		\$40/hr	No Charge	\$50/hr	\$75/hr	\$100/hr	
Lockesburg Conference Rooms	No Charge	No Charge	\$20/hr	\$25/hr	\$35/hr		\$30/hr	No Charge	\$40/hr	\$50/hr	\$60/hr	
Howard County:												
Nashville Campus	No Charge	No Charge	No Charge	\$25/hr	\$35/hr		\$30/hr	No Charge	\$40/hr	\$50/hr	\$60/hr	
Little River County:												
Millwood Room	No Charge	No Charge	No Charge	\$25/hr	\$35/hr		\$30/hr	No Charge	\$40/hr	\$50/hr	\$60/hr	
Barbara Horn Civic Center (1st section)	No Charge	No Charge	No Charge	\$25/hr	\$35/hr		\$30/hr	No Charge	\$40/hr	\$50/hr	\$60/hr	
Barbara Horn Civic Center (each additional section)	No Charge	No Charge	No Charge	\$10/hr	\$10/hr		No Charge	No Charge	\$10/hr	\$10/hr	\$10/hr	
Kitchen--Civic Center	No Charge	No Charge	\$50	\$50	\$50		No Charge	\$50	\$50	\$50	\$50	

PLEASE NOTE: \$100 refundable deposit applies to all reservations, except for Partners of the College. The deposit is refunded upon satisfactory inspection of the facility by College personnel.

***Partners of the College are industries, businesses, and public service groups which the College recognizes as having demonstrated a long-term commitment of services and/or resources to the mission of UA Cossatot.**

****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 Civic Center Kitchen fee.**

%Rental of soccer field requires proof of liability insurance and liability waiver for all attendees.

Procedure Updates:

October 6, 2025
December 9, 2024
June 03, 2019
August 27, 2018
October 09, 2017

February 01, 2017
September 27, 2013
January 11, 2011
September 01, 2001

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. Check the College's facility reservation portal for potential conflicts with other events.
 - c. If necessary, the supervisor will contact the appropriate College administrator for final approval.
2. Inform department heads and division chairs of the tentative event and dates to gauge potential impact to, or conflict with, a particular department.
3. Request the appropriate resource or facility through the College's facility reservation portal at least 30 days prior to the event to allow the Facility Reservations Office (FRO) ample time to process the request and allocate necessary resources and personnel.
4. After receiving confirmation of facility and/or resource availability, the event organizer will complete the following tasks:
 - a. Submit the appropriate work order to alert College Relations staff of the event and any needs for internal and external advertising/marketing.
 - 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 to notify the public of the event.
5. Immediately inform the Facility Reservations Office of event cancellation or changes in time or logistics, so the effect on the facility, resources, and personnel can be assessed. The FRO will communicate to the event organizer any required changes to the facility, resources, and personnel.
6. Three (3) days prior to the event, contact the Facility Reservations Office to identify potential problems and confirm facility, resource, and personnel availability.

Procedure History:

November 3, 2025
December 3, 2018

USE OF COLLEGE VEHICLES

College vehicles are to be used only for official business which aides UA Cossatot in achieving its stated mission. Any other usage constitutes a violation of state law. Personal use of College vehicles is strictly prohibited.

1. Priority for vehicle use is as follows:
 - a. Student recruitment or transport of students
 - b. Off-campus travel
 - c. Travel between campuses
2. All College vehicles available for approved travel must be reserved through the College's facility reservation portal. Reservation requests should be made a minimum of three (3) days in advance, except when an immediate need arises. All reservations must be approved by the Chancellor or designee.
3. Reservations may be no longer than five (5) days without the approval of the Chancellor.
4. Keys may be obtained only after the reservation has been approved, either through the reservation portal, in writing, or verbally.
5. Vehicle logs must be filled out appropriately while traveling.
6. Fueling during travel and upon return is the responsibility of the employee(s) engaged in travel. It is the employee's responsibility to verify that they are an authorized user for the fleet fuel card. Vehicles must be fully refueled upon return and all fuel receipts given to the fleet card administrator in the Business Office.
7. Vehicle and keys must be returned promptly to campus upon return from travel. Vehicles are not to be taken home except when picking up or returning a vehicle creates an undue burden and is approved by the Chancellor prior to pick up.
8. All trash and belongings should be removed from the vehicle upon return.

Failure to adhere to this procedure may result in having vehicle use privileges revoked, disciplinary action, or termination.

Procedure History:

November 17, 2025