FACILITY USE TERMS AND CONDITIONS

UAMS/Schmieding Center Facilities

UAMS/Schmieding Center facilities are governed by the policies of the Board of Trustees of the University of Arkansas and exist for the primary purpose of serving a planned and scheduled program of educational activity. Consistent with Board of Trustees Policy 705.1 and University wide Administrative Memorandum 715.1, when not required for regularly planned educational or research programs, and subject to other University policies, UAMS/Schmieding Center facilities may be made available for use by **University entities** and **non-University entities**.

University entities shall only include colleges, departments, and other university organizational units; faculty; staff; University-related foundations and University alumni association; and registered student organizations**. Non-University entities** shall only include individuals (including students) and organizations that are not acting as **University entities** and are not sponsored by a University entity. Use of UAMS/Schmieding Center facilities or space must not interfere with educational activities of the University. Moreover, such use is conditioned on receiving prior approval consistent with the procedures described below. Notwithstanding anything to the contrary, all uses of UAMS/Schmieding Center facilities, University entities or non- University entities shall remain subordinate to the UAMS/Schmieding Center's right to use the facilities at any time to advance the educational mission of the institution.

Subject to all other University policies, the UAMS/Schmieding Center prohibits the use of our facilities for private, for-profit business activities. The University regulates any use of its buildings, grounds, name and/or logos for solicitation, including fund-raising activities. UAMS/Schmieding Center facilities shall not be used by **non-University** entities for private purposes, for the sale of goods and services and/or to raise money for projects not connected with a University activity except as otherwise permitted by University policy.

Consistent with the UAMS/Schmieding Center's educational mission, first priority for use of facilities shall go to **University entities**, and the University reserves the right to modify or cancel reservations accordingly.

Those requesting reservations must agree to be financially responsible for all costs associated with the reservation, including but not limited to security costs, cleanup, or damage to UAMS/Schmieding Center property. Moreover, if warranted by the nature of the event, the UAMS/Schmieding Center may require a requestor to obtain appropriate insurance coverage and/or to indemnify the UAMS/Schmieding Center, its officials and employees for any claims pertaining to the use of the UAMS/Schmieding Center's facilities.

Approval Subject to Review: At all times, any reservation approval is conditioned upon full compliance with all UAMS/Schmieding Center policies and all reservation requirements. The UAMS/Schmieding Center reserves the right to disapprove the request (or terminate the reservation) of any entity that fails to comply with UAMS/Schmieding Center policies or state or federal law, or which has damaged UAMS/Schmieding Center facilities at any time.

Additional Facility Use Policies

Organizer Presence Required: The organizer must be present throughout the event.

Alcoholic Beverages: Prior to the event written permission to serve alcoholic beverages must be obtained from the UAMS Vice Chancellor of Campus Operations.

Alteration of UAMS/Schmieding Center Property: Alteration or physical modification of property owned or leased by the UAMS/Schmieding Center is not permitted. To prevent damage to the UAMS/Schmieding Center infrastructure, tents and other similar temporary structures must be anchored to the landscape by anchor weights (concrete blocks, barrels filled with water or sand, etc.). Tent stakes cannot be used anywhere on the campus landscape.

Decorations: The organizer must have decorations approved and/or facilities inspected for safety in advance by Facilities Management or the facility official.

Property Damage: Any group or individual that causes damage to UAMS/Schmieding Center property must pay any charges necessary to return the property to its original state; UAMS/Schmieding Center employees, students or organizations may also be subject to disciplinary action.

Organizer Arrangements: The organizer shall be responsible for addressing issues such as special power requirements, access to restrooms, adequate waste receptacles, and inclement weather sites. UAMS/Schmieding Center facilities are normally closed after hours and on weekends/holidays; therefore, power and restrooms are not readily available. If waste receptacles are overflowing after an event, then the requester/sponsoring group will be charged the additional cleanup costs incurred by the UAMS/Schmieding Center. The organizer shall be solely responsible for any and all costs arising from, or relating to, any event using UAMS/Schmieding Center facilities and agrees to pay all such charges.

Smoking Policy/Tobacco Use Policy: Smoking and the use of tobacco products (including cigarettes, cigars, pipes, smokeless tobacco and other tobacco products) by students, faculty, staff and visitors are prohibited on all UAMS/Schmieding Center properties.

Respect for Others: **University entities** and **non-University entities** must respect others' rights by not creating noise disturbances at the UAMS/Schmieding Center. The sound regulations apply to events that may potentially cause noise disturbances regardless of whether or not amplified sound is used.

Parking

See Event Parking Map.

Exceptions

Any exceptions to any of the aforementioned terms and conditions must be expressly approved in writing by the UAMS/Schmieding Center Executive Director or designee.