

## **FACILITY RESERVATION REQUEST**

(Reservation is not guaranteed until approved by Chancellor or Designee. Return request form ASAP)

Arkansas Tech University does not normally make available its buildings and other facilities to individuals or outside organizations for private use. Exceptions may be made only if the proposed use is consistent with institutional policies and mission and the individual or organization fully reimburses the institution for all appropriate costs.

In recognition of the University's primary mission, the following rules shall pertain with respect to priorities in reservation of space when the same facility or space is requested for use at the same time by different groups:

1 <sup>st</sup> Academic purposes 4 <sup>th</sup> Other	2 <sup>nd</sup> Administrative purposes 3 <sup>rd</sup> Student Activities		
ROOM RESERVATIONS WILL BE (Specify)	E DETERMINED USING THE FOLLOWING CRITERIA:		
Max Room Capacity - (112) Conference Center Room 117 A Max Room Capacity - (88)	Conference Center Classroom Allied Health 115 (176) (25) (40) (west side) Room 117 B (east side-with Kitchen) (88)  com 106 Health Sciences and Wellness Conf Room 137 (15)		
Max Room Capacity - (112)  ORGANIZATION NAME:	(25)		
	TYPE OF EVENT:		
TIME OF EVENT: FROM:			
	SET-UP TIME:		
	TAKE DOWN TIME:		
ESTIMATED ATTENDANCE: WILL FOOD/DRINKS BE SERVED: YES			
	RS, ROUND OR SQUARE TABLES, LAPTOP, PROJECTOR, ETC.)		
REPRESENTATIVE'S NAME:	PHONE:		
MAILING ADDRESS:	DEPOSIT:		

## GENERAL CONDITIONS FOR LEASE AGREEMENT:

- 1. The University will accommodate your set-up needs. Please do not disturb the furniture in the front con-course area.
- 2. A deposit of one half of the estimated rental charge is required for use of the facilities. Failure to cancel an approved facility rental agreement will result in the forfeiture of the deposit.
- 2. Any damage to facilities <u>or the campus</u> during the setup, take down or the event will be charged additionally to the organization renting the facility.
- 3. Reservations for facilities and additional equipment must be submitted two weeks prior to the event.
- 4. A Representative of the event must contact the Maintenance Supervisor three (3) days prior to event for any additional information. Representative must also contact Arkansas Tech University

  Ozark Campus Public Safety Officer 14 days prior to event regarding traffic control and security as set out in lease agreement.
- 5. Alcoholic and tobacco products and their use are not permitted on any university facility. The presence and or use of such products during any phase of the event will constitute the cancellation of the event and the forfeiture of the deposit.
- 6. Absolutely no attachments to any part of the facility will be permitted without the expressed consent of the Maintenance Supervisor. Free-standing decorations must have the permission of the Maintenance Supervisor prior to display.
- 7. The campus prohibits commercial solicitation.
- 8. The campus prohibits any partisan political activity.
- 9. The campus reserves the right to accept or deny rental of its facilities based on its mission.

I understand the terms of this agreement and will adhere to any and all Arkansas Tech University, Board of Trustees and State of Arkansas requirements.

Organization Representative:		Date:	
Maintenance Supervisor:		Date:	
Chancellor of Ozark Campus:	Date:		
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Date Received: Re Copies: Chancellor's Office Pu	eceived by: ublic Safety Mainter	nance Supervisor	
Estimated Charges: \$25 Classroom _ (1/2 Day)	\$50 CC Auditorium (1/2 Day)	\$100 Conference Center (1/2 Day)	