

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 st – Academic purposes | 3 rd – Student Activities |
| 2 nd – Administrative purposes | 4 th – Other |

ROOM RESERVATIONS WILL BE DETERMINED USING THE FOLLOWING CRITERIA:
(Specify)

Mission-driven activity rooms:

- ___ Collegiate Center Auditorium ___ Conference Center ___ Classroom ___ Allied Health 115
Max Room Capacity - (112) (176) (25) (40)
- ___ Conference Center Room 117 A (west side) ___ Room 117 B (east side-with Kitchen)
Max Room Capacity - (88) (88)
- ___ Student Services Conference Room 106
Max Room Capacity - (12)

External Entity Rooms:

- ___ Collegiate Center Auditorium ___ Classroom
Max Room Capacity - (112) (25)

ORGANIZATION NAME: _____

DATE OF EVENT: _____ TYPE OF EVENT: _____

TIME OF EVENT: FROM: _____ TO: _____

SET-UP DATE: _____ SET-UP TIME: _____

TAKE DOWN DATE: _____ TAKE DOWN TIME: _____

ESTIMATED ATTENDANCE: _____ WILL FOOD/DRINKS BE SERVED: YES__ NO__

EQUIPMENT REQUIRED: (PA, CHAIRS, 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 or the campus 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: _____

For Office Use Only:

Date Received: _____ Received by: _____
 Copies: Chancellor's Office _____ Public Safety _____ Maintenance Supervisor _____

Estimated Charges: \$25 Classroom _____ \$50 CC Auditorium _____ \$100 Conference Center _____
 (1/2 Day) (1/2 Day) (1/2 Day)