

Statement of Intent

The first and foremost purpose of the campus and facilities at the University of Arkansas Community College at Batesville (hereinafter referred to as UACCB, The College, or University) is to serve the educational needs of the College. In particular, Independence Hall was built through the generosity of tax payers as well as through other federal, state, local and private funding. When possible, the Independence Hall facility is made available for use by outside parties with the understanding that the needs of the college can and will come first.

Facilities Overview

Independence Hall offers venues to fit most needs for conferences, meetings, banquets, and special events. Independence Hall is a multi-purpose facility which includes a 700-1500 seat auditorium, two meeting/banquet rooms, a lecture hall, one classroom, one conference/board room, a separate stage area in the Student Commons area, and a warming kitchen. All areas of Independence Hall are in compliance with the guidelines set forth by the American Disabilities Act (ADA). Other areas of the campus may also be available for use as appropriate.

Use by Non-College Groups/Scheduling Priorities

All facility use and reservations are governed by UACCB Facilities Use Operating Policies and Procedures. The facilities of the University of Arkansas Community College at Batesville exist for the primary purpose of serving a planned and scheduled program of educational activity. However, when the facilities are not in use for a regularly scheduled educational activity or for extracurricular use by one of the College organizations, the Executive Director of Facilities and Auxiliary Services (or his/her designee) is authorized to approve the use of the facility when such use serves the educational objectives of the College.

The use of facilities of the College should be extended to non-College groups only when that use will enhance, support, further, or enrich the mission of the University of Arkansas Community College at Batesville as stated in the official UACCB Catalog. Events for individual/personal gain are not permitted.

In compliance with University of Arkansas System Policy 715.1, the UACCB facilities may only be used for fundraising activities by non-University groups or organizations if the funds raised directly support local area civic or philanthropic causes associated with recognized organizations in the community and/or if they further the objectives of the College. If a fundraising activity is approved, documentation regarding the use of the funds raised will be required during the course of the facility reservation process via a separate form.

Events such as, but not limited to, birthday parties, weddings, wedding receptions, anniversary parties/receptions, family reunions, church services, and similar, are not consistent with the stated mission and purpose of campus facilities and are, therefore, not permitted. Subject to official economic development initiatives of the University and services officially authorized by the College or University to enhance the educational setting for students, faculty and staff, College facilities may not be used for the conduct of private business activities or selling.

Requests for the use of College facilities by a non-College group should be directed to an individual designated by the Executive Director. The evaluation of the appropriateness and worth to the College program of a particular use of facilities by a non-College group or organization shall be based upon the following criteria:

1. Relevance and contribution to the needs of the educational program of the College.
2. Timeliness and intrinsic merit of the activity.
3. Availability of suitable space not needed for the educational activities of the College.
4. Value of the activity and experience in strengthening and enriching our community.
5. Opportunity for enhancing the people's quality of life.

Scheduling of events is according to the established scheduling priorities. The priorities are as follows:

1. Academic classroom needs
2. Faculty / staff organizations or committees
3. Campus sponsored events and activities
4. Public Education activities
5. Community groups or organizations not affiliated with UACCB

Use for Political Activities

Pursuant to UA Board of Trustees Policy 715.1, speeches and debates by or on behalf of candidates for public office may take place in Independence Hall. However, arrangements must be made to allow reasonable opportunities for opposing candidates or points of view. The College will neither support nor oppose views stated by such individuals (candidates) but will remain a neutral entity. Activities for the purpose of political fundraising are not permitted on the campus.

Guidelines for Usage

The College reserves the right to determine the time, place, and manner of use of the facilities and spaces so as not to interfere with the mission and regular operation of the institution. The use of College facilities must at all times conform to these regulations, to College policies, and to local, state, and federal laws.

The College reserves the right to allocate an appropriate room or space to match the nature of the activity or event.

The College reserves the right to approve or deny the use of its facilities for any reason without cause or explanation. Appeals for denied reservations may be made to the Executive Director of Facilities and Auxiliary Services with final determination by the Administrative Cabinet.

Any group that uses UACCB campus facilities for the purpose of distributing information or materials will not do so outside of the room or campus area that they have reserved. Individuals reserving and/or renting UACCB facilities for these purposes will adhere to the same rules and policies as businesses.

If a reservation for use is made, the College reserves the right to amend or completely cancel the reservation due to circumstances.

The event sponsor assumes liability for accidents occurring on the UACCB campus. All outside organizations will be required to carry liability insurance for their event as stated in the Liability Insurance section of this document.

Live animals are prohibited in College facilities, including Independence Hall, with the exception of service animals, in accordance with the American with Disabilities Act, and law enforcement in the performance of their duties.

The use of the UACCB name and/or logo in promotional materials is prohibited except to designate the location of the event or in the case of College sponsorship of or in program advertising for the event. Hand bills or flyers are not allowed on the campus, including parking areas. UACCB reserves the right to distribute information, when appropriate, about the College or related programs to individuals attending any event on the campus.

Alcohol Policy

The sale, distribution, promotion, advertisement, and/or consumption of alcohol is not permitted anywhere on the UACCB campus.

Smoking and Tobacco Use

All college buildings are smoke and tobacco free areas in accordance with the Arkansas Clean Air on Campus Act. College policy also prohibits the use of e-cigarettes, vaping, and smokeless tobacco on the campus. A \$250 tobacco compliance deposit may be required of parties reserving the facility to ensure compliance with these laws and policies. Those using UACCB facilities are also encouraged to announce UACCB's smoking/tobacco status at the start of the event and to include this information in any printed material they provide.

College disciplinary action and/or redress in civil court may be sought for violations of this agreement.

Process for Reservations

The Executive Director of Facilities and Auxiliary Services is designated as the Independence Hall facilities manager. This person, or a designated UACCB staff member, will review all reservation requests for use of the facility. If necessary, the Executive Director or designated staff person will contact the representative of the organization applying for use of the facility to resolve any questions concerning the request.

Reservations for any room or space in Independence Hall and other designated areas of the campus are made by submitting a Facilities Reservations Request Form (UACCB Operating Procedure 710.1.1; an electronic form). A notice of approval or denial will be sent to the organization contact within 5 working days of determination. In the event that a request is made far in advance, the confirmation of the reservation may be delayed until the fiscal year in which the event falls; however, this will be communicated to the contact person.

The Facilities Reservations Request Form requires the following information:

- Contact person information including: name, phone, address, fax, and department, student organization, or off-campus affiliation
- Date(s) and time(s) of the event
- Space desired
- Type of event
- Expected attendance
- Set-up needs (tables, chairs, audio/video equipment, etc.)
- Parking needs
- Additional equipment / technician needs
- Security needs
- Food service or catering information
- Type of outside equipment or decorations to be used
- Proof of insurance

The following regulations govern the use of the facility:

- Contact person
Reservations must be made by an adult official representative of the organization that will be utilizing the facility by completing the reservation request form. This representative will be expected to attend the function and will be responsible as the representative of the organization using the facility. In the case of a Registered Student Organization (RSO), reservation request forms must be signed by an officer or advisor.
- Date(s) and time(s) of the event
Reservations will only be made for the hours between 7:30 a.m. and 10:00 p.m. Monday through Saturday. UACCB campus is closed on Sundays. All outside lighting is turned off at 11:30 p.m. Exceptions to these times may be made upon specific request with final approval by the Administrative Cabinet. If approved, these exceptions will require an additional charge to cover the cost of personnel and services.

- Set-up needs (tables, chairs, decorating, sound checks, video equipment setup, etc.)
If the scheduled event requires set-up/take-down time, this must be noted on the reservation request form and will be considered part of the reservation time. Excessive take-down time (time well beyond the noted reservation time) may be subject to additional charges. Necessary furniture set-up/rearrangement must be listed on the Facilities Reservation Request Form and is subject to approval. Emergency exits and service doors cannot be blocked at any time. The reserving party is responsible for clean-up to return the facility to the condition in which it was found.

- Additional equipment / technician needs
UACCB's audio-visual equipment is available for use in Independence Hall and other spaces as appropriate. Equipment needs and technical requirements must be included in the Facilities Reservation Request Form and will be met on a first-come, first-served basis according to the previously listed priorities.

Stage lights, sound systems, and other selected audio-visual equipment must be operated by a technician provided by or approved by the College. Exceptions for outside persons to operate the sound and lighting must be requested on the initial Facilities Reservation Request Form.

The proposed use of loudspeakers or any other type of amplified musical or sound instrument in Independence Hall should be included on the Facilities Reservation Request Form and is subject to approval. Consideration of college activities will take priority in all circumstances.

If additional equipment is rented from outside vendors, the actual rental costs must be paid by the organization sponsoring the event and cannot be billed to or in care of UACCB. UACCB will not be responsible for damage to non-College equipment.

- Security needs/personnel
UACCB reserves the right to require and approve security at selected events. The College requires the use of official law enforcement officials or UACCB security for these purposes. Security personnel are not responsible for set-up or take-down of events.

The event sponsor shall be responsible for providing adequate numbers of personnel to properly handle ticket sales, door checking, usher service, parking assistance, and other aspects of the event important to its proper presentation.

- Parking needs
Campus directions should be provided to event participants who may be unfamiliar with the College by the sponsoring organization. Include "University of Arkansas Community College at Batesville - Independence Hall" as the location. If it is necessary to include a telephone number for additional directions, please direct callers to the College's main number at (870) 612-2000.

Fire lanes, loading zones, and handicap parking regulations will be enforced at all times. No vehicle will be allowed to drive or park on the grass. Violating vehicles will be towed at the owner's expense. The event sponsor is responsible for providing personnel to assist with parking.

For events larger than 300 people, event coordinators are advised to notify the Independence County Sheriff's office to request traffic assistance for vehicles entering and leaving the campus.

- Food service or catering information
Breakfast and/or lunch service is available from our on-campus UACCB Grill and Catering, as schedule permits. To ensure the health and safety of your attendees, if food service from an external caterer is planned for an event, UACCB requires the use of caterers who have current documentation from the Arkansas Department of Health (ADH). This includes any use of the Warming Kitchen. It is

the responsibility of the sponsoring organization or reservation contact to ensure that caterers hold a current permit from ADH. UACCB is not responsible for food service provided by external caterers for non-UACCB events. Catering for college-sponsored events must be coordinated through or approved by the UACCB Food Services Manager.

- Type of outside equipment or decorations to be used
Use of ladders for decorating should be listed on the Facilities Reservation Request Form. It is prohibited to stand on chairs, tabletops, etc. Persons also may not climb on the 'bleacher' seating in the banquet hall area of Independence Hall. Any damage caused to the equipment, furnishings, fixtures, or facilities may be billed to the person(s) or group listed as the event sponsor(s).

Decorations must be removed within the set-up/take-down times as stated on the reservation. In some cases, decorations must be removed immediately so that another event can be held in the same area. Exceptions for extremely large items may be made at UACCB's discretion.

The use of glitter, confetti, hay/straw, or similar fine items that are difficult to vacuum is strongly discouraged and may be subject to an additional maintenance fee.

Banners and signs may be displayed in Independence Hall in designated areas, subject to UACCB approval. Signs and/or banners must be free-standing or attached to an easel. No signs or banners will be attached to painted walls or wooden doors of UACCB facilities in any way. All banners and signs must be removed by the sponsoring organization at the event's conclusion.

Any use of incense and/or fog machines must be listed on the Facilities Reservation Request Form and must be approved in advance of the event. At no time will the fire alarm, smoke detectors, or any other safety system be disarmed or de-activated for the purpose of using this type of equipment. If the use of such causes the fire alarm system to activate, the event must stop, and all attendees must exit the building. It is the discretion of the UACCB staff person on hand to determine if the event can continue or is canceled after the fire alarm is cleared. Thus, such use is discouraged.

Flame candles and pyrotechnics are not permitted in College facilities.

- Liability Insurance
Liability insurance is required from third parties wishing to use College facilities for non-sponsored meetings, conferences, seminars, or other special events. This requirement can be satisfied by providing a certificate of insurance from the user's insurance company with the University of Arkansas Community College at Batesville named as an additional insured. The liability coverage shall not be less than one million dollars (\$1,000,000) for any one occurrence. The insurance policy shall insure: "the State of Arkansas, the Trustees of the University of Arkansas System, UACCB, and the officers, employees, volunteers, and agents of each" as additionally insured. Proof of liability insurance must be submitted within 10 business days of the scheduled event.

Confirmation of Reservation/Cancellations/Refunds

No reservation can be confirmed without a completed Facilities Reservations Request Form (containing appropriate billing /waiver information and/or purchase order and authorization) provided to UACCB. Payment for the reservation fees is due no later than 10 business days in advance of the event date unless alternative arrangements have been made prior to the due date. Failure to pay the fee on time can result in cancellation of the tentative reservation.

The contact person must cancel or amend reservations as soon as possible if plans are changed. Failure to cancel or amend reservations no later than five (5) business days prior to the event or activity may result in forfeiture of the usage fee, the additional charge of a cancellation fee, and/or denial of future use. If the reserving group cancels the event more than five (5) days prior to the event date, a refund of any costs not expended by the

UACCB Operating Procedure

Procedure 710.1

Use of UACCB Facilities, including Independence Hall

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College will be provided. If canceled less than five days prior, a refund may be provided if any balance remains after deducting all college-incurred expenses specifically derived from this cancellation.

Facility Use Rates

The following rates apply to non-UACCB groups and organizations. The rental fee is waived for educational activities performed for the benefit of UACCB. Parties may also be required to pay a \$250 tobacco compliance deposit, which will be refunded if event attendees comply with Arkansas law and the tobacco-free policies of the College regarding tobacco use.

All listed rates are inclusive of the setup of tables, chairs, and staging (if applicable). UACCB does not provide linens. Reservation times include the user's set-up and take-down time.

The fee schedule is as follows:

Room / Space	Rental Fees	
(All in Ind. Hall unless noted)	<i>Full Day Max</i>	<i>Per Hour</i>
102 Classroom (800 sq. ft.)	\$ 180.00	\$ 30.00
103 Lecture Hall (1,100 sq. ft.)	\$ 300.00	\$ 50.00
104 Conference (800 sq. ft.)	\$ 180.00	\$ 30.00
140 West Banquet (5,000 sq. ft.)	\$ 450.00	\$ 75.00
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140 East & West (10,000 sq. ft.)	\$ 900.00	\$ 150.00
Auditorium (12,000 sq. ft.)	\$ 1,050.00	\$ 175.00
Auditorium & 140E/W (22,000 sq. ft.)	\$ 1,500.00	\$ 250.00
NAH 902 (2,500 sq. ft.)	\$ 450.00	\$ 75.00
NAH 902 Lobby (1,000 sq. ft.)	\$ 180.00	\$ 30.00

Full day rental is 7:30 a.m. to 10:00 p.m. Monday through Saturday (No Sundays).

Room rates for other campus facilities besides those listed above are available upon request.

Additional costs can include but are not limited to:

- Cost of repairs to facilities (cost and labor)
- Cost from loss or theft of equipment
- Cost for excessive clean-up of facility or parking lots. Sponsor will be charged \$25/hr
- Use of audiovisual/computer technician (other than basic equipment set-up) - \$25/hr
- Services or personnel required after normal business hours: Monday through Saturday, 7:30 a.m. to 10:00 p.m.

The College reserves the right to waive, reduce or provide an in-kind charitable donation for use of the facilities at the sole discretion of the College. The request for a waiver, reduction, or in-kind sponsorship should be made in writing to UACCB either with the initial Facilities Reservation Request Form or by separate written communication. Approval of the waiver, reduction, or in-kind donation will be at the discretion of the Administrative Cabinet.