



FACILITY RESERVATION REQUEST

Facility Reservations Office

1558 Hwy 371 West

Nashville, AR 71852

Ph: 800-844-4471ext.2221/Fax: 870-845-3509

reservations@cccu.edu

Event Date and Time(including setup and cleanup):

Start Date: _____ End Date: _____ Start Time: _____ End Time: _____

Is this a recurring event? Yes No If yes, how often? _____

Event Title or description: _____

How many people are expected to attend? _____

Are you conducting training? Yes No

Are you conducting sales or charging admission? Yes No If yes, check all that apply: Sales Admission

Renter Information:

Name: _____

Business/Organization Name: _____

Mailing Address: _____

Billing Address: _____

Phone: _____ Fax: _____

Email: _____

Facility Location and Type:

Howard County: General Use

Little River County: General Use Civic Center (# of Sections Needed—1 2 3; Kitchen—Yes No)

Sevier County: General Use Weyerhaeuser Room

***For Amphitheater, Green Room, and Concession Center reservations contact the Director of Public Services and Workforce Development at 800-844-4471ext1149.*

Equipment Requested: Phone Internet(Wi-Fi or wired) Sound System TV VCR DVD Player

Laptop LCD Projector Whiteboard Video/Phone Conferencing Round tables Rectangular tables

Additional Setup Notes: _____

PLEASE NOTE:

- Reservations are confirmed upon receipt of completed request form and \$100 refundable deposit. The deposit will be returned upon satisfactory inspection of the facility by College personnel. Requests should be made 30 days prior to the event.
- UA-Cossatot is a tobacco free organization and maintains a policy that all College facilities shall be free of tobacco use. Therefore the agency using the college facilities or grounds shall be informed of this procedure and abide by this tobacco free policy.
- Use of alcohol or other drugs is forbidden at all College facilities.
- *The College reserves the right to accept or determine non-profit status or decline any reservation request.*

SIGNATURE OF REQUESTER

DATE

FOR INTERNAL USE ONLY

Date Received: _____ Facility Assigned: _____

Reservation Classification: For-profit Private Party Non-profit Partner of the College Employee

Rental Fee: \$ _____ N/A Facility Monitor Required? Yes No Date Deposit Received: _____

Facility Reservation Official

Date

Date Rental Fee Received: _____

UA-COSSATOT FACILITY RENTAL FEES

	Normal Business Hours:	Employees/Non-profit/*Partners of the College	Non-profit w/ admission fee	For-profit/Private Parties	After Normal Business Hours:	Non-profit/*Partners of the College	Non-profit w/ admission fee	For-profit/Private Parties	**Employees
Sevier County:									
General Use Room		No Charge	\$15/hr	\$25/hr		\$25/hr	\$35/hr	\$50/hr	No Charge
Weyerhauser Room		No Charge	\$15/hr	\$25/hr		\$25/hr	\$35/hr	\$50/hr	No Charge
Cossatot Amphitheater		No Charge	\$15/hr	\$100/hr		\$25/hr	\$35/hr	\$200/hr	No Charge
Amphitheater Green Room		No Charge	\$15/hr	\$25/hr		\$25/hr	\$35/hr	\$50/hr	No Charge
Concession Center		No Charge	\$15/hr	\$25/hr		\$25/hr	\$35/hr	\$50/hr	No Charge
Howard County:									
General Use Room		No Charge	\$15/hr	\$25/hr		\$25/hr	\$35/hr	\$50/hr	No Charge
Little River County:									
General Use Room		No Charge	\$15/hr	\$25/hr		\$25/hr	\$35/hr	\$50/hr	No Charge
Barbara Horn Civic Center (1st section)		No Charge	\$15/hr	\$25/hr		\$25/hr	\$35/hr	\$50/hr	No Charge
Barbara Horn Civic Center (each additional section)		No Charge	\$5/hr	\$5/hr		\$5/hr	\$5/hr	\$5/hr	No Charge

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 defined as industry and public service groups that have demonstrated a long-term commitment of resources to the college.**

****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.**