

FACILITY RESERVATION PROCEDURES

GENERAL INFORMATION

1. UA Cossatot encourages the use of its facilities by students, faculty, staff, alumni, and guests whose purpose is to promote the educational process or contribute to the social, cultural, or recreational life of the community. Reservations may be made by contacting the UA Cossatot Facility Reservation Office:  
    UA Cossatot  
    ATTN: Facility Reservations  
    183 College Drive  
    De Queen, Arkansas 71832  
    Telephone: (870) 584-1321  
    Toll-free Telephone: (800) 844-4471
  
2. The College offers its facilities for reservation Monday-Thursday 8:30 a.m. to 9:00 p.m. and Friday 8:30 a.m. to 4:30 p.m., with the exception of holidays when the college is closed. If a qualified entity desires to use Cossatot facilities on Saturdays, they may do so by prior arrangement and providing they cover the minimal cost of staffing to Cossatot. Interested persons should contact the college to request the use of room(s) according to the schedule associated with the facility they are requesting. *\*\*Special scheduling information is listed with the Barbara Horn Civic Center, Cossatot Amphitheater and Cossatot Concession Center.* The “schedule by” are listed under each facility.  
Any request for extended hours of the College must be approved by the Vice Chancellor of Facilities.
  
3. Facility assignments will be made based on availability at the time of request and granted on a “first-come, first-served basis” upon receipt of a 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. Priority will be given to requests made for classes and internal organizations of the college.
  
4. The responsibility of the sponsoring organization or individual includes removing decorations, trash, food, or other remaining material from all areas upon the conclusion of the event. This means all debris must be bagged, tied and placed in the trash receptacles outside of the building area.  
  
The use of glue, permanent adhesive, nails, wood, staples, and tacks on any windows, ceiling, podiums, lights, walls, flooring, or door frames is not permitted. Only masking tape, scotch tape, and reusable adhesive (i.e., sticky tack), that will not stain or cause damage to surfaces, is permitted for hanging up decorations. These must be removed immediately after the event and discarded in trash receptacles. The College is not responsible for any items left in the facility.
  
5. Partners of the College are defined as industry and public service groups that have demonstrated a long-term commitment of resources to the college and are not subject to the \$100 deposit fee.

- 6. Employees are not subject to applicable rental fees when reserving a facility for personal non-profit/private party use provided they agree to serve as the facility monitor after normal college hours. The standard fee structure applies to all other rentals.

Employee rentals are subject to the \$100 deposit fee. Additionally, rentals requiring the services of the maintenance department (i.e. special room arrangements or use furniture/equipment not housed within the rented area) are subject to a \$25 per hour fee. Any request to personally move furniture or equipment not housed within the rented area must be approved by the Vice Chancellor of Facilities.

- 7. All requests for an organization to host training on campus will be sent directly to the Director of Public Services and Workforce Development for processing.

**GENERAL DISCLAIMER OF USE**

None of the facilities operated by UA Cossatot may be used as a means to promote political activities in support of a political action, person, or issue or to promote a particular religion or philosophy of life, or promote the degradation of any group of persons, however, elected officials will be welcome to the use of facilities for the purpose of fulfilling their public duties, including public meetings.

UA Cossatot does not practice or in any way support the practice of discrimination against a person or group of persons based on race, religion, gender, sexual orientation, or disability. UA Cossatot does not allow its facilities to be used to support the discrimination of any group.

UA Cossatot is a tobacco use free organization and maintains a policy that all spaces on the campus 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

UA Cossatot does not allow alcohol or other drug use on the campuses or its grounds.

***The College reserves the right to accept or determine not-for-profit status or decline any reservation request. College-sponsored activities are excluded from this procedure.***

**PRIORITY USE OF FACILITIES**

- First Priority:* Use of the facility by students and college staff serving students.
- Second Priority:* Non-profit organizations in the service area of the college that are organized to enhance the quality of life for the communities of southwest Arkansas.
- Third Priority:* For-profit organizations that need a space for training their employees, for serving the public, or for offering a product or service to the public.

**FEE STRUCTURE FOR GENERAL USE ROOMS**

During normal College hours:

Non-profit or Partners of the College	No Charge
Non-profit with admission fee	\$15 per hour
For Profit or Private Parties	\$25 per hour

After hours (Friday after 4:30, Saturday, Sunday):

Non-profit or Partners of the College	The charges will be solely to cover the labor costs of the college.
Non-profit with admission fee	\$35 per hour
For-profit or Private Parties	\$50 per hour

Employee Use:

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.

**SPECIFIC COLLEGE FACILITIES DESIGNED FOR PUBLIC USE**

UA Cossatot has developed three facilities to provide unique spaces for public use and to serve the needs of the college for large group convocations. These facilities are: *The Barbara Horn Civic Center* inside the campus in Ashdown, Arkansas, and both the *Cossatot Amphitheater* and *Cossatot Concession Center* located on the campus grounds in De Queen, Arkansas. All are owned by UA Cossatot and maintained at the expense of the College. No funds are provided by state or local governments to operate these facilities. Therefore, the following procedures must be followed to maintain order, preserve the facilities for future use, and serve those activities that are designed to enhance the quality of life in southwest Arkansas.

*Contract for use of the Facility by a non-college group or organization:*

1. A written agreement shall be signed by the organization and the college specifying a contractual arrangement and the conditions thereof. The contractual agreement will include the elements of this procedure and any other conditions deemed appropriate for a particular use of the facility.
2. Groups or organizations hosting an event that may have more than 500 persons in attendance must provide “certified security personnel” at the event at its expense. Certified Security will be trained in crowd control, medical, and event security. There must be one “certified” security person for each 100 persons in attendance. The event organizers may use parking attendants that are not certified security to assist in traffic control. The event organizers must provide clearly marked patches, arm, bands, or uniforms to designate parking personnel. Certified security should also be in distinctive uniform.
3. The college will provide clearly marked signs for all visitors to see indicating the College is not responsible for harm or damage to any person or equipment used by the organizations while using the facility.
4. It is the responsibility of the organization to inspect the facility for appropriateness of use, and pre-existing damage with the Vice Chancellor of Facilities, Planning, and Grounds or his designee and note, in writing, any damage for which the organization cannot be held responsible.
5. Where applicable, the renting organization must provide proof of event insurance naming the College as the additional insured.

6. The renting organization agrees to indemnify the College in the event of loss, damage, or injury while using College facilities.

**FEE STRUCTURE FOR CIVIC CENTER, AMPHITHEATER AND CONCESSION CENTER**

The cost of the use of space for the Civic Center is different from the Amphitheater and Concession Center spaces because each space has different costs for utilities, upkeep, and security issues. No space owned or controlled by UA Cossatot may be used without a designated person or persons skilled in how the facility is to be used is present and in charge of the facility.

**CIVIC CENTER:**

The Barbara Horn Civic Center consists of three (3) rooms that can be rented individually or in any combination. Each room has a capacity of 100 people. The Civic Center also has a kitchen available to organizations at no cost when the University Extension Program is not using the space. Therefore, the Civic Center will be scheduled in a way to make this kitchen available if needed.

During normal College hours:

Non-profit or Partners of the College	No Charge
Non-profit with admission fee	\$15 per hour for the 1 <sup>st</sup> section; \$5 per hour per each additional section
For-profit or Private Parties	\$25 per hour for the 1 <sup>st</sup> section; \$5 per hour per each additional section

After hours (Friday after 4:30, Saturday, Sunday):

Non-profit or Partners of the College	The charges will be solely to cover the labor costs of the college.
Non-profit with admission fee	\$35 per hour for the 1 <sup>st</sup> section; \$5 per hour per each additional section
For-profit or Private Parties	\$50 per hour for the 1 <sup>st</sup> section; \$5 per hour per each additional section

Employee Use:

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.

**COSSATOT AMPHITHEATER:**

The amphitheater space is designed for large groups with the most of the activity outside the building which will require more clean up and care.

*\*This venue will be coordinated with the College and the City of De Queen Sportsplex Director.*

During normal College hours:

Non-Profit or Partners of the College	No Charge
Non-profit with admission fee	\$15 per hour
For Profit or Private Parties	\$100 per hour including preparation time

After hours (Friday after 4:30, Saturday, Sunday):

Non-Profit or Partners of the College*	The charges will be solely to cover the labor costs of the college.
Non-profit with admission fee	\$35 per hour
For Profit or Private Parties	\$200 per hour including preparation time

Employee Use:

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.

CONCESSION CENTER:

*\*This venue will be coordinated with the College and the City of De Queen Sportsplex Director.*

During normal College hours:

Not-for-Profit or Partners of the College	No Charge
Non-profit with admission fee	\$15 per hour
For Profit or Private Parties	\$25 per hour

After hours (Friday after 4:30, Saturday, Sunday):

Non-Profit or Partners of the College	The charges will be solely to cover the labor costs of the college.
Non-profit with admission fee	\$35 per hour
For Profit or Private Parties	\$50 per hour

Employee Use:

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.

AMPHITHEATER KITCHEN AND GREEN ROOM:

*\*This venue will be coordinated with the College and the City of De Queen Sportsplex Director.*

During normal College hours:

Not-for-Profit or Partners of the College	No Charge
Non-profit with admission fee	\$15 per hour
For Profit or Private Parties	\$25 per hour

After hours (Friday after 4:30, Saturday, Sunday):

Non-Profit or Partners of the College	The charges will be solely to cover the labor costs of the college.
Non-profit with admission fee	\$35 per hour
For Profit or Private Parties	\$50 per hour

Employee Use:

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.

The primary use of the Amphitheater Kitchen and Green Room is designated for college programs and community programs. When an outside group uses the facilities the following procedure shall be in force:

1. It is the responsibility of the organization using the Kitchen and Green Room to practice safe uses of the appliances and equipment. Children under the age of 15 shall be allowed in the Green Room with adult supervision only.
2. Safety instructions will be posted on all equipment. They must be followed.
3. There is to be no “horse play” in the Green Room.

**DISCLAIMER, HOLD HARMLESS AND CONTRACTUAL DOCUMENTS**

The College staff in charge of specific spaces will be required to have a signed disclaimer and hold harmless agreement for any space being used that belongs to the University of Arkansas System. If use of the facility requires deposits or payment of fees, a contractual agreement must be signed by both the College and the party renting the facility prior to using the space.