

Facility Use Regulations – UCA Student Center & Ida Waldran Auditorium

Additional regulations are found in UCA Board Policy number 400 (<http://www.uca.edu/board/400series/documents/400.pdf>).

I. PURPOSE

The University of Central Arkansas Student Center (host student activities therefore allowing Recognized Organizations (ROs) to host every event. Forms are available at www.uca.edu/studentcenter

_____ . Forms must be submitted to the SC Scheduling Office at least two weeks prior to the requested date. All required forms for a special event must be completed and submitted before a reservation can be confirmed.

2. An RSO may request space for regularly scheduled meetings (i.e. weekly, monthly, etc.) for the entire school year. However, except for events sponsored by the Student Activities Board, the Ballroom (room 205) may not be reserved as a regularly scheduled meeting place.

3. Scheduling "Holds":

A) Indefinite planning makes it necessary to place holds on requested areas until plans are completed.

B) "Holds" will be placed on requested areas for a maximum of 12 weeks. If a hold is placed on an area for more than 12 weeks, the SC Scheduling Office will release the hold from the area.

D) After two (2) weeks the SC Scheduling Office will release the "hold" from the requested area unless the scheduling party confirms the request. It is the responsibility of the scheduling party to contact the SC Scheduling Office for confirmation of the area and dates. The SC Scheduling Office will not notify the individual/organization that the hold has been lifted.

cancellation occurs before this specified time. Changes to a reservation must be submitted at least two (2) weeks prior to the event.

5. The reservation preferred will be assigned when available. However, the SC Scheduling Office reserves the right to determine the appropriate use of the space within the SC and has authority to adjust space assignments to accommodate as many users as possible. If it is determined an event scheduled for a space is not appropriate to the location or if scheduling conditions/staffing limitations deem it necessary, the event may be relocated or canceled at the discretion of the SC Scheduling Office, at which time the contact listed on the Facility Reservation Request Form will be notified.
6. Due to the high demand for SC space, events may be scheduled back-to-back if a room setup change is not required. If the scheduled event requires an

3. Estimated costs for space, equipment rental, and other costs associated with use of the SC can be provided by the SC Scheduling Office.
4. Groups/organizations must be completely finished with the room by the time indicated on the request form. All events should end at least 15 minutes prior to the SC closing time to allow participants time to exit the facility.
5. The individual representing the organization or group whose signature appears on the reservation form must be present for the entire event(s).
6. No academic classes, lectures, laboratories, tests or any type of class for credit shall be scheduled in the SC, except under extenuating circumstances.
7. The SC is not responsible for any articles lost in the building. Articles found in the building should be taken to the SC Information Desk or the SC Administrative Office (SC 206).
8. The President, Vice President for Student Services, Vice President for Finance & Administration, Dean of Students, SC Director, or other delegated University official(s) shall have free access at all times to all space occupied in the SC and Ida Waldran Auditorium.
9. All food service in the SC must be provided through the university contracted food service provider. Food service is defined as any type of meal

11. Exc

6. Fee Schedules:

ROOM	FEE SCHEDULE A	FEE SCHEDULE B
Conference Rooms	\$6/hr (2 hour minimum)	\$12/hr (2 hour minimum)
Meeting Rooms	\$12.50/hr (2 hour minimum)	\$25/hr (2 hour minimum)
Ballroom	\$35/hr (2 hour minimum)	\$70/hr (2 hour minimum)
Amphitheater/Block/Street	\$10/hr (2 hour minimum)	\$20/hr (2 hour minimum)
Ida Waldran Auditorium	\$37.50/hr (2 hour minimum)	\$75/hr (2 hour minimum)

SC & Ida Facilities Use 6-1-2014