



CHARLES O. ROSS CENTER USAGE POLICY

ALCOHOL: Renter wishing to serve alcohol at the Charles O. Ross Center ("facility") will be responsible to obtain a temporary liquor license unless the event is a closed function by invitation only. Renter will agree to abide by all city and state laws regarding alcohol. No alcohol will be allowed outside facility.

AUDIO/VIDEO EQUIPMENT: SAUT will provide a podium with microphone, stage, sound system, and screen.

CANCELLATION & REFUND: The damage deposit and rental fee are non-transferable and will be forfeited if a two week notice of cancellation is not given.

CONDITIONS: The following applies to all reservation requests, including those requested by or for individual faculty, staff, students, registered student organizations, community groups, and all outside entities:

- Southern Arkansas University Tech ("SAUT") reserves the right to cancel an event at any time should it conflict with any SAUT need, academic endeavor or activity.
- SAUT does not grant rental rights for educational activities that may be in direct competition with SAUT's current or potential offerings.
- Facility security will be under the control of SAUT and rental activities will be open to inspection by SAUT officials at all times.
- Facility is scheduled on a first come, first served basis.
- Any group or individual that causes damage to SAUT property must pay any charges necessary to return property to its original state. SAUT employees, students or organizations may be subject to disciplinary action.
- Use of facility must be made in full compliance with existing local, state, and federal laws.
- Renter or renter's authorized agent signing the facility use contract will be held responsible for all fees, damages, and all costs associated with reservation.
- Renter agrees to indemnify SAUT and hold SAUT harmless for any accident, personal injury or personal theft caused as a result of negligence or misconduct during, or associated with, reservation.
- Renter is prohibited from using the names "Southern Arkansas University Tech", "SAU Tech" or "SAUT" in any publicity, advertisement or material to imply sponsorship or endorsement. The only permitted use is to indicate location and should read as follows: Location – Southern Arkansas University Tech or Location – SAU Tech or Location – SAUT.
- Renter agrees to observe and enforce the no-smoking or use of tobacco products policy on SAUT property.
- No weapons are allowed on SAUT property except for SAUT Campus Police or other certified law enforcement officers.
- Renter and event attendees will adhere to all parking signs.
- Under no circumstances will the stated capacity of facility be exceeded.
- Reservation must be made by an adult (21 years of age or older) representative of the group that will be using facility.
- Failure to abide by SAUT facility usage policies and rules of conduct may result in the cancellation or refusal of future reservations.

DAMAGE DEPOSIT: A damage deposit will be required to confirm reservation. Damage deposit will be paid when reservation is booked by SAUT. Damage deposit will be returned when an inspection determines that all furniture, equipment, and facility are in satisfactory condition, and it is determined that renter adhered to all facility policies. Failure to follow facility policies will result in partial or full loss of damage deposit. Renter will forfeit all or part of damage deposit if there is evidence of tables and/or chairs being dragged across the floor; there is evidence of tobacco or illegal drug use; there is evidence of damage to furniture, facility and/or equipment; any exterior door is left unlocked; and excessive amount of cleanup is required by SAUT.

DAYS & HOURS AVAILABLE: Facility is available to renter Monday through Thursday 8:00 am to 10:00 pm and Friday through Sunday 8:00 am to 12:00 am (midnight). These hours include setup and cleanup by renter. Facility will not be available when SAUT's campus is closed. SAUT will also block the use of facility for required maintenance.

DECORATIONS: Renter is responsible for removal and disposal of all decorations immediately following event. Please note the following:

- Fresh flowers or similar centerpieces are welcome.
- Open flames, pyrotechnics, and fog/smoke machines are prohibited.
- Decorations may not be suspended from ceilings, light fixtures, windows or door frames.
- Nothing can be affixed to walls, windows, tables, floors or equipment.
- Signs and/or banners must be free standing or attached to an easel.
- Use of glitter, sequins or confetti is prohibited.
- Animals are prohibited with the exception of service animals according to the Americans with Disabilities Act and Law Enforcement standards.
- Motor vehicles are not allowed inside SAUT facilities unless approval is given by the Director of Physical Plant prior to event.
- Rearrangement of furniture is prohibited.
- Alteration or physical modification of SAUT property is prohibited.
- Dragging tables and chairs across floor is prohibited.
- Renter is responsible for **ALL** facility cleanup.
- Renter will remove all decorations, food, empty bottles and cans, trash, etc.; sweep and pick up food particles dropped on the floor throughout the facility; wet mop any food and/or drink spills on the floor throughout the facility; clean all counters; clean interior and exterior of all equipment; wipe all tables clean; check all rooms to see that all dishes, decorations, debris and trash have been removed – this includes RESTROOMS; remove all trash from facility – place trash in the trash dumpster located on the west side of facility; and secure all exterior doors before leaving facility.



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EMERGENCY CALL-OUT: SAUT personnel are on call after regular business hours should renter face an emergency which may cause damage to facility i.e. electrical outages, broken water lines, plumbing, heat and air, etc. Renter will not be charged a call-out fee if SAUT deems the call-out to be an emergency and no fault of renter; however, renter will be charged a call-out fee should the call-out be deemed a non-emergency and intentionally caused by renter, i.e. activating smoke alarms due to use of fog machine and/or guests smoking, overflow of toilets due to excessive tissue and/or towels, etc. Non-emergency call-out fee is \$100.00 per hour, one-hour minimum. Should renter face an emergency after regular business hours, renter will call the Institutional Services Supervisor at 870.231.6222 or 870.833.3386 or the Physical Plant Director at 870.837.2829 or 870.833.2682.

FACILITY CONTACTS: Should renter have questions relating to facility during regular business hours, renter will contact SAUT Facilities Scheduling Coordinator by calling 1.870.574.4596. Regular business hours are Monday through Thursday 8:00 am to 5:00 pm and Friday 8:00 am to 11:30 am. Summer business hours are Monday through Thursday 7:00 am to 5:30 pm and closed on Friday. Should renter have questions after regular business hours, renter will contact the Institutional Services Supervisor at 870.231.6222 or 870.833.3386 or the Physical Plant Director at 870.837.2829 or 870.833.2682.

INCLEMENT WEATHER: Should inclement weather make it necessary to close SAUT's campus, all SAUT facilities, including Charles O. Ross Center, will be closed. Radio stations KAMD FM 97.1, KCXY-Y95 FM 95.3, and KMGC FM 104.5 will be notified, and KATV Channel 7 will be notified when possible. Every effort will be made to notify stations by 7:00 am. Cancellations concerning evening events will be announced as soon as a decision is made. Renter may also call 870.574.4500 to know the status of SAUT facilities. Efforts are also made to post campus closings on SAUT's website.

INSURANCE: If warranted by the nature of event, SAUT may require renter to obtain appropriate insurance coverage and/or to indemnify SAUT, its officials, and employees for any claims pertaining to the use of facility. Renter may be required to obtain insurance with bodily injury coverage of at least \$1,000,000 per occurrence, aggregate of at least \$3,000,000 for event. Renter will be required to provide a certificate of insurance issued by companies authorized to do business in the state of Arkansas and SAUT will be named as an additional insured on the policy. The policy will cover personal injury from all causes.

KEY: Renter will be responsible for picking up the key to facility on the business day before scheduled event unless otherwise instructed by SAUT. Renter will collect key from SAUT Facilities Scheduling Coordinator, Room 132, Administration Building, SAU Tech campus. Renter will acknowledge receipt of key and will accept full responsibility for it. Renter will pay a late key pick-up fee when renter does not pick up key during regular business hours. Late key pick-up fee will be \$25.00 per hour, one-hour minimum. Renter will accept responsibility to return key to SAUT Facilities Scheduling Coordinator on the first business day following event. A late key return fee will be deducted from renter's damage deposit for each day key is not returned to SAUT. Late key return fee will be \$25.00 per day. Renter will pay a \$200.00 lost key fee if renter loses key.

PAYMENT OF FEES: Payment of all fees will be made prior to scheduled event. Damage deposit will be paid when the reservation is requested to confirm and hold the date. The rental fee will be paid two weeks prior to event. Checks will be made payable to SAUT and mailed (or delivered) to SAUT Business Office, Post Office Box 3499, Camden, Arkansas 71711-1599.

RESERVATIONS: Reservations for facility can be made by calling SAUT Facilities Scheduling Coordinator at 1.870.574.4596. SAUT will book reservations one year in advance. All reservations require a minimum two week notice to use facility. Renter must complete a signed facility use contract with SAUT two weeks prior to event.

FACILITY TOUR: Should renter desire to tour the facility, renter will contact SAUT Physical Plant at 870.574.4516 during regular business hours.

ROOM SET-UP: Renter is required to provide SAUT with desired room configuration. Room configuration will be provided by renter two weeks prior to event. If reservation is made within two weeks of event, configuration will be provided at time of reservation. If renter has a change in attendance or configuration SAUT must be notified one week prior to event to avoid a change-in-reservation late fee. Change-in-reservation late fee will be \$100.00 per change and will be due at time change is requested.

EARLY SET-UP: Renter may obtain access to the facility the day before the event for an additional fee in the amount of \$150.00, provided the facility is available.

CATERING: External renters may use the caterer of their choice with no additional fee. If renter would like to use SAU Tech's dining service, contact the vendor at 870.574.4456. Internal renters should refer to SAU Tech's internal rental policy.

SECURITY: SAUT reserves the right to require and approve security at selected events. SAUT requires the use of official law enforcement officials for these purposes. Renter will work directly with local law enforcement to coordinate an officer for all hours event is taking place on SAUT property and all fees will be renter's expense. Renter will be required to provide proof that an officer has been scheduled two weeks prior to event or reservation will be cancelled.



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<u>FACILITY RENTAL FEES</u>	<u>Rental Fee (Full Day)</u>	<u>Damage Deposit (with Alcohol)</u>	<u>Damage Deposit (without Alcohol)</u>
Banquet Room – For Profit Organization	\$500.00	\$350.00	\$250.00
Banquet Room – Non-Profit Organization	\$250.00	\$225.00	\$125.00
Banquet Room – SAUT Supporting Partner	\$250.00	\$225.00	\$125.00
Banquet Room – Government Agency	\$250.00	\$225.00	\$125.00
		<u>Rental Fee (Per Hour)*</u>	<u>Rental Fee (Full Day)</u>
Classroom – For Profit Organization		\$50.00	\$200.00
Classroom – Non-Profit Organization		\$25.00	\$100.00
Classroom – SAUT Supporting Partner		\$25.00	\$100.00
Classroom – Government Agency		\$25.00	\$100.00

*Two-Hour Minimum

For-Profit Organization = Any particular organization or person that does not fall under one of the other categories.

Non-Profit Organization = Recognized as a 501(c) tax exempt organization; renter must provide 501(c) status documentation

SAUT Supporting Partner = Having donated \$5,000 or more to SAUT or SAUT Foundation during the previous or current fiscal year

Government Agency = A federal, state or local administrative unit of government that is responsible for the oversight and management of specific functions which are executive in character.

SEATING CAPACITY

Banquet Room – Auditorium Chairs Only	500
Banquet Room – Banquet Oblong Tables, 8 Chairs/Table.....	384
Banquet Room – Classroom Oblong Tables, 4 Chairs/Table.....	192
Banquet Room – Reception Round Tables, 6 Chairs/Table.....	320
Classroom 103 – Classroom	24
Classroom 103 – Hollow Square.....	24
Classroom 103 – U-Shape	20
Classroom 108 – Classroom.....	36
Classroom 108 – Hollow Square.....	40
Classroom 108 – U-Shape	32
Classroom 109 – Classroom.....	12
Classroom 109 – Hollow Square.....	12
Classroom 109 – U-Shape	12