



## ON-CAMPUS FACILITY USAGE POLICY

**AUDIO/VIDEO EQUIPMENT:** Renter may use SAUT audio/video equipment located in reserved auditorium/classroom/lab without additional charge; however, should renter need the assistance of SAUT Information Technology Services, renter will be charged a technical support fee of \$55.00 per hour, two hour minimum.

**CANCELLATION & REFUND:** The rental fee is 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.
- 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 is prohibited from possessing, consuming or serving alcoholic beverages on SAUT property.
- 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 will not have exclusive use of parking facilities. If renter holds event during peak times that students are on campus, renter may not have adequate parking.
- No facility keys will be provided to renter; SAUT Campus Police will be responsible for opening and closing facility including reserved auditorium/classroom/lab.
- 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.

**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.
- Rearrangement of furniture is prohibited.
- Alteration or physical modification of SAUT property is prohibited.
- Dragging tables and chairs across floor is prohibited.

**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 contact SAUT Campus Police by calling 870.818.6353 or 870.574.4517.

**FACILITY CONTACTS:** Should renter have questions relating to facility during regular business hours, renter will contact SAUT Facilities Scheduling Coordinator by calling 870.574.4564. Regular business hours are Monday through Thursday 7:00 am to 4:30 pm and Friday 7:00 am to 11:00 am. Summer business hours are Monday through Thursday 6:30 am to 5:00 pm and closed on Friday. Should renter have questions after regular business hours, renter will contact SAUT Campus Police by calling 870.818.6353 or 870.574.4517.



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**INCLEMENT WEATHER:** Should inclement weather make it necessary to close SAUT's campus, all SAUT facilities, including SAUT Student Center, will be closed. Radio stations KAMD FM 97.1, KCXY-Y95 FM 95.3, and KMGK 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.

**PAYMENT OF FEES:** Payment of rental fee will be made two weeks prior to scheduled 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 870.574.4564. SAUT will book reservations one year in advance. All reservations require a minimum two week notice to use facility.

**FACILITY TOUR:** Should renter desire to tour the room(s), renter will contact SAUT Physical Plant at 870.574.4516.

**ROOM SET-UP:** SAUT will provide all tables and chairs. SAUT will setup and teardown each event. Custodial service is included in rental fee.

**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.

<b>FACILITY RENTAL FEES</b>	<b>Rental Fee (Per Hour – Up to 4 Hours)</b>	<b>Rental Fee (Full Day – More than 4 Hours)</b>
Auditorium (TE-100) – For Profit Organization	\$50.00	\$200.00
Auditorium (TE-100) – Non-Profit Organization	\$25.00	\$100.00
Auditorium (TE-100) – SAUT Supporting Partner	\$25.00	\$100.00
Auditorium (TE-100) – Government Agency	\$25.00	\$100.00
Auditorium (TE-113 or TE-114) – For Profit Organization	\$25.00	\$100.00
Auditorium (TE-113 or TE-114) – Non-Profit Organization	\$15.00	\$60.00
Auditorium (TE-113 or TE-114) – SAUT Supporting Partner	\$15.00	\$60.00
Auditorium (TE-113 or TE-114) – Government Agency	\$15.00	\$60.00
Classroom/Lab – For Profit Organization	\$25.00	\$100.00
Classroom/Lab – Non-Profit Organization	\$15.00	\$60.00
Classroom/Lab – SAUT Supporting Partner	\$15.00	\$60.00
Classroom/Lab – Government Agency	\$15.00	\$60.00
Student Center Public Eating Area – For Profit Organization	\$25.00	\$100.00
Student Center Public Eating Area – Non-Profit Organization	\$15.00	\$60.00
Student Center Public Eating Area – SAUT Supporting Partner	\$15.00	\$60.00
Student Center Public Eating Area – Government Agency	\$15.00	\$60.00

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.