## **UACCM logo and contact information: 1537 University Boulevard, Morrilton, AR 72110. 1-800-264-1094. 501-977-2000. www.uaccm.edu**

## **UNIVERSITY OF ARKANSAS COMMUNITY COLLEGE AT MORRILTON**

## **FACILITY USAGE/RENTAL GUIDELINES**

Usage of the Facility should be consistent with, and serve the mission, vision and/or purpose of the UACCM. In consideration of the mutual promises herein contained, the parties agree to the following provisions:

1. Rental hours are for 8:00 AM to 4:30 PM, Monday through Friday. If your group requires a rental before/after these hours, a fee of $25 per hour will be charged for additional staff.
2. Daily sign-in sheets of everyone in attendance may be required for some events. Sign-in sheets can be provided as needed.
3. Computer Usage/Access:
4. The User may not move the computer(s), podium or adjust the projector settings in any room without prior approval from the appropriate UACCM official.
5. The User may not connect any computer to the College’s equipment other than through WiFi.
6. If the User requires PowerPoint or computer access other than through WiFi, a written computer access request must be made within one week of the usage date.
7. The User assumes liability and responsibility for the space used:
	1. If the User moves any tables, chairs, or other furniture or equipment, the user will be responsible for returning all items to their original location.
	2. The User accepts all responsibility to reasonably return the facility to its original condition prior to the event. This includes removing items used from tables and picking up and placing all trash into provided receptacles.
	3. The User accepts the Facility in an “As Is” condition without any obligation by the College to alter or make changes to any of its physical facilities.
	4. The User has the right to visually inspect the Facility with a representative of the College prior to, during and/or after the event covered under the terms of this Agreement.
8. No alcoholic beverages are permitted on Facility property.
9. No tobacco products may be used on Facility property.
10. Parking/Parking Permits

All persons parking vehicles on the UACCM campus must register their vehicle, and must properly display their visitor parking permit when parking on campus. This permit must be displayed on the dash of the vehicle and visible for Campus Police to identify the visitor permit. Weekend and after hours events may not require parking permits.

1. Parking Regulations
	1. Vehicles must be parked within the boundaries of a single marked parking space.
	2. No parking is permitted on the lawn, sidewalks, driveways, loading zones, or areas which are not marked for parking.
	3. Double parking and parking on the wrong side of the street are violations at all times.
	4. If a vehicle is improperly parked, attended or unattended, the driver is in violation.
	5. Without a proper permit, parking in a handicapped space or other marked, reserved parking space is a violation.
	6. Vehicles in violation of parking regulations are subject to being towed at the owner’s expense.
	7. All vehicles belonging to faculty, staff, and students parking on the UACCM campus must be registered with the Department of Public Safety.
	8. All vehicles must be operated in a safe manner at all times.
	9. The College assumes no responsibility for private vehicles or contents left in vehicles.
2. The rental group will be responsible for all persons in the group or organization.
3. Rental of a computer lab does not include assistance from an IT staff member on the day of the event. If renting a lab, please schedule a time during normal business hours for IT assistance if needed.
4. Rental fees:
	1. Deposits/Rental Fees vary based on rooms and are listed on the attached Facility Information Document.
	2. Invoices for deposits and rental charges will be mailed/emailed.
	3. Payments may be made by cash, check, or credit card.
	4. Deposits equal to one-half the cost of the facility rental of Tyson Training Hall, Fine Arts Auditorium, and Academic Computer Labs are due two weeks in advance of scheduled event. Cancellations received one week or greater in advance of event will be assessed a 50% of deposit cancellation fee. Cancellations received within one week of event will forfeit the full 100% deposit paid for event (In the event charged deposit has not been paid, there will be no expectation that event will take place).