

UALR Non-Academic Use of Academic Facilities Reservation Form

Instructions	<ol style="list-style-type: none"> 1. Meet with a Records & Registration representative to find an available room. (A hold may be placed on a room for five days.) Ask the representative to initial and date the Room Request section in order to confirm the room's availability. 2. Obtain signature of faculty/staff sponsor. Only UALR advisors are allowed to reserve rooms for student groups. 3. Obtain approval from academic unit with priority use of room. 4. Obtain approval from priority use Dean's office. 5. Return form to Records & Registration for signature and final booking. 6. Notify Public Safety Office of meeting time and location.
Contact Info.	Name of Organization: _____ Event Name: _____ UALR Faculty/Staff Sponsor: _____ Sponsor Department: _____ Sponsor Email: _____ Sponsor Phone: _____
Room Request	Facility Requested Building: _____ Room Number: _____ Event Date: _____ Start Time: _____ End Time: _____ (Please allow time for setup & cleaning.) Estimated Number of Attendees: _____ Do you plan to use multimedia/technology? <input type="checkbox"/> Yes <input type="checkbox"/> No Have you been trained to use the multimedia/technology? <input type="checkbox"/> Yes <input type="checkbox"/> No Records & Registration must confirm room availability before circulation for signatures: _____ (initial & date)
Keypad Locks	Is there a keypad lock on the door? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, who is the contact person? _____ (Information about some classrooms with keypad locks can be found at http://www.ualr.edu/provost/classrooms.)
Comments	_____ _____ _____
Signatures	Signature indicates approval. UALR Sponsor: _____ Date: _____ Signature indicates approval and acceptance of responsibility for assuring use conforms to applicable university policy. Academic Unit with Priority: _____ Date: _____ Priority Use Dean's Office: _____ Date: _____ Records and Registration: _____ Date: _____

Read and sign the Facilities Use Rules and Regulations section on the back.

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Facilities Use Rules and Regulations

1. All areas must be cleaned after use.
2. At no time, for any reason, shall any university property be moved or removed from the room.
3. Projectors, screens, microphones, cords, amplification equipment, and other audio visual aids may be obtained, if available, from UALR Multimedia Information Technology (MIT) by calling 569-3264. Users are responsible for letting MIT into the room to setup *and* remove equipment. Users are also responsible for payment to a technician if one is required.
4. At the end of the event, all equipment (projectors, A/V systems, monitors, DVD/VCR player, document camera) and lights must be turned off. All doors must be locked when leaving the room.
5. If the space that you reserved is locked, or the temperature needs adjusting, please call Public Safety at 569-3400.
Please have your reservation form copy available at all times while using facilities.
6. To cancel reservation(s), it is very important to advise the Records & Registration office a minimum of one week in advance.
7. UALR is not responsible for damage to or loss of any merchandise, equipment, or articles left on UALR premises prior to, during, or following an event. UALR is not responsible for any action or inaction by representatives of the catering firm which results in injury or loss to any participant at any event. As the reserving party, you are responsible for all damage to the UALR premises and to any equipment and you assume full liability and full financial responsibility for the acts and/or omissions of your guests, employees, contractors, and other persons on UALR premises for your event.

Special Rules for Tech-Enhanced Rooms

1. If the space you reserved is secured by a keypad lock, it is your responsibility to contact the office responsible for that classroom at least three business days before the event to arrange access. Keycodes are created for UALR employees only.
2. No food or drink, including catering, is allowed in tech-enhanced classrooms.
3. Events must have a sponsor who is a UALR employee. **This sponsor must attend all events in their entirety.** The sponsor is personally responsible for overseeing the set-up of the room as well as the restoration of the room to its original condition. Failure of the sponsor to appear could lead to cancellation and/or forfeiture of access to UALR instructional facilities for future events.
4. Only UALR advisors are allowed to book facilities for student groups.
5. It is the responsibility of reserving party to learn to operate any multimedia or technology provided in the classrooms **before** (a minimum of three business days) an event. Arrangements can be made by calling 569-3264 between the hours of 8:00 a.m. and 6:00 p.m., Monday through Friday. No assistance will be available after 6:00 p.m. or on weekends.

I HAVE READ AND AGREE TO COMPLY WITH THE ABOVE LISTED RULES AND REGULATIONS.

UALR Sponsor

Date

Signature indicates approval and acceptance of responsibility for assuring use conforms to applicable university policy.