

**FACILITY RESERVATION PROCEDURE**

**RESERVATION REGULATIONS**

1. UA Cossatot makes its facilities available for use by students, faculty, staff, alumni, individuals, and community groups whose purpose is to promote the educational process or contribute to the social, cultural, or recreational life of the community. All facilities are owned by UA Cossatot and maintained at the expense of the College. Priority is given to College-related classes, events, and meetings. Reservation requests/inquiries may be made by contacting the UA Cossatot Facility Reservations Office:

UA Cossatot  
ATTN: Facility Reservations  
1411 N. Constitution Ave.  
Ashdown, Arkansas 71822  
Telephone/Fax: (870) 584-1462  
Email: reservations@ccua.edu

The College offers for reservation specific facilities on each of its academic campuses during the following timeframes:

Normal business hours:

Monday-Thursday 8:30 a.m. to 6:00 p.m.

Friday 8:30 a.m. to 3:00 p.m.

*\*\*Normal business hours apply only when classes are in session during a regular fall, spring, or summer semester, as defined by the College's academic calendar.*

After hours:

Monday-Thursday—6:00 p.m. to midnight

Friday—3:00 p.m. to midnight

Saturday—8:30 a.m. to midnight

College facilities are not available for rent between the hours of midnight and 8:30 A.M. or on holidays for which the College closes. If a qualified entity desires to use College facilities on Saturdays, they may do so, subject to the Chancellor's approval and providing they agree to pay the applicable deposit and rental fees. Events must end in time for all cleaning and exit tasks to be completed by renters and staff such that the facility is vacated by midnight.

2. Requests must be made at least 30 days prior to the event. Facility assignments will be made based on availability at the time of request and granted on a "first-come, first-served basis" upon receipt of a completed request form. A signed rental agreement and all applicable rental fees, including the refundable \$100 deposit, are due no later than 20 days prior to the event in order to confirm the reservation. Failure to do so will result in the cancellation of the event, and the facility will be made available for other events. The deposit refund will be processed after the event is concluded based upon satisfactory inspection of the facility by College personnel and provided the renter abides by all applicable portions of this procedure.
3. The rental fee and deposit will be refunded if the reservation is cancelled at least 10 days prior to the event or in the case of unforeseen facility closure. No refund of rental fee or deposit will be issued for cancellations within 10 days of the event, nor will rainchecks be issued for lack of attendance or inclement weather. *Rental fees are calculated based on the time renters anticipate arriving to setup for the event through the time the renters anticipate*

*vacating the facility. If the facility is not vacated by the time listed on the rental agreement, the renter will forfeit the deposit.*

4. It is the responsibility of the renter to remove all decorations, trash, food, and any/all other material from all areas upon the conclusion of the event. All debris must be disposed of according to the directions of the facility monitor before the facility is vacated.
5. The use of glue, permanent adhesive, nails, wood, staples, command strips, and/or tacks by renters is expressly prohibited in College facilities. Only non-staining/non-marring masking tape, scotch tape, and reusable adhesive (i.e., sticky tack) is permitted for hanging decorations. All decorations, along with substances used to hang or place them on any surface must be removed immediately after the event. The College is not responsible for any items left in the facility.
6. Partners of the College are defined as industry and public service groups that have demonstrated a long-term commitment of resources to the College and are not subject to the \$100 deposit fee. Determination of status is the sole discretion of the Chancellor.
7. Employees are not subject to applicable rental fees when reserving a facility for personal, non-profit/private party use provided they agree to serve as the facility monitor after normal college hours. The standard fee structure applies to all other rentals. Employee rentals are subject to the \$100 deposit fee and the \$50 civic center kitchen use fee.
8. All requests for an organization to host training on campus will be sent to the Director of Public Services and Workforce Development for processing.
9. A renter expecting at least 300 attendees must provide certified security personnel at the event, at the expense of the renter. There must be one certified security person for every 100 people expected in attendance.
  - a. The facility monitor provided by the College is not permitted to serve as security personnel.
  - b. Certified Security must be trained in crowd control, emergency first aid, and event security.
  - c. Security must wear a distinctive uniform identifying them as event security.
  - d. In addition to security personnel, it is suggested that the renter have parking attendants for events at the amphitheater to assist in traffic control. Parking attendants should wear clearly marked patches, arm bands, or uniforms.
10. "UA Cossatot" is to be referenced as the location of an event when advertising to the public. There shall be no implied endorsement of the event by the College unless the College has entered into a sponsorship agreement with the renter.
11. In accordance with state law, UA Cossatot prohibits the use and sale of alcohol, drugs, and tobacco (including all forms of smoked tobacco, smokeless tobacco, electronic cigarettes, and vaping devices) on and inside College property.
12. Facility reservations are automatically canceled when the College closes due to inclement weather or emergency situations.

13. No space owned or controlled by UA Cossatot may be used without the presence of a UA Cossatot staff member(s) acting as a facility monitor.
14. Renters must remain present for the duration of the event, and at no time should children/minors be left unattended.
15. Renters shall not use College facilities for any activity inconsistent with its constructed or intended purpose.
16. A written agreement shall be signed by the organization and the college specifying a contractual arrangement and the conditions thereof. The contractual agreement will include the elements of this procedure and any other conditions deemed appropriate for a particular use of the facility.
17. It is the responsibility of the organization to inspect the facility for appropriateness of use, and pre-existing damage with the Vice Chancellor of Facilities or their designee and note, in writing, any damage for which the organization cannot be held responsible.
18. All renters will receive a copy of this procedure and shall ensure all attendees abide by all applicable regulations contained in this procedure.

#### GENERAL DISCLAIMER OF USE

UA Cossatot facilities are not to be used to facilitate or promote political activities in support of a specific political action, person, or issue; promote a particular religion or philosophy of life; or promote the degradation of any group of persons. However, elected officials are welcome to use College facilities for the purpose of fulfilling their public duties, including public meetings. UA Cossatot facilities are considered state buildings and fall under the purview of state statutes governing their use and treatment.

UA Cossatot does not practice or in any way support the practice of discrimination against a person or group of persons based on race, religion, gender, sexual orientation, age, or disability and does not allow its facilities to be used to support such discrimination.

***The College reserves the right to accept or determine non-profit status and to decline any reservation request. This procedure does not apply to College-sponsored activities.***

#### SPECIAL FACILITIES FOR PUBLIC USE

##### BARBARA HORN CIVIC CENTER:

The Barbara Horn Civic Center consists of three (3) rooms, which can be rented individually or in any combination. Each room has a capacity of 100 people. If using all three rooms, total capacity is not to exceed 350. The Civic Center also has a commercial kitchen available to use in conjunction with events for an additional \$50 fee, which covers the cost of required, specialized cleaning after the event. Partners of the College are not subject to the kitchen use fee. *Rental fees are calculated based on the time renters anticipate arriving to setup for the event through the time the renters anticipate vacating the facility. If the facility is not vacated by the time listed on the rental agreement, the renter will forfeit the deposit.*

**BANK OF LOCKESBURG GYMNASIUM:**

This historic gym in Lockesburg, AR, constructed in 1953, has a basketball court, stage, green room at stage-right, and classroom at stage-left. Maximum capacity of the gymnasium is 750 guests, with a maximum of 400 guests in the bleachers and 300 on the court. Private restrooms are available under the bleachers and in the green room at stage-right.

The gym has a separate, rentable conference space downstairs at the rear of the building. The conference room includes a refrigerator and sink, as well as counter space on which to stage pre-prepared food. Use of the conference room is included with the rental of the gym space. There are no restroom facilities in the conference room. Maximum capacity of the conference room is 60 guests.

*\*\*The gymnasium has been designated as a historic building by the U.S. Department of the Interior. In order to preserve the historic look and integrity of the gymnasium, placement of signs, banners, artwork, advertisements, etc... on any wall by renters or patrons is strictly prohibited.\*\**

*Rental fees are calculated based on the time renters anticipate arriving to setup for the event through the time the renters anticipate vacating the facility. If the facility is not vacated by the time listed on the rental agreement, the renter will forfeit the deposit.*

**COSSATOT AMPHITHEATER, GREEN ROOM, AND CONCESSION CENTER:**

The UA Cossatot Amphitheater has a 2,730 square foot stage and lawn seating for 3,000 guests. Climate-controlled, backstage amenities include a 520 square foot Green Room with a kitchen and two dressing rooms with restrooms and shower. Access to two large, climate-controlled guest restrooms and an outdoor, handicapped viewing area, located at the top of the seating bowl opposite the stage, is also included with amphitheater rentals. This venue will be coordinated with the College and the City of De Queen Sportsplex Director.

The Concession Center, located at the top of the seating bowl opposite the stage, has a 702 square foot, full-service, climate-controlled kitchen featuring four serving windows. Access to the covered patio adjoining the serving windows and two large, climate-controlled guest restrooms is also provided with Concession Center rentals. This venue will be coordinated with the College and the City of De Queen Sportsplex Director.

*Rental fees are calculated based on the time renters anticipate arriving to setup for the event through the time the renters anticipate vacating the facility. If the facility is not vacated by the time listed on the rental agreement, the renter will forfeit the deposit.*

UA-COSSATOT FACILITY RENTAL FEES	<b>Normal Business Hours:</b>					<b>After Hours:</b>				
	*Partners of the College & Employees	Non-profit Organization (Non-revenue)	Non-profit w/ admission fee or Fundraiser	For-profit Group/Business & Private Parties		*Partners of the College	**Employees	Non-profit Organization (Non-revenue)	Non-profit w/ admission fee or Fundraiser	For-profit Group/Business & Private Parties
<b>Sevier County:</b>										
Adams Building or Weyerhaeuser Room	No Charge	No Charge	\$25/hr	\$35/hr		\$30/hr	No Charge	\$40/hr	\$50/hr	\$60/hr
Amphitheater	No Charge	No Charge	\$35/hr	\$100/hr		\$40/hr	No Charge	\$50/hr	\$75/hr	\$150/hr
Amphitheater Green Room	No Charge	No Charge	\$25/hr	\$35/hr		\$30/hr	No Charge	\$40/hr	\$50/hr	\$60/hr
Concession Center	No Charge	No Charge	\$25/hr	\$35/hr		\$30/hr	No Charge	\$40/hr	\$50/hr	\$60/hr
Bank of Lockesburg Gymnasium	No Charge	\$25/hr	\$35/hr	\$100/hr		\$40/hr	No Charge	\$50/hr	\$75/hr	\$150/hr
Lockesburg Conference Room	No Charge	\$20/hr	\$25/hr	\$35/hr		\$30/hr	No Charge	\$40/hr	\$50/hr	\$60/hr
<b>Howard County:</b>										
Nashville Campus	No Charge	No Charge	\$25/hr	\$35/hr		\$30/hr	No Charge	\$40/hr	\$50/hr	\$60/hr
<b>Little River County:</b>										
Millwood Room	No Charge	No Charge	\$25/hr	\$35/hr		\$30/hr	No Charge	\$40/hr	\$50/hr	\$60/hr
Barbara Horn Civic Center (1st section)	No Charge	No Charge	\$25/hr	\$35/hr		\$30/hr	No Charge	\$40/hr	\$50/hr	\$60/hr
Barbara Horn Civic Center (each additional section)	No Charge	No Charge	\$10/hr	\$10/hr		No Charge	No Charge	\$10/hr	\$10/hr	\$10/hr
Barbara Horn Civic Center Kitchen	No Charge	\$50	\$50	\$50		No Charge	\$50	\$50	\$50	\$50

**PLEASE NOTE: \$100 refundable deposit applies to all reservations, except for Partners of the College. The deposit is refunded upon satisfactory inspection of the facility by College personnel.**

**\*Partners of the College are industries, businesses, and public service groups which the College recognizes as having demonstrated a long-term commitment of services and/or resources to the mission of UA Cossatot.**

**\*\*Employees are not charged a rental fee for private parties provided they agree to serve as the facility monitor. Employees are subject to the \$100 deposit fee and the \$50 Civic Center Kitchen fee.**

Procedure Updated:

06-13-2022	02-01-2017
06-03-2019	09-27-2013
08-27-2018	01-11-2011
10-09-2017	09-01-2001