

## General Policies for Facilities Use

*Internal and External (Non-University) constituent groups must adhere to all policies and procedures listed in ASU Mid-South's Facilities Use Manual.*

1. Facilities must be used for purposes that are consistent with the mission of ASU Mid-South. The right to make the determination in such matters is vested solely with the College.
2. Facilities are defined as land, open space areas, parking lots, buildings, arenas, athletic fields, and similar holdings of the College and under the jurisdiction of ASU Mid-South.
3. Facilities reservations will be reserved on a "first come, first served" basis unless a serious conflict involving a higher priority user arises. In such a case, a lower priority user may be required to change locations, times, or dates.

Priority in the assignment of facilities is as follows:

- a) Regular College use for the facility's designed or designated purpose.
  - b) College sponsored events.
  - c) Approved student organizations of the College.
  - d) Events sponsored by faculty and/or staff.
  - e) Government agencies or programs.
  - f) External constituent groups.
4. Events will be scheduled during regular college business hours (8AM-9PM Monday through Thursday; 8AM – 6PM Fridays). Friday events are only available during the fall and spring semesters, without special approval from the Chancellor. The scheduling of any campus activities may be prohibited during certain times of the semester, such as final exam weeks, commencement, etc.

Facilities are not available for weekend rental, on holidays, or during any other time when the college is closed. Any exception requires a minimum 30-days advance notice and written approval of the Chancellor.

Please note: external (non-University) constituents are required to provide for least one certified law enforcement officer to be on campus during any activity that occurs outside of the hours noted above. Some events will be required to provide more than one officer. Campus Safety will assign the officer(s), and security charges will be reflected on the final bill.

5. Special arrangements must be made to be able to decorate any rooms. Temporary freestanding signage may be used, however, nothing may be affixed to walls, ceilings, floors, doors, or furniture, either indoors or outdoors, without permission of the Director of Maintenance.

The following are specifically prohibited in college facilities:

- a) use of glue, tape, or adhesive on the walls, windows, ceilings, light fixtures, doorframes, or columns
  - b) use of hooks, tacks, nails, or screws
  - c) glitter
  - d) anything requiring an open flame
6. Re-arrangement or relocation of furniture may only be performed by the college's maintenance staff, with the approval of the Director of Maintenance.
  7. Intent to serve food and beverages at the event must be acknowledged on the facilities request form. Users who bring in catering or provide food and beverages during an event are fully responsible for all associated setup, service, and cleanup. This includes ensuring that all food waste, utensils, dishes, and trash are properly disposed of and that all tables, counters, and serving areas are wiped clean.

Please note: Alcoholic beverages are prohibited unless specifically authorized by the chancellor for special events only and confirmed by written agreement setting out the terms controlling the use of college property for the special event. This policy is adopted to comply with all current laws and regulations relating to the Federal Drug-Free Schools and Communities Act and the Drug-Free Workplace Act.

A listing of area caterers can be found in **Appendix C**.

8. All University property is tobacco free. Pursuant to Arkansas law, smoking or the use of an e-cigarette is prohibited on all ASU System property including buildings, grounds and vehicles.
9. In accordance with fire codes, published room or facility capacity may not be exceeded. The capacities and descriptions of rooms and facilities are listed in **Appendix A**.
10. On-campus parking is for the convenience of students at ASU Mid-South. For that reason, any requests for reserved parking must have the prior written approval of the Chancellor. Finally, Campus Safety has the sole authority to reserve parking spaces, contingent on Chancellor approval.

11. ASU Mid-South is not liable for personal injuries or for loss or damage to non-University property, materials, or equipment left in any of the buildings or in storage. The college reserves the right to require proof of insurance be provided by the rental party.
12. The contracting party is responsible for any and all damages incurred during the scheduled facility usage and for additional cleaning charges, when applicable. Charges for the full cost of repair or replacement will be made to the user for any damages to the furnishings, equipment, or facilities whether accidental or purposeful. Further, ASU Mid-South reserves the right to take legal action to collect any assessed damages and associated costs of collection.
13. It is the responsibility of the contracting party to maintain standards of conduct appropriate to a collegiate environment. ASU Mid-South reserves the right to deny, cancel, or close any activity that violates this section or that presents a possible danger to attendees or the facility.
14. Facilities use charges are payable to ASU Mid-South and are expected within thirty (30) business days of the scheduled event unless the event is cancelled at least 24 hours in advance. Please remit payment to:

**Arkansas State University Mid-South  
Accounts Receivable  
2000 W. Broadway  
West Memphis, AR 72301**

15. Failure to comply with any of the preceding policies may result in immediate termination of the use of the facilities and/or forfeiture of future facilities use privileges.