



Utilization of Facilities Policy Manual

Updated March 26, 2014

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Note: Coordinator of Campus Life is the person who determines the availability of the facility and signs the facility request.

University Committee on Facilities Policy

Chancellor's Charge to the Committee

The Facility Use Committee is to recommend policies defining use of University property and facilities; recommend priorities for use by non-University persons and/or groups; establish procedures and requirements for uses and recommend requirements and charges for these uses. Also the committee is to recommend campus improvements to enhance the environment and promote safety and security for all persons and to transmit these recommendations to the Chancellor.

The Committees Response

The Policy Manual for Utilization of Campus Facilities is the result of the Committee's work. The 2013 manual has been reviewed, revised and brought into compliance with current procedures.

Chad Gray, Director of Student Life, Committee Chair

Jerry Thompson, Director of Physical Plant

Mark Hastings, Maintenance Coordinator

Andy Isom, Coordinator of Campus Life

Sharon Van Horn, ASU-Heber Springs

Carroll Moody, ASU-Searcy

Richard Counts, Chair of Math and Science

Tracy Smith, Head Librarian

Teddy Davis, Chair of Education and Social Science

Dennis Humphrey, Chair of English and Fine Arts

Don Eller, Theatre/Technical Director

Philosophy Governing Utilization of Facilities

Arkansas State University-Beebe (ASU-Beebe) is a state supported institution of higher education, and its facilities are provided and designed to be used to further the University's mission. This policy manual is designed to provide direction for University personnel charged with the responsibility for scheduling ASU-Beebe facilities. The University reserves the right to revise, delete, or otherwise amend any portion or portions of this manual. ASU-Beebe is committed to equal opportunity in all of its programs and activities. The facilities of the University cannot be used in any way to discriminate on the basis of race, color, religion, sex, handicap, or national origin.

General Policies for Facilities Use

1. Facilities must be used for purposes that are consistent with the mission of Arkansas State University-Beebe (ASU-Beebe). The right to make the determination in such matters is vested solely in the University.
2. Facilities are defined as land, open space areas, parking lots, buildings, arenas, athletic fields, and similar holdings of the University and under the jurisdiction of the University officials of ASU-Beebe.
3. Priority in the assignment of facilities is as follows:
 - a. Regular University use of a facility for the purpose for which the facility is designed or designated
 - b. University sponsored classes or events
 - c. Approved student organizations of the University
 - d. Groups sponsored by the faculty and/or administration. Agencies and/or institutions' programs supported by the State of Arkansas
 - f. All other groups outside the University (see Policies and Procedures for non-University groups)
4. Facilities reservations shall be assigned on a "first come, first served" basis unless a serious conflict involving a higher priority user occurs. In such a case, a lower priority user may be required to change facilities, times, or dates.
5. ASU-Beebe will meet facilities requests by utilizing buildings that are already scheduled to be open and in use during the time period requested.
6. Events in non-academic facilities must be terminated by 11 p.m. Sunday through Thursday and 12 midnight Friday and Saturday. Academic facilities are not available after 10 p.m. on any evening. Exceptions for unusual circumstances must be requested in writing to the Coordinator of Campus Life and Chancellor's Cabinet. The Chancellor has final approval.
7. **ASU-Beebe is not liable for personal injuries or for loss or damage to non-University property. The University may reserve the right to require proof of insurance to be provided by the rental party. This may include but not limited to camps, dance troops, etc.**
8. ASU-Beebe reserves the right to close any production or activity that presents a possible danger to the audience or the facility.
9. It is the responsibility of the contracting party to maintain the University standard of conduct and dress appropriate to a University environment (see Student Conduct in Student Handbook). Failure to comply may result in immediate termination of the use of the facilities.

10. The contracting party is responsible for all damages to the facility incurred during the scheduled usage and for cleaning charges when applicable.
11. Nothing is to be affixed to walls, ceilings, floors, doors or furniture either indoors or outdoors without written permission of the building manager. The written permission should be submitted with the Facilities Request Form. (see section on Posting Policies)
12. Furniture arrangement or relocation will be performed under the direction of the physical plant and/or facility staff and with the expressed written consent of the building manager
13. The stated capacity of the facility may not be exceeded. The capacity of facilities and building descriptions are listed in Appendix B.
14. Serving of food and beverages must be acknowledged on the facilities request and approved by the Food Service Director. The guidelines set forth by the Food Service Committee concerning on-campus food service are listed in Appendix D.
15. All University property is tobacco-free. Tobacco use is not permitted on campus property at any time.
16. Fiscal obligation settlements to the University are payable to the Coordinator of Campus Life (or designee) and are expected the next business day of the scheduled usage of the facility. Fiscal obligation may be waived with the approval of the Coordinator of Campus Life.
17. The contracting party must provide at least one certified law enforcement officer for all concerts, dances, or related activities. Some events will be required to provide more than one officer. The Coordinator of Campus Life will include these charges on the final bill the contracting party will receive. The University Police will assign the officer(s).
18. Requests to reserve most campus facilities must be submitted a minimum of fifteen (15) working days prior to the date of intended usage. Special set-up or arrangements cannot be made in less time. Specific freedom of expression policies are listed in Appendix I.
19. The scheduling of any campus activities that would require a great deal of student involvement is prohibited during final exam week. The Vice Chancellor for Academic Affairs may grant special permission to schedule an event.
20. All activities except regularly scheduled classes must have an approved Facilities Request form to be listed on the University Calendar, to have the proper heating and cooling, to have the facility locked and unlocked, or to be publicized.

21. Meetings or events sponsored by student organizations that are open to the general public (non-ASU-Beebe students) and involve the use of university facilities must adhere to the same guidelines and restriction that are applied to non-university groups requesting the use of university facility.
22. The University Police Department (UPD) is responsible for closing any street used for special events. The Coordinator of Campus Life will contact the UPD for approval before the request is authorized. This will allow the UPD to ensure that a smooth traffic flow is maintained and that emergency access to all campus facilities remains available. The UPD will notify the local fire, police and Emergency Medical Services (EMS) of the time and place of the closures so they may plan alternate emergency routes if needed.

Policies and Procedures for Non-University Groups

Groups outside the University may use the facilities of Arkansas State University-Beebe (ASU-Beebe) when the use is consistent with the mission of the University.

Non-University groups may be required to pay a fee covering the cost for use of the facility. A deposit to cover damages and cleaning may be required (see section on rental fees and other charges). Fiscal obligation settlements to the University are payable to the Coordinator of Campus Life (or designee) and are expected by the next business day after completion of the event. Fiscal obligation may be waived with the approval of the Coordinator of Campus Life.

Non-University groups must adhere to all policies and procedures listed in the Utilization of Facilities Policy Manual.

ASU-Beebe reserves the right to reject requests from non-University groups.

ASU-Beebe is committed to servicing community needs; however, University-sponsored and University-affiliated activities must come first.

Approval to use university facilities does not imply endorsement by ASU-Beebe.

Please note:

Meetings or events sponsored by student organizations that are open to the general public (non-ASU-Beebe students) and involve the use of University facilities must adhere to the same guidelines and restrictions that are applied to non-university groups requesting the use of University facilities.

Facilities Request Procedures for the Beebe Campus

The Facilities Request Form is used for a variety of procedures. A person shall file a Facilities Request form for the following types of requests:

1. Use of any University facility
2. Listing on the University Calendar
3. Heating or cooling of a building or room
4. Locking and unlocking buildings
5. Special parking arrangements for university guests
6. Blocking off of parking lots or university streets
7. Reserving equipment
8. Special setup by physical plant
9. Catering services needed

The procedure is as follows:

1. The requestor should secure a Facilities Request form by accessing the form on the University website at <http://select.asub.edu/TakeSurvey.aspx?SurveyID=m4KJ564>
2. Once the form is completed it will be sent electronically to the Coordinator of Campus Life.
3. The Coordinator of Campus Life will determine the availability of the facility. If all parties concerned approve the request, the coordinator will schedule the facility and check on the availability of equipment needed for set up and any other special needs and then route the form to the appropriate parties.
4. When a fee is to be paid (see University Facilities Usage Fee Policy), fiscal responsibilities are expected to be met the next business day following the completion of the event.
5. The approved request is routed to the following:
 - a. Building Manager
 - b. University Calendar Coordinator
 - c. Person Requesting Facility (User)
 - d. Physical Plant
 - e. University Police
 - f. Food Service (when appropriate)
 - g. Business Office (when appropriate)
6. The Coordinator of Campus Life shall be notified if an event is rescheduled or cancelled.
7. Any appeals arising from the usage shall be directed to Chancellor's Cabinet. A final decision will be made by the Chancellor in consultation with the Coordinator of Campus Life and the Building Manager of the area in question.

Note:

1. Reservations are not required for use of a facility for the purpose for which it is designed or for regularly scheduled classes.
2. If a regularly scheduled activity time or location is changed, the Facilities Coordinator must be notified so the master list can be changed.
3. A Facilities Request form must be completed if the activity is to be listed on the University Calendar.

The contracting party must provide at least one supervisor. Some events will be required to provide more than one supervisor. It is up to the discretion of the building manager, to determine the number of supervisors, maintenance, or technicians that are needed for the event. Compensation for the supervisors, technicians, or maintenance is to be INCLUDED in the final bill that the contracting party will receive. This will be payable the next business day following the event.

University Facilities Usage Fee Policy

1. The rental, service and usage fees charged to non-university users will be reviewed annually by the Facilities Use Committee and a recommendation will be made to the Chancellor's Cabinet for review. The Chancellor will make the final decision.
2. For activities requiring the services of a certified law enforcement officer. A fee may be required by groups affiliated with the University as well.

Charges will be based on the number of officers needed and the estimated length of the event including fifteen (15) minutes before and thirty (30) minutes after the event.

3. Charges may apply for use of any facility depending on the location, times and specific needs of the activity. This may include custodial, security, special equipment, and/or other services needed or required. Charges for facility rental will include the time needed for set up and rehearsal in addition to the actual event time.
4. When a fee is to be paid, a Facilities Request Form is filed by the requestor with the Coordinator of Campus Life and the following will apply:
 - a. The person listed as the event sponsor will be notified by the Coordinator of Campus Life. For a list of fees, see section on rental fees and other charges.
 - b. The fee must be paid to the Coordinator of Campus Life (or designee) and are expected the next business day following the completion of the scheduled usage of the facility. Failure to meet the fiscal responsibilities may result in losing the privilege of scheduling events at the University in the future or the requirement of prepayment to use the facilities.
 - c. Cancellation of an event without notification within (2) working days or 48 hours in advance **will** result in partial billing for the event. Partial billing may include the supervisor and/or technician fees for the entire scheduled period that was cancelled.
 - d. Exceptions may be made with the approval of Chancellor's Cabinet.

Facility Fee Schedule

OC Theater Complex	1-8 hr.	9-12 hr.	
Rental Fee	\$250	\$300	
Supervisor	\$10/hr		
Technicians (Light, sound, spot light)	\$10/hr		
Custodial	\$100/day		
OC Gymnasium	1-8 hr.	9-12 hr	
Rental Fee	\$250	\$300	
Supervisor	\$10/hr		
Custodial	\$100/day (2 day minimum for weekend events)		
Science Building Lecture Hall			
Rental Fee	\$250/day		
Supervisor	\$100/day		
Custodial	\$100/day		
Student Center	Hourly	Per Day	
Dining Hall	\$75	\$400	
Wal-Mart Room	\$25	\$125	
Regions Room	\$25	\$125	
Wal-Mart/Regions Room	\$40	\$200	
Stephens Room	\$20	\$100	
John Deere Room	\$30	\$150	
Atrium (only when University is not in session)	\$30	\$150	

Student Center facilities fees are waived with a catering order of \$500 or more. See Appendix A for specific Student Center policies

ASU-Beebe Farm

Arrangement for use and cost of farm facilities can be obtained by contacting the building manager for farm facilities.

Other Facilities:

Charge for facility use will be based on the daily rate. This includes classroom space, tennis courts and other facilities not specifically mentioned (Applies to camps and conferences.)

Residence Halls – See Appendix F

Labor: (per employee)

Police	\$20/hour
Custodial	\$100/event/night
Improper Notice	\$25/event
(No Facility Request/Cancellation of Event/Date change/rescheduling)	

Equipment: (per unit)

Sound equipment (1-4 mics)	\$30
Sound equipment (4 or more)	\$50
Chairs (per set of 50)	\$25
Tables (per set of 10)	\$15

Fiscal obligations may be waived at the discretion of the Coordinator of Campus Life.

ASU-Heber Springs – See Appendix J

The main campus is located at 101 River Crest Drive and consists of two buildings. The Academic Center (43,450 square feet) has fourteen classrooms, three computer labs, three science labs and a conference room. The Student Services and Administration Building (29,400 square feet) houses the admissions office, the business office, the counseling center and testing room, the learning center, the café, financial aid office, a community room, and a multi-purpose meeting room for large groups. In addition, there are offices for the administration and three beautiful conference rooms.

Requestors should secure a facilities request form by accessing the form on the University website at <http://select.asub.edu/TakeSurvey.aspx?PageNumber=1&SurveyID=81L25p8&Preview=true>

Security charges will apply for any event that does not take place during regular business hours. These charges will be at a rate of \$20/hr.

ASU-Searcy – See Appendix K

The requestor should secure a Facilities Request form by accessing the form on the University website at <http://select.asub.edu/TakeSurvey.aspx?PageNumber=1&SurveyID=81L24p8&Preview=true>

Technology East

Technology West

ASU-BEEBE Responsibilities

Arkansas State University-Beebe (ASU-Beebe), personnel will be responsible for:

1. Temperature control
2. Unlocking and locking the facility at the designated times as listed on the request form.

The operation of special equipment may necessitate the use of designated ASU-Beebe personnel, as may the special requirements of cleaning in some facilities. The policies governing the use of designated facilities may require additional responsibilities that must be handled by ASU-Beebe personnel to protect the University's investment in its equipment and facilities.

ASU-Beebe is not responsible for personal injury or property damage associated with the use of university equipment or facilities.

USER Responsibilities

Each user of a campus facility must have at least one legally responsible adult present during the entire time the facility is in use per reservation request. Additional sponsors may be required for large group activities.

The sponsor's duties are:

1. To ensure that any special requirements for use of the facility are met
2. To ensure that no damage is done to ASU-Beebe facilities or equipment
3. To maintain order at the event so that classes and other groups that may be sharing the same or a nearby facility are not disturbed
4. To inspect the facility for litter and to restore furniture, etc., to its proper location after the event is over unless other arrangements have been made with the Coordinator of Campus Life or Building Manager
5. To report any damage to the Building Manager
6. To be present for the duration of the event. They **must** be in the physical location of the event, not just on campus.

BUILDING MANAGER Responsibilities

The Building Manager (or their designee) shall be responsible for scheduling areas located within the building of their responsibility. The Building Manager is responsible to recognize scheduling conflicts and need for training, when appropriate, for use of specialty equipment. The Building Manager makes arrangements for the building/event spaces to be unlocked for the event times listed on the request form.

In the event of damage to University property the amount of restitution will be determined by the Physical Plant. The user contracting the facility is responsible for any payments for damages incurred. If restitution for assessed damages is not made, the user may not be allowed to use ASU-Beebe facilities in the future. In addition, ASU-Beebe reserves the right to take legal action to collect any assessed damages and associated costs of collection.

Posting Policies

The following guidelines apply for campus signs, posters and promotional materials:

1. All notices and printed materials must carry the name of the organizations responsible for distribution. Organizations are responsible for notices or printed materials bearing the names of individuals identified thereon as officers or members of the organization.
2. Bulletin boards shall be available in academic buildings on campus and may be used for posting publicity material on behalf of recognized campus organizations and academic departments. Written publicity and messages should not remain posted longer than twenty-four (24) hours after an event.
3. Posters and signs should not be taped on glass or affixed to wall surfaces not specifically designated as bulletin boards.
4. Temporary freestanding publicity and directional signs may be used, provided they are displayed not more than one week in advance of the event being promoted. Flashing signs and similar commercial type signs and marquees are not to be used on campus.
5. Placing flyers on automobile windshields is not allowed. The distribution of non-commercial handbills and other literature is regulated in the Freedom of Expression policy (Appendix I). **No commercial solicitation will be permitted.**
6. Exceptions to the guidelines, approval for special forms of written advertising, or approval for material not related to a sanctioned departmental or organizational activity must be obtained through the Facilities Use Committee or designee prior to posting any materials.
7. The right to distribute notices and printed material shall not include libelous, scurrilous, or personally defamatory statements. Neither shall this right extend to materials encouraging and promoting violations of the public peace or the regulations of the university.
8. Campus groups wishing to post promotional materials in the Beebe area should exercise courtesy and should be aware that many establishments have specific policies regarding posting of promotional materials. In cases where community bulletin boards are not provided, permission should be obtained from the establishment prior to posting any materials
9. The marquee is used to promote campus events including theater performances, special programs, and any other events of interest to the campus community and/or the community at large. Arrangements to use the marquee may be made through the theater department.

Appendix A Student Center

1. Specific space and room assignments shall be made at the discretion of the Office of Student Life. Every effort will be made to accommodate specific room requests; however, the Office of Student Life reserves the right to make changes to a reservation. Notice will be provided for any necessary changes.
2. Cancellations of reservations should be made at least forty-eight (48) hours in advance of the event. Failure to show without notification will result in the user being charged the full fee for that area. Cancellations that take place ten (10) days prior to the scheduled event will result in no charges being assessed.
3. Room rental rates normally include the room and any required set-up, equipment, supervision and normal cleaning. The cost of any special equipment or personnel will be charged to the user. Cleaning costs that exceed the normal cleaning needs will be assessed to the user.
4. A non-refundable deposit of 50% of the estimated billing may be required for room rental and catering invoices. All university-funded organizations must provide a valid account number.
5. 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.
6. Student Center personnel or other personnel as approved must operate all university audio equipment.
7. All material posted in the Student Center will be posted by Student Center personnel. Material to be posted should be turned in at the information desk. Signs, posters, and notices may be no larger than 14" x 18" and must be identified as to the organization or department responsible.
8. ASU-Beebe is not responsible for damages to or loss of any materials or equipment left by groups in any of the buildings, on display, or in storage.
9. Special arrangements must be made to be able to conduct an event prior to or beyond normal closing hours of the building or to decorate any rooms.
10. The following are specifically prohibited in the Student Center:
 - a. Decorations, displays, or exhibits that require flame or water
 - b. The use of glue or adhesive on the walls, ceilings, windows, doorframes, columns, or staging for attaching any material
 - c. The use of nail, screws, tape, or glue to suspend materials from the ceiling or light fixtures.
 - d. Bicycles, roller blades, and/or skateboards
 - e. Animals (except service animals assisting the disabled)
 - f. Gambling

11. Doors for events will be opened one-half hour prior to the event start time unless otherwise requested by the sponsor.
12. No one is allowed to remain in the Student Center after it has officially closed unless supervised by Student Center personnel or an authorized University representative. The faculty or staff sponsor of the organization must be present for the duration of the event. Failure to do so may result in the loss of the after-hours events.
13. Only authorized employees are allowed in custodial closets, behind the information desk, and food service counter areas.
14. Failure to cooperate with the employees of the Student Center who are enforcing the policies of the Student Center and acting in the performance of their duties may result in University or civil sanctions.

Appendix B
ASU-Beebe Buildings and Capacities

Areas available for reservation

Owen Center	Capacity
OC Theater Complex	575
OC Gymnasium	1500
OC classrooms (limited availability)	14 rooms – 30*
Student Center	
Regions/ Wal-Mart Room	35 in each room
Stephens Room	35
John Deere Conference Room	36
University Café	200+
Cal Foy Room	10
Atrium	50+
Advanced Technology Center	
Conference Room	34
Horizon Hall	
Residence Hall	124
Legacy Hall	
Residence Hall	124

Areas generally not available for reservation

University Center	
5 Classrooms	30*
2 Computer Labs	20*
3 Compressed Video	30*
Advanced Technology Center	
1 Classroom	30*
6 Computer Labs	20*
2 Electronics Labs	20*
1 Science Lab	20*
Applied Arts	
6 Classrooms	30*
4 Computer Labs	20*
Abington Library	
3 Study rooms	6*
England Center	
6 Classrooms	25*
6 Lab areas	15*
Farm	
3 Classrooms	30*
Science Building	
13 Classrooms	36*
8 Science Labs	25*
1 Computer Lab	30*
1 Lecture Hall	125*

*Capacities are an estimate of actual seating space

Appendix C
Building Managers

Advanced Technology Center
Director of Advanced Technology Division

Business and Agriculture
Business and Agriculture Division Chair

England Center
Vice Chancellor for Academic Affairs

Farm
Farm Manager

Library
Library Director

Science Building
Math/Science Division Chair

Science Building Auditorium
Math/Science Division Chair

Owen Center
Classrooms/Gym – Fine Arts/Social Science Division Chair
OC Theater Complex –Director of Theater

Horizon Hall
Director of Student Life

Legacy Hall
Director of Student Life

State Hall
Conference Rooms – Admin. Assistant to the Chancellor

Student Center
Coordinator of Campus Life

University Center
Vice Chancellor for External and Advanced Programs

ASU-Searcy
Vice Chancellor of ASU - Searcy

ASU-Heber Springs
Vice Chancellor of ASU - Heber Springs

Appendix D Food Service

1. A discount of 15% will be granted to university departments, university organizations, and student organizations when making arrangements for food service for events related to university activities. The discount is applicable to the prices detailed in the Catering Guide. This discount is not granted to employees for personal functions.
2. ASU-Beebe Catering Services will be used in every case where institutional funds are used to pay for food. This would include grant funds and restricted funds.
3. Outside or for-profit vendors are not allowed to be used on campus
4. It is expected that no food be brought into the Student Center where it could be placed in direct competition with the ASU-Beebe Dining Services.
5. Student organizations (club or agency funds) are exempted from using dining services for such items as fundraisers (i.e. bake sale) as long as the fundraiser is not in direct competition with ASU-Beebe Dining Services.
6. Student organizations are allowed to use their club funds (agency funds) for food service events off campus. Should a student organization have an event on campus, such as an end of the year banquet, they would be required to use ASU-Beebe Catering Services. Events such as cookouts are permissible as long as ASU-Beebe Catering Services declines to cater the event.
7. Employee organizations such as the Faculty Senate and other university entities such as the Development Council would use the same rules as student organizations. Events off campus would not require using ASU-Beebe Catering Services and events on campus would require using ASU-Beebe Catering Services
8. Informal gatherings of employees having a potluck for holidays, retirement, parties, baby and wedding showers would be exempted from the requirement to use ASU-Beebe Catering Services as long as it is not a catered event, and not in direct competition with ASU-Beebe Dining Services.
9. Meetings of employees for specific purposes such as planning sessions, seminars or satellite downlinks are not exempted from using ASU-Beebe Catering Services. However, it is acceptable for employees to bring their lunch to a meeting as long as no institutional funds are being used to pay for the lunches. Participants of an official institution meeting would not be allowed to pitch in their money and then go buy food for the meeting as a group.
10. Events sponsored by civic groups for the benefit of ASU-Beebe students will be exempted from using ASU-Beebe Catering Services as long as the event is held at no cost to the students.

Appendix E

University Police Department

The University Police Department (UPD) is responsible for maintaining order on the campus and protecting university facilities. Many University functions require the services of certified law enforcement officer(s). The following is the facilities use information as it relates to the UPD.

1. Commissioned police officer(s) must be present at events such as dances, concerts or other events that usually draw a large number of people. These non-academic functions need approval of the University Police Chief in order to determine if a police officer is needed.
2. An officer must be present at least fifteen (15) minutes before an event and at least thirty (30) minutes after an event.
3. If a substantial number of people remain in the area following the event, the officer must stay in the area until the number of remaining people becomes manageable for the on-duty staff.
4. Upon notification that an officer(s) is needed for an event, the chief of the University Police will recommend the appropriate number of officers for the event and advise the Coordinator of Campus Life of the number of officers needed.
5. Compensation for the officer(s) will be included in the final bill.
6. The University reserves the right to require additional security at any event held at a University facility.
7. The UPD will provide arrangements for large numbers of guests on campus upon request.
8. The UPD is responsible for closing parking lots or parking spaces when the parking areas are needed for events or special University functions.
9. All local, state and federal laws as well as policies governing ASU-Beebe will be enforced by the UPD.

Appendix F Residence Halls

Arkansas State University-Beebe has two modern air-conditioned residence halls.

Specific Residence Hall Policies:

1. Priority use of halls:
 - Regularly enrolled ASU-Beebe students
 - University sponsored camps, conferences and groups
 - Individuals and groups on University business and sponsored by a department of ASU-Beebe
 - Non-university groups contracting with the University for camps and/or conferences and approved by the Office of Student Life
2. A minimum number of 20 participants must be guaranteed to open a residence hall for housing.
3. No non-University groups will be housed in residence halls occupied by regularly enrolled ASU-Beebe students.
4. All groups must provide live-in sponsors who will be responsible for the conduct of the groups.
5. Linen service is not available.
6. Groups and individuals housed on campus are expected to abide by all University regulations.
7. All individuals and groups will be charged for any overnight housing.
8. Residence halls and housing is not available during the month of August and during interim break periods.

Appendix G
Physical Education Complex

ASU-BEEBE IS NOT RESPONSIBLE FOR ACCIDENTS.

1. The PE Complex is open only to ASU-Beebe students, faculty, staff and faculty/staff families.
2. All persons must present a valid ASU-Beebe ID before entering the PE Complex.
3. Play is allowed when areas are available and supervised. Specific days and times that PE Complex areas are available will be posted each semester.
4. All children under age 15 must be accompanied by a supervising adult and properly supervised at all times when at any athletic facility or the tennis courts.
5. Playing priority shall be as follows:
 - a. Classes
 - b. Intramurals
 - c. Recreational use
6. Wear tennis shoes only. No ribbed or cleated shoes of any type, including any that mark the courts.
7. Wear proper playing attire. Shirts must be worn at all times.
8. No food, drinks, gum, or tobacco products are allowed in any athletic area including the tennis courts, football field, or track. Only water bottles with caps are allowed on tennis courts and in weight room.
9. All players and spectators are expected to display proper conduct and language – no profanity.
10. Do not lean or rest on nets, and please do not hurdle or step over the net.
11. No chairs or other items that may damage the court surface should be taken inside the courts. All spectators shall remain outside the court area.
12. Do not climb fences to gain entry if the courts are locked.
13. Please do not throw rackets or pound on courts, fences, or nets.
14. All posted procedures of the PE Complex should be followed.

Appendix H

Owens Center Theater Complex

1. Reservations for the OC Theater Complex should be canceled with at least a 48-hour notice. Failure to do so will result in a \$25.00 technical staff fee.
2. Timely (within 5 business days) payment of the student technical support labor is expected for events not academically related. Refer to theater fee sheet when scheduling events for current pay rate.
3. A University representative must be in attendance at all events. In the event that there are no student technical workers available for the event, only the house lights and the portable public address system from the Office of Student Life will be available for use. The theater equipment can be operated only by employees and students specifically trained on that equipment. There are specific areas in the theater that are closed to anyone other than employees and specifically assigned students.
4. It is the responsibility of the group to see that the theater is cleaned (including the stage floor) after the event is finished. The Physical Plant should be contacted for equipment that must be removed. All equipment that is brought into the theater complex should be removed immediately following the event.
5. Use of the theater does not include use of scenic elements, properties, costumes or other equipment purchased by the theater department for academic purposes.
3. The sound and lighting technicians are students and although they have training and are competent, they are not professional technicians. These students may have class obligations during the day that may limit rehearsal or set up time during the day.
4. Visiting the facility early may prevent any surprise situations. It is helpful to visit the theater at least a day in advance of the event and talk to the student assigned to work the event to give any special instructions. The OC Theater Complex is a working theater facility, and depending upon the schedule, there may be unmovable scenic elements on stage. Advanced planning and communication will help prevent possible problems.
5. The Building Manager reserves the right to close any production or activity that presents a possible threat to the audience or the facility.
6. Event sponsors with technical requirements must meet with the Owen Center Theater facility manager no later than two weeks prior to the event to discuss technical requirements. Requests submitted after the technical conference will be met at the discretion of the Owen Center Theater facility manager.

Appendix I Freedom of Expression

No rights are more highly regarded at ASU-Beebe than the first amendment guarantees of freedom of speech, freedom of expression, and the right to assemble peaceably. ASU-Beebe remains firmly committed to affording each member of the university community the opportunity to engage in peaceful and orderly protests and demonstrations. However, these activities must not disrupt the operation of the university. Additionally, such opportunities must be provided on an equal basis and adhere to the basic principle that the university will remain neutral as to the content of any public demonstration. In order to achieve this objective, while at the same time insuring that the institution fulfills its educational mission, the university has the responsibility to regulate the time, place, and manner of expression. Through such regulation, equal opportunity for all persons can be assured, order within the university community can be preserved, university property can be protected and a secure environment for individuals to exercise freedom of expression can be provided.

The following provisions and regulations shall apply to faculty, staff, students, student organizations, and visitors:

- A. **Speeches and Demonstrations.** The area designated as the *Free Expression Area* for speeches and demonstrations at ASU-Beebe is on the front lawn of the Student Center (lawn area beyond the main sidewalk area) and the grassy area in front of the Owen Center. These areas will generally be available for this purpose between 8:00 am and 9:00 pm Monday thru Friday. Use of this area for speaking, demonstrating and other forms of expression will be scheduled through the Director of Student Life in order to accommodate all interested users.
- B. **Distribution of Written Material.** Non-commercial pamphlets, handbills, circulars, newspapers, magazines and other written materials may be distributed on a person-to-person basis in the following designated areas:
1. South entrance of University Center
 2. North entrance of Owen Center
 3. Sidewalk area between Abington Library and England Center
 4. Freedom of Expression Areas (if not occupied)

No stand, table or booth shall be used in distribution areas except at the *Free Expression Area* and only with permission from the Director of Student Life. The university maintains a position of neutrality as to the content of any written material distributed on the campus under this policy.

The distribution of commercial materials and publications is prohibited.

- C. **Marches.** Marches may take place on streets and sidewalks of the campus. In order to insure the safety of all individuals, the Director of Student Life must approve plans for an event of this nature at least 72 hours in advance.

D. **Provisions.** In order that persons exercising their freedom of expression not interfere with the operation of the University or the rights of others, the following stipulations shall apply, without exception, to any form of expression and will be used to evaluate any plan requiring approval. Reasonable limitations may be placed on the time, place and manner of speeches, demonstrations, distribution of written material, and marches in order to serve the interests of health and safety, prevent disruption of the process, and protect against invading the rights of others.

1. Events which may obstruct vehicular, pedestrian or other traffic on streets or sidewalks in the *Free Expression Area* must be approved at least 5 days in advance by the Director of Student Life.
2. Use of sound amplification on campus is regulated and must be approved at least 72 hours in advance by the Director of Student Life.
3. There must be no obstruction of entrances or exits to buildings.
4. There must be no interference with educational activities inside or outside of buildings.
5. There must be no impediment to normal pedestrian or vehicular traffic or other disruptions of university activities.
6. There must be no interference with scheduled university ceremonies, events or activities.
7. Damage or destruction of property owned or operated by the university, or damage to property belonging to students, faculty, staff or guests of the university is prohibited. Persons or organizations causing such damage may be held financially responsible.
8. Persons or organizations responsible for a demonstration or other *Freedom of Expression* event must remove all resulting structures, signs and litter from the area at the end of the event. If this is not accomplished, persons or organizations responsible for the event may be held financially responsible.
9. There must be compliance with all applicable state and federal laws and university policies, rules and regulations.

Any visitors to the campus who violate these regulations regarding time, place and manner of speech and demonstration will be subject to immediate removal from the campus and may be subject to appropriate legal action.

Appendix J ASU-Heber Springs Campus

ASU-Heber Springs, a center of ASU-Beebe, consists of two separate campuses. The John L. Latimer Center, located at 71 Cleburne Park Road consists of a 25,000 square foot building with an adult education classroom and testing room, a computer-aided drafting classroom, two welding labs, an art room, a ceramics classroom and lab, a commercial kitchen for the hospitality program, and three general classrooms.

The main campus is located at 101 River Crest Drive and consists of two buildings. The Academic Center (43,450 square feet) has fourteen classrooms, three computer labs, three science labs and a conference room. The Student Services and Administration Building (29,400 square feet) houses the admissions office, the business office, the counseling center and testing room, the learning center, the café, financial aid office, a community room, and a multi-purpose meeting room for large groups. In addition, there are offices for the administration and three beautiful conference rooms.

ASU-Heber Springs adheres to the policies for facilities use and the responsibilities of the university as defined in this document (pages 4 – 13) to the extent that they apply to the individual campus. Requests for facilities use must be approved by the Vice Chancellor for ASU-Heber Springs.

Request forms should be obtained and returned to the administrative assistant in the office of the vice chancellor located in the Student Services and Administration Building, Office 101. The master schedule of facilities use is kept in this location.

Freedom of Expression

Freedom of Expression on the ASU-HS Campus: All provisions and regulations regarding freedom of expression on pages 23-24 apply to the Heber Springs campus. Designated areas for speeches, demonstrations, distribution of written materials, and marches:

Courtyard of the ASU-Heber Springs Campus

Use of this area must be approved by the Vice Chancellor for Heber Springs at least 72 hours in advance.

Appendix K

ASU-Searcy

ASU-Searcy, a technical campus of ASU-Beebe, adheres to the policies for facilities use and the responsibilities of the university as defined on pages 4 – 13 of this document to the extent that they apply to the individual campus.

Requests for facility use must be approved through the ASU-Searcy Office of Continuing Education. The master schedule of facilities use is kept in this location; therefore, all request forms should be obtained and returned to that office.

Freedom of Expression

All provisions and regulations regarding freedom of expression on pages 23-24 apply to the ASU-Searcy campus. Designated areas for speeches, demonstrations, distribution of written materials and marches:

Pavilion on the west side of campus

Use of this area must be approved by the Vice Chancellor for ASU-Searcy least 72 hours in advance.

Technology East

Use of this area must be approved by the Vice Chancellor for ASU-Searcy least 72 hours in advance.

Technology West

Use of this area must be approved by the Vice Chancellor for ASU-Searcy least 72 hours in advance.

Appendix L
Science Building Lecture Hall

1. All events must comply with the laws, regulations, and safety codes established by the State of Arkansas and Arkansas State University-Beebe.
2. Any event violating laws, regulations, and safety codes will be closed immediately.
3. All events must have a completed facilities request form approved prior to the event
4. No food or drink is allowed in the Science Building Lecture Hall.
5. The Symposium Lectern* is generally available for use in the lecture hall. Other equipment needed must be arranged prior to the event. A sound system is available upon request.
6. Event sponsors unfamiliar with the use of the Symposium Lectern must make arrangements for training on that equipment with the Building Manager.
7. Any re-arrangement of furnishing should be approved by the Building Manager.
8. All equipment brought into the building/grounds should be removed at the conclusion of the event.
9. A university representative/sponsor is expected to be in attendance at the event at all times.
10. Events held outside of normal operating hours (Monday-Friday, 8am-5pm) will need to arrange for supervision/security. The university event sponsor is responsible for making these arrangements.

* The Symposium Lectern is a cabinet of electronic classroom equipment that rolls out onto the stage area of the Lecture Hall. The Symposium Lectern integrates all audiovisual components, including a VCR/DVD/CD player, a ceiling data-video projection system, a computer, and an interactive pen display panel that allows presenters to annotate over all applications.