



I. General Policies

- a. Union patrons are expected to respect the facilities and the rights of other individuals. Any person in the facility who engages in any disorderly conduct, including verbal or physical abuse of any employee or other person is subject to immediate removal from the facility and possible loss of privileges.
- b. Patrons of the Arkansas Union facility and its grounds must abide by University regulations as well as Federal, State, and Local laws.
- c. All groups using University space are expected to adhere to the Fayetteville Policies and Procedures on use of university facilities and outdoor space and Arkansas Union policies.
<https://vcfa.uark.edu/policies/fayetteville/fama/7080.php>
- d. All students using the facility are expected to abide by the University's student code of conduct. <http://handbook.uark.edu/standardsofconduct.php>
- e. Activities or functions held in the Arkansas Union cannot be in conflict with existing businesses in the Union.
- f. Discrimination in the use of the Arkansas Union facility regarding disability, race, religion, sex, sexual orientation, or nationality is prohibited.
- g. All academic classes are scheduled through the Office of the Registrar.
- h. Animals: Animals are strictly prohibited from inside the Arkansas Union, with the exception of registered service animals (whether in service or in training).
- i. The Arkansas Union's hours are available on its website. The Arkansas Union may also close or have different hours over breaks and during inclement weather.
- j. The Arkansas Union reserves the right to change, modify, add or remove portions of these terms at any time without notice at our sole discretion, and, unless otherwise indicated, such changes will become effective immediately.

II. Reservation Policies

- a. Reservable spaces in the Arkansas Union may only be used with confirmation from the Arkansas Union Event Services Office. Event/Meeting Spaces and Informational Tables must be reserved in advance at <http://virtualems.uark.edu/>
- b. All reservable spaces and equipment are first-come, first-serve. Exceptions to this are at the discretion of the Union Director.
- c. All billing arrangements must be made prior to the start of an event, including University cost center numbers, billing addresses, and required deposits. Any rejected payment methods may be subject to additional fees. Past-due invoices may result in cancellation of future reservations.
- d. For large reservations, the Arkansas Union may require a nonrefundable deposit prior to the start of the event.
- e. Recognized Student Organizations (RSOs) and University departments may make weekly recurring reservations for an academic year beginning February 1st of the previous spring semester. Exceptions to this timeline must be approved by the Union Director.



- f. Arkansas Union Staff may move or adjust reservations as required to optimize space in the facility and provide best-fit services to guests.
- g. All reservations in the facility will fall into one of three billing categories: RSO/Department, Sponsored, and Non-University.
 - i. RSO/Department events are those put on by student groups or departments for university purposes, for student, faculty, and staff audiences, with no external partnership or funding.
 - ii. Sponsored events are those put on by student groups or departments, which may or may not be for university purposes or have a university-targeted audience, and may involve external partnerships or funding.
 - iii. Non-University events are those not put on by student groups or departments, without a university purpose or university audience, and use an outside funding source.
- h. The Union defines “fronting” as an RSO or department using their rate structure to benefit an outside entity, without meeting all requirements for the lower rate. Any RSO or department caught “fronting” will be required to pay the proper rate for their reservation, and may have future reservations cancelled.
- i. The Arkansas Union Director will have the final say in whether an event meets the requirements for a given rate structure. Current rate structures are available at the Arkansas Union [website](#).
- j. Reservable rooms and spaces are not intended to be used for individual studying or group projects, except when reserved by the organization or held as such by the Union Director. Thesis defenses and other significant academic events must be reserved by professional staff of the corresponding university department as an official departmental event.
- k. Reservations should begin and end when scheduled. The Arkansas Union may assess fees for late cancellations, no-shows, late starts, and late finish meetings. Events outside normal building hours or requiring special setups may also be assessed charges.
- l. Events may be cancelled if the proper information (including setups, tech needs, artist riders, billing info, and other information) is not received from the organizer within 5 working days prior to the event’s start time. This may require a setup meeting or other communication.
- m. The Arkansas Union recommends that all events scheduled to take place outdoors schedule an alternate location in case of rain. If the Arkansas Union is used as an “in case of rain” location, then the rain call must be made at least 5 hours prior to the start of the event.
- n. During inclement weather situations, the Arkansas Union performs as follows:
 - i. If the university is closed due to inclement weather, all reservations in the Arkansas Union will be cancelled automatically. The Arkansas Union will remain open to act as a safe building, at the discretion of the Union Director.
 - ii. If the university does not close, but inclement weather threatens the safety of event attendees or guests, the Union Director will make the decision if events are to be cancelled.



- o. The UP Video Theater and Anne Kittrell Art Gallery are operated by University Programs through the Office of Student Activities. Groups must contact the Office of Student Activities (OSA) at 575-5255 if interested in using these spaces.
- p. The performance stage in Au Bon Pain (ABP) can be reserved by the ABP manager. Please speak with the ABP manager for availability.
- q. The Union Mall between the fountain and Mullins Library is operated by Facilities Management and reserved through their website:
<http://fama.uark.edu/>
- r. Banners and table tents are reserved through the Union reservations website:
<http://virtualems.uark.edu/>. They are permitted only in designated reservable spaces. Please visit <http://union.uark.edu/> for a complete list of these spaces.
- s. Information tables are restricted to the following locations:
 - i. 3rd Floor in front of the Food Court (2 North, 2 South)
 - ii. Mall area in front of the Union (3 North side/Club Red, 3 South side/ABP)
- t. Groups at Information Tables must limit activity to the confines of the table. Activities may not restrict traffic flow or interfere with other tables. Loud or boisterous activity is not allowed. Hawking, which is defined as calling out/approaching passers-by, is prohibited.

III. Building Use Policies

- a. Soliciting: The University has [strict guidelines](#) regulating solicitation on campus by all parties. Parties not in compliance with this policy will be removed from the facility.
- b. Catering: Chartwells Campus Catering Services is the exclusive provider of catering for all events in the Arkansas Union. All arrangements for food at events must be made through Chartwells once the space is confirmed.
- c. Bake Sale/Food Give-Aways: If edible items are sold/given away in the Arkansas Union, the vendor or RSO responsible must receive permission from Chartwells Dining Services to distribute those products before the space can be reserved. The Arkansas Union is only approving the use of our facility, and the vendor or organization having the event is held liable if the product sold/given away is not fit for consumption.
- d. Smoking: Smoking and the use of tobacco products (including cigarettes, electronic cigarettes, cigars, pipes, smokeless tobacco and other tobacco products) by students, faculty, staff and visitors are prohibited on all University of Arkansas properties.
- e. Fundraising: The Office of Student Activities in Arkansas Union Room A665, must approve any fundraising activity by Registered Student Organizations (RSOs) on Arkansas Union grounds. Fundraising activities include, but are not limited to, selling any item or service, charging admission to an event, and taking donations for charity. An RSO member must be present at all times during fundraisers. Contact the Office of Student Activities at 575-5255.



- NOTE: Individuals and Non-University entities are not allowed to fundraise for themselves or a philanthropic organization.
- f. Sound Regulations: If, in the opinion of the Arkansas Union Management, the live music or amplified sound inside the Arkansas Union is disturbing other Union meetings, and/or occupants, the group must lower the music or amplified sound to the satisfaction of Union Management. For outdoor sound, the following policies are enacted and enforced by UAPD:
 - i. Outdoor speakers must face either Mullins Library or the Union entrance.
 - ii. A level of 70 decibels will be permitted in approved locations from 6pm Sunday through 6pm Friday.
 - iii. A level of 80 decibels will be permitted in approved locations from 6pm Friday through 6pm Sunday.
 - g. Security Assessment: If (1) an event is expected to have 500 or more people in attendance; or (2) a security assessment is requested by an Arkansas Union or university official; or (3) in the opinion of the organizer, the event might require security, the organizer must contact UAPD at least 3 days prior to the event to enable an assessment of potential security needs, including estimated costs to the organizer. UAPD must certify that this review has been completed to Union Administration. If UAPD recommends that security be provided for the event, UAPD will provide a brief description of the expected arrangements and estimated costs; such costs shall be the responsibility of the event organizer. NOTE: If the event is using Associated Student Government (ASG) funding, the security assessment must be included in the budget 5-7 weeks in advance of the event.
 - h. Decorations: The organizer must have decorations approved by Arkansas Union Management. Anything that could damage the facility, including but not limited to, painting, taping, stapling, gluing, confetti, nailing and glitter is prohibited. Applicable repair/cleaning charges will apply along with limited, restricted, or termination of rights to use the Union.
 - i. Property Damage: Destruction of Arkansas Union equipment may result in any of the following:
 - i. Reimbursement for or replacement of the damaged equipment;
 - ii. Cancellation of future reservations and/or banning of future reservations;
 - iii. Community service for the Arkansas Union;
 - iv. Reporting of the incident to the Office of Student Standards and Conduct as well as UAPD.
 - j. Fire Code: All events must be in compliance with fire code. Open flames, candles, smoke/fog machines, hay, the blocking of any doors and exits, as well as other fire hazards, are strictly prohibited.
 - i. An event or space not in compliance with fire code may be immediately shut down, and the space evacuated, until proper adjustments are made.



- k. Inflatables: Inflatables may be allowed if approved by the Union Director. A footprint of the inflatable along with dimensions and the contract from the company is required two weeks prior to the event.
- l. Access: No person or their possessions should enter or occupy any space designated as off limits to them. This includes maintenance and custodial areas, construction zones, roofs, balconies, high-level atria, and other spaces.
- m. ADA Lifts: No persons may use the ADA accessible lifts in the Ballroom or the University Programs Theater unless the individual requires ADA assistance. ADA lifts are reserved for individuals with disabilities and provide access to a second level. Under no circumstance should these lifts be used for moving equipment. Unauthorized use is strictly prohibited.
- n. Union Theatre Use: The Union Theatre's daytime use is that of dedicated classroom space, M-F, with events permitted afterwards. No food or uncovered drinks are allowed in the Union Theatre. The organization hosting the event is responsible for cleaning at the completion of the event. Failure to clean to the satisfaction of Arkansas Union staff may result in the cancellation of future reservations and appropriate cleaning charges.
- o. Balloons: The use of Mylar helium balloons in the Arkansas Union is prohibited. Latex helium balloons may be used, but should always be tethered to a heavy object. All balloons must be disposed of after an event. Releasing helium balloons at the Arkansas Union is strictly prohibited.