

**FACILITY/OUTDOOR SPACE RESERVATION FORM
UNIVERSITY OF ARKANSAS**

FACILITY/OUTDOOR SPACE REQUESTED _____

DATE TO BE USED _____ TIME: From _____ To _____

EVENT STARTING TIME _____ ESTIMATED ATTENDANCE _____

NAME AND NATURE OF EVENT _____

(If more space is required, attach additional pages to explain nature of event, maps, etc.)

SPONSORING ENTITY _____

ADMISSION? _____ WHEN/WHERE TICKETS SOLD _____

Is public invited? Yes ___ No ___ Does this event occur annually? Yes ___ No ___ Fundraiser? Yes ___ No ___

Will vendors/merchants participate? Yes ___ No ___ If yes, list name(s) _____

Will food/beverages be available? Yes ___ No ___ If yes, list vendor(s) _____

If outdoor event, is amplified sound used? Yes ___ No ___ Will access be needed for vehicles to be on the landscape? Yes ___ No ___

Registered Student Organizations must also Complete This Section:

Person Submitting Request _____

Faculty/Staff advisor _____

Address _____

Campus Address _____

City, State and Zip _____

Campus Phone _____

Home Phone _____ Business Phone _____

E-Mail Address _____

E-Mail address _____ Fax Number _____

RSO Advisor Signature (Required) _____

Greek Life Administrator Signature _____

Contact Person Signature _____

Contact Phone _____ Date _____

Security Assessment ___ Requested ___ Initials _____

Comments and/or Restrictions:

FOR OFFICE USE ONLY

Approving Authority for Facility/Outdoor space _____

Title _____ Phone _____

Approval Date _____ Approved Decibel Level _____

APPROVING AUTHORITY MUST SEND COPIES TO:

- 1. Office of Student Activities, ARKU A665**
- 2. University Police, ADSB 182**
- 3. Transit & Parking, ADSB 131**
- 4. Requestor**

By signing above, the person/organization submitting the request agrees to and will abide by all University policies governing the use of University facilities and outdoor space. Refundable deposits are required for the restroom key at The Gardens (\$50.00), the keys to the lights/power at the Greek Theater (\$50.00), and campus Bollard Keys/Gate Openers (UA Entities \$50.00; Non UA Entities \$150.00). To obtain keys or openers, bring this signed, approved form to the Key Office at Facilities Management, with either a departmental purchase order number, credit card, check or cash. **The Gardens: No water service (restrooms, sinks, hose bibs, etc.) will be available from November through April. If scheduling close to these times, requestor should contact the Facilities Management Department (FMD) to confirm the status of water availability.** The organizer agrees to dispose of trash or debris using dumpster in Lot 56B or hire FMD services to include trash disposal and/or cleanup services. Parking permits are required for The Gardens during the hours of 7:00am-5:00pm Monday through Friday and can be obtained by calling 575-4567. **Note for all approved events:** Tents must be secured using anchor or barrel weights; no stakes are permitted anywhere on campus. An approved reservation includes the organizer's setup, tear down and cleanup times. **A copy of the approved reservation form must be at the event at all times during the function.** For questions/comments: email outdoors@uark.edu or call 479/575-6441. Return via fax to 479/575-5708.

Revised April 11, 2016
Revised August 19, 2015
Revised May 15, 2014

Revised June 27, 2013
Revised September 12, 2012
Revised October 21, 2010

Reservation Number: _____