**UAM IM/UC REC AREAS RESERVATION FORM**

Submit completed form to Intramurals & Recreation: Campus Mail Box #5, FAX: (870)460-1653, email: gentry@uamont.edu

<table>
<thead>
<tr>
<th>IM/REC FACILITY</th>
<th>DATE of EVENT</th>
<th>BEGIN TIME am/pm</th>
<th>END TIME am/pm</th>
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</thead>
<tbody>
<tr>
<td>Sand Volleyball Courts &amp;/or Pavilion</td>
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<td>Tennis Courts</td>
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<td>UC Fitness Room</td>
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<td>UC Game Room</td>
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<td>UC Gymnasium (see note below for special events)</td>
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<tr>
<td>UC Intramural Field (use restricted)</td>
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*USE BY NON-UNIVERSITY GROUPS REQUIRES PRIOR AUTHORIZATION BY UAM EXECUTIVE COUNCIL.*

*PLANNING TO SERVE FOOD? __YES __NO IF YES, YOU MUST CONTACT ARAMARK, 870-460-1076.*

Describe the nature of your event: ______________________________________________________

Group Name ___________________________ Number expected ________

Contact Person ___________________________ Telephone ___________/ ___________

E-Mail ________________________________  Work  Cell

Recreational/Sports Equipment Requested:

- Special Events: Equipment & set-ups must be requested by submitting a Special Events/ Equipment Reservation Form, available at, [http://uam-web2.uamont.edu/pdfs/Student%20Affairs/Facilities/EquipmentReservation.pdf](http://uam-web2.uamont.edu/pdfs/Student%20Affairs/Facilities/EquipmentReservation.pdf), to the Special Events Director, 870-460-1412, nugentd@uamont.edu.

All reservations must be confirmed at least five (5) working days prior to event.

I have read and understand the regulations on the back of this form concerning the use of UAM facilities.

Organization/Unit Name ___________________________ Event Contact Person Signature ___________________________ Print Name ___________ Date ___________

Organization Advisor/Unit Representative Signature ___________________________ Print Name ___________ Date ___________

*All UAM student organizations must obtain signed verification by campus advisor and student activities director prior to submission of request; all parties must also have prior signed authorization by university police.*

Student Activities Director (if student organization) ___________________________ Date ___________ University Police Authorization (if student party) ___________________________ Date ___________

EXECUTIVE COUNCIL AUTHORIZATION (for Non-University Group) Date ___________

Facility Reserved ___________________________ Date ___________

Intramural & Recreation Director ___________________________

Copies to: __UNIVERSITY POLICE __EVENT CONTACT PERSON

SPECIAL EVENTS/ UNIV. RESERVATIONS __CAMPUS ORGANIZATION ADVISOR

STUDENT ACTIVITIES DIRECTOR __MAINTENANCE/CUSTODIAL/GROUNDS

08/2017 __OTHER
Reservations are made according to University policy. Organizations are responsible for all damages within the reserved area and the restrooms. Facilities must remain in acceptable condition or the group will have its future use restricted and/or be charged.

The University of Arkansas is a state-supported institution of higher education. University facilities are made available for extracurricular use to colleges, departments, and other organizational units of the University; to organizations, which exist solely for the benefit of the University; and to recognized organizations with the approval of administration.

University facilities under the law cannot be made available to other organizations for their own purposes. However, the Chancellor is authorized to approve the use of facilities when such use serves the educational objectives of the University, provided that such use does not pertain to “the soliciting of political party membership or supporting or opposing political candidates, the raising of money for projects not directly connected with a University activity, or for the conduct of private business.”

The buildings and grounds owned by the Board of Trustees of the University of Arkansas exist for, and are exclusively devoted to use for the conduct of an organized and approved University program of higher education. As such, they are committed to being used for non-profit, tax-exempt use of the official program of the University. Therefore, private business activities are not permitted on University premises.

A registered student organization may use University facilities for meetings and programs subject only to fundraising, legal reservation, and scheduling considerations.

In order to ensure an equal distribution of usage of campus facilities recognized student organizations and clubs may book no more than two events per semester in any one campus facility. Non-recognized and inactive organizations may not use campus facilities until recognition or active status is established. However, a facility may be scheduled for further use after the two advance dates have been scheduled provided scheduling is done two weeks prior to the event.

Exempt from the above guidelines are University sponsored groups whose funds and/or budgets are administered through the University Finance and Administration Office.

In an attempt to enhance student academic performance, no organization will be allowed to schedule meetings and social events beginning with the last day of classes.

Activities involving facilities will be scheduled to end no later than 12:00 midnight Sunday through Thursday and 1:00 am Friday and Saturday nights. The Student Affairs Office may grant rare exceptions. Requests for such an exception must be requested at least 5 working days prior to the scheduled event.

The advisor of an organization (or his/her faculty/staff designee) must be present from beginning to conclusion at any scheduled activity involving University facilities.

All activities must be planned so as not to interfere with or infringe upon regular classes of UAM.

My signature on the front of this form indicates that I have read and understand the above regulations concerning the use of the UAM facilities.