

# Confirmation of Event at Vada Sheid Community Development Center

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Vada Sheid Community Development Center, 1600 South College, Mountain Home, AR 72653  
Offices: 870.508.6280 · Email: info@vadasheidcdc.com · <http://www.vadasheidcdc.com>

Room Requested: \_\_\_\_\_

Name of event: \_\_\_\_\_

Date(s) of event: \_\_\_\_\_

Contact Person Name: \_\_\_\_\_

Contact Person Phone/Fax Number: \_\_\_\_\_

Contact Person Email Address: \_\_\_\_\_

Start / End Times: \_\_\_\_\_

Estimated number of participants: \_\_\_\_\_

Special arrangements or equipment needed:

Description of Event:

- ASUMH is a state-supported institution the use of all facilities must be consistent with the mission of ASUMH, the determination of appropriate use will be determined by the Vada Sheid Community Development Center Director and/or the Vice Chancellor for Administrative Affairs
- Tobacco use of any kind is not allowed anywhere on campus
- Visit our website: <http://www.vadasheidcdc.com> or reach us by phone (870.508.6280) for more information
- All events must be scheduled at least fifteen (15) days in advance
- Groups will be charged a rental fee, 50% of the fee shall be a deposit due with approval of this confirmation and the balance due no later than 48 hours prior to the event
- Decorations are the responsibility of the user and shall not be provided by ASUMH, all decorations and methods for affixing must be approved in advance by the Director of the Vada Sheid Community Development Center
- ASUMH reserves the right to cancel or reschedule any events

**I have reviewed the attached information and agree to abide by the rules and regulations set forth by Arkansas State University - Mountain Home.**

I Agree\*

*\* By checking this box you agree to abide by all rules and conditions set out above and in the pages following.*

## ASUMH – VADA SHEID COMMUNITY DEVELOPMENT CENTER POLICIES AND PROCEDURES

### Overview

The Vada Sheid Community Development Center (VSCDC) includes an 824 seat auditorium and stage, convention hall space with banquet facilities for 500, an outdoor amphitheatre, the Dale Bumpers Great Hall and art gallery, and two conference rooms.

### General Policies for Facilities Use

1. Facilities must be used for purposes that are consistent with the mission of Arkansas State University-Mountain Home (ASUMH). That determination will be made solely by the University. Use of the VSCDC facilities requires approval of the VSCDC Director.
2. Facilities are defined as all land, property, buildings, and parking lots owned by the University.
3. Priority in the assignment of facilities is as follows:
  - a. 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. University affiliated groups sponsored by the faculty and/or administration
  - e. 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. Reservations must be made by an adult (21 years of age or older) representative of the organization that will be utilizing the facility by completing this form.
5. ASUMH is not liable for personal injuries or for loss or damage to non-University property.
6. ASUMH reserves the right to close any production or activity that presents a possible danger to the audience or the facility.
7. It is the responsibility of the contracting party to maintain the University standard of conduct (see Student Conduct in Student Handbook). Failure to comply may result in immediate termination of the use of the facilities.
8. The contracting party is responsible for all damages to the facility incurred during the scheduled usage and for clean-up charges. Charges for damages to facilities will be billed following inspection by the VSCDC Director, Vice Chancellor for Administrative Affairs, and the Director of Maintenance.
9. **Nothing** is to be affixed to walls, ceilings, floors, doors or furniture either indoors or outdoors without written permission of the VSCDC Director. The request should be submitted with the Facilities Request Form.

10. Furniture arrangement or relocation will be performed under the direction of the maintenance and/or facility staff and with the approval of the VSCDC Director. Arrangements should be made prior to the event so that the facility is ready for use at the start of the event.
11. The stated capacity of the facility may not be exceeded. The capacity of facilities and building descriptions are listed at <http://www.vadasheidcdc.com/venues.html>.
12. Serving of food and beverages must be acknowledged on the facilities request form and approved by the VSCDC Director. All events involving food and/or beverages **MUST** use a caterer approved by the VSCDC Director.
13. All University property is tobacco-free. Tobacco use is NOT permitted anywhere on University property.
14. The sale, distribution, promotion, advertisement or consumption of alcohol is prohibited on the ASUMH campus. Alcohol is permitted to be served at SPECIAL EVENTS with the written permission granted by the Chancellor. Additional paperwork is required, please contact VSCDC Director.
15. Fiscal obligation settlements to the University are payable to the VSCDC Director and are expected 48 hours in advance of the scheduled usage of the facility. Fiscal obligation may be waived with the approval of the Vice Chancellor for Administrative Affairs.
16. Proper security must be utilized for all events. If security needs exceed the ASUMH security staff an additional fee will be charged. The VSCDC Director reserves the right to require and approve security for events.
17. Requests to reserve 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. The contact person must cancel or amend reservations as soon as possible if plans are changed. Failure to cancel or amend reservations 48 hours prior to the event or activity may result in forfeiture of the rental fee, the additional charge of a cancellation fee, or denial of future use.
18. Any events requiring student involvement must be approved by the Vice Chancellor for Academic and Student Affairs, Dr. Pat Bailey.
19. All activities, except regularly scheduled classes, must have an approved Facilities Request form, to have the proper heating and cooling and to have the facility locked and unlocked.
20. Meetings or events sponsored by student organizations that are open to the general public (non-ASUMH 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 facilities.
21. ASUMH security is responsible for closing any street used for special events. The VSCDC Director will contact the security office for approval before the request is authorized. This will allow security to ensure that traffic flow is maintained and that emergency access to all campus facilities remains available. The security office will notify the local fire, police and Emergency Medical Services (EMS) of the time and place of the closures.

## **Policies and Procedures for Non-University Groups**

Groups outside the University may use the facilities of ASUMH when the use is consistent with the mission of the University.

Requests for the use of University facilities by non-university groups should be directed to the VSCDC Director by completing this form. The evaluation of the appropriateness to the university of a particular use by non-university groups or organization shall be based upon the following criteria:

1. Relevance to the educational mission of the University
2. Availability of suitable space and needs of the space for university sponsored events
3. Value of the activity in furthering the development and enrichment of our community
4. Enhancement of the quality of life of people in our community

Speakers may be invited to the campus to discuss political issues. Recognized student organizations may solicit membership and dues at meetings. However, money may not be raised for organizations, including political fundraising, not directly connected with a University activity.

Specific freedom of expression policies are listed in the student catalog and can be found on the ASUMH website.

Any use of the ASUMH name or logo must be approved by the Director of Marketing and Public Relations (Christy Keirn 508-6109) prior to publication. Flyers are not allowed on campus or in parking areas.

ASUMH reserves the right to accept or reject requests for any reason without cause or explanation.

ASUMH 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 ASUMH.

All events are subject to change at the discretion of the Chancellor's Cabinet.

ASUMH reserves the right to distribute information, when appropriate, about the University or related programs to individuals attending any event on the campus.

## **Facilities Request Procedures**

The Facilities Request Form must be completed and approved prior to any use of the facility. 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. Setup of equipment or furniture by maintenance staff
9. Catering services needed

The procedure is as follows:

1. The requestor should complete a Facilities Request form at <http://www.vadasheidcdc.com/>
2. Upon clicking submit the form will be submitted to the VSCDC Director for review.
3. The VSCDC Director will determine the availability of the facility and obtain approval of the event from the Vice Chancellor for Administrative Affairs. If all parties concerned approve the request, the director will schedule the facility, check on the availability of equipment needed for set up, and determine any other special needs and then route the form to the appropriate parties.
4. When a rental fee is charged, a 50% deposit is required upon booking of the facility. The outstanding balance is due no later than 48 hours prior to the event. Failure to cancel or amend reservations 48 hours prior to the event or activity may result in forfeiture of the rental fee, the additional charge of a cancellation fee, or denial of future use.
5. The VSCDC Director shall be notified if an event is rescheduled or cancelled.
7. Any appeals arising from denial of a request shall be directed to the Chancellor's Cabinet. The Cabinet will make the final decision.
8. The following information is needed when requesting space:
  - Contact person information including: name, phone #, address, fax #, department, student organization, or off-campus affiliation
  - Date(s) and time(s) of the event
  - Space desired
  - Type of event
  - Expected attendance
  - Set-up needs (tables, chairs, time, sound, video equipment, etc.)
  - Parking/Shuttle needs
  - Additional equipment / technician needs
  - Security needs
  - Food service or catering desired
  - Type of outside equipment or decorations to be used

**Facility Rental Fees** (<http://www.vadasheidcdc.com/rentalrates.html>)

The facility rental fees apply to all groups and organizations. These fees are to be reviewed annually. The rental fees are intended to assist with the personnel cost of setup, tear down, and cleaning. Rental fees will include the time necessary for staff to perform these tasks prior to and following the scheduled event. Additional fees may be charged for additional staff requested (security, sound/lighting/computer technicians), additional equipment, and excessive damage to the facility.

Fees must be paid in the following manner. A 50% deposit of the rental fee is required upon booking of the facility. The remaining 50% is due no later than 48 hours prior to the event. Failure to cancel or amend reservations 48 hours prior to the event or activity may result in forfeiture of the rental fee, the additional charge of a cancellation fee, or denial of future use.

If additional equipment is needed and rented from outside vendors, the actual rental costs must be paid by the organization sponsoring the event. ASUMH will not be responsible for damages to non-university equipment.

### **Other Items**

Decorations must be listed and approved on the Confirmation of Event Form. Any equipment (ladders, lifts, etc.) used to decorate should also be listed on the form.

Banners and signs may be displayed however; each item must be approved by the VSCDC Director and hung only in designated areas using approved method of affixing such displays. All banners and signs must be removed by the sponsoring organization within two (2) hours of the conclusion of the event.

Signs and / or banners must be free-standing or attached to an easel. No signs or banners will be attached to the walls or wooden doors of ASUMH facilities in any way shape or form.

The use of glitter, confetti, candles or similar items are prohibited.

Decorations must be removed within two (2) hours of the event. In some cases, decorations must be removed immediately so that another event may be held in the same area. Exceptions for extremely large items may be made at the discretion of the VSCDC Director.

Necessary furniture rearrangement must be listed on the Confirmation of Even Form under special equipment needed. Furniture arrangement and other equipment needs are subject to approval and possibly additional fees. Emergency exits and service doors cannot be blocked at any time.

Live animals are prohibited with the exception of service animals according to the American with Disabilities Act and Law Enforcement standards.

Any use of incense, fog machines, or similar items must be listed on the Confirmation of Event Form and must be approved in advance of the event. The use of glitter, confetti, candles or similar items are prohibited. The safety of all persons using university facilities is the first priority. At no time will the fire alarm, smoke detectors, or any other safety system be disarmed or de-activated for the purpose of using this type of equipment.