

Policy for Rental of the Union Station Transit Facility

The Union Station Transit Facility may be rented for campus related events in accordance with campus facility use policies. Groups renting the facility must not interfere with the daily operation of the facility or with use by Razorback Transit or other community transportation providers and will be responsible for any setup of tables or other items needed for the event, for clean up after the event, and for repair of any damages to the facility or surrounding property incurred as a result of the event. In addition, the following guidelines will apply:

1. Pedestrian and vehicle traffic cannot be preempted.
2. Tape, glue, paint, nails, or other fasteners or marking systems, which will damage facility surfaces, may not be used.
3. Fund-raising activities must be approved by the Arkansas Union Campus Activities Office or the Office of Business Affairs in accordance with University regulations.
4. Since the facility is open at all times, except for the Thanksgiving and Christmas holidays, the renting organization is responsible for security for their equipment and supplies. Security can be contracted through the University Police Department. The University shall have no responsibility for the loss, theft, mysterious disappearance of, or damage to, equipment, materials, supplies, and other personal property of renting organization, groups or its employees, agents, or guests while present on the premises.
5. Banners may not be placed inside or outside the facility without approval of the Transit and Parking Director's Office.
6. Rental hours in the fall and spring semesters are Monday through Thursday from 7 a.m. to 10:00 p.m. and on Fridays from 7 a.m. to 6 p.m. Summer hours are 7 a.m. to 5:30 p.m., Monday through Friday. Rent for the facility will be at a rate of \$20 per hour, \$50 for a half-day (7 a.m. to noon/12:00 p.m. to 5 p.m.) and \$100 for the day (7 a.m. to 5 p.m.). From 5 p.m. until 10:00 p.m. the rental charge will be \$50 for every 2½ hours. Payments may be made either by cost center account transfer or by check made payable to the U of A. Parking in the deck is not included in these rates.
7. The facility may also be rented on Friday evenings, Saturdays and Sundays and in the evenings during the summer. The charge will be the basic rental fee as listed in item #6 plus a supervisory fee of \$20.00 an hour.
8. Upon termination or expiration of this rental agreement, the renting organization shall vacate all parts of the facility and shall restore it to the University in the condition as when originally made available for use, reasonable wear and tear excepted. Damage to any surface will be estimated and billed to the organization. A clean up charge will be assessed if the facility is not returned in original condition. The charge will be \$25.00 per hour per person required for clean up.

9. Use requests need to be submitted at least five working days before the event. Cancellations of request must be received 24 hours in advance of the scheduled event to avoid a minimum service charge of \$40.00.

10. Renting organization shall be responsible for the acts of its employees and agents while on the University's premises. Accordingly, renting organization agrees to take all necessary measures to prevent injury and loss to persons or property located on the University's premise. Renting organization shall be responsible for all damages to persons or property caused by the organization or any of its agents or employees. Renting organization agrees that, in the event of an accident of any kind, renting organization will immediately notify the University's Director of Transit and Parking, and thereafter furnish a full written report of such accident. Renting organization agrees to indemnify and hold harmless the University and its officers and employees from any claim, damage, liability, injury, expense, or loss, including defense costs and attorney's fees, arising out of renting organization's performance under this Agreement or as a consequence of the existence of this Agreement.

Revised 1/31/01

Revised 2/04/02

Terms and Conditions Agreement

In this document, the _____
(Name of Organization, Department etc.)

wishing to use the Union Station Transit Facility on _____
(Date of Event) (Time Requested)

will be identified as the renting organization. The purpose of this event is:

Person submitting request: _____

Address: _____

Phone: _____ Email: _____

Approval: _____
(Transit and Parking Official)

Date Received: _____

PAYMENT WILL BE MADE BY: (PLEASE CHECK BOX BELOW)

Check

Cash

Cost Center Number

Cost Center Number: _____

Cost Center Name: _____

Mail To: ATTN: Elaine Quinn
Transit and Parking Department
ADSB 131
155 Razorback Rd
Fayetteville, AR 72701

or

Fax To: Elaine Quinn
(479) 575-2356

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