

**POLICIES FOR FACILITY USE:**

1. **Event Limited Use License Agreement:** A License Agreement will be generated for every event. The agreement will be between the University of Arkansas, Fayetteville (“Licensor”) and the sponsoring organization/person from the requesting agency (“Licensee”). The agreement will outline the authorized areas, term, and financial obligation. The agreement must be signed and returned to the University 24 hours prior to the event date. A fully executed copy will be supplied to the Licensee.
2. **Fees and Charges:** A cost estimate will outline all anticipated costs of the event, and will be sent to the licensee prior to the execution of the Limited Use License Agreement. The cost estimate will include licensee fee and any applicable reimbursable expenses. Reimbursable expenses include but are not limited to staffing, janitorial, set & strike, and audio visual. A deposit may be required prior to holding any dates. A final invoice will be sent after the event and the remaining balance must be paid within 30 days. Any additional fees incurred will be included on the final invoice. Additional fees can include but are not limited to facility damage, excessive cleanup, and longer than requested usage.
3. **Insurance:** Licensee shall provide the University a certificate of liability insurance from a carrier acceptable to the University with a Best’s rating of no less than A - VII, as evidence of insurance coverage for the use of the Facility and the Event. This insurance shall be primary coverage and will contain no terms allowing the insurer to be subrogated to the rights of any injured or damaged person or entity. Continued on following page.



The insurance must name the Board of Trustees of the University of Arkansas, its agents, officers, employees, and volunteers, as “additional insureds”.

The University reserves the right to require additional coverage limits depending on the nature of the event, but the required minimum coverage shall include:

Commercial General Liability (including Products Liability): No less than One Million Dollars (\$1,000,000.00) per each occurrence for bodily injury, products liability, contractual liability, personal injury, and property damage, with Two Million Dollars (\$2,000,000) annual aggregate.

Worker's Compensation: Worker's Compensation Limits as required by the State of Arkansas.

Comprehensive Automobile Liability: Not less than One Million Dollars (\$1,000,000.00) combined single limit coverage for bodily injury and property damage. Any policy shall cover any vehicle being used in the management, operation, or delivery deriving from LICENSEE'S operations.

Umbrella Policy: Five Million Dollars (\$ 5,000,000.00) limit of liability per occurrence.

Property Insurance: Coverage being for 100% of the replacement cost of LICENSEE'S property located on the Premises.

Licensee can opt to purchase the required insurance through the University of Arkansas at a set rate per attendee. These costs will be the responsibility of the Licensee and included on the final invoice.

4. **Staffing:** The type and degree of staffing required to support an event held in U of A facilities will depend upon the facility and nature of the event. The U of A reserves the right to determine staffing levels. Allied Universal Staffing is the only company authorized to staff events in athletic facilities. UAPD and Central EMS, when required and/or requested, will be booked by the Director of Event Operations. All expenses associated with the provision of staffing during events held in U of A facilities will be incurred by the licensee.
5. **Catering:** The University of Arkansas Athletics Department is contracted with Levy for all U of A athletic venues. The Event Operations Office will supply prospective client with general catering menu options. Should client wish to move forward, notify the Event Operations Office and contact information for a Levy representative will be provided. All catering costs will be paid directly to Levy. An outside caterer may be used for specialty items (i.e. Wedding cake) with prior written approval from the Director of Event Operations. Note, a buyout fee may be applied should the licensee wish to utilize a different caterer.
6. **Alcohol:** Alcoholic beverage service is allowed in most athletic venues and must be served by a licensed bartender from Levy. The Director of Event Operations will provide a contact to the



licensee who will need to contact Levy directly. All bartender/alcohol costs will be paid directly to Levy. No outside alcohol may be brought into the facility.

7. **Event and Technical Services:** The Facilities, IT, and A/V (Razorback Sports Network) departments will attempt to accommodate any and all requests for technical services. Requests for these services should be made by the Licensor through the Event Operations department no later than 2 weeks prior to the event. Technical services can include but are not limited to PA setup, background music, TV graphics/cable. Additional fees may apply.
8. **Third Party Vendors:** The Licensee may contract with a third-party vendor for certain specialty items, sound and A/V equipment, and decorations. All vendors must be approved by the Licensor. Licensee must contract directly with these vendors and vendors must adhere to the time parameters set forth in the License Agreement.
9. **Parking Regulations:** Licensee shall become aware of, and comply with, all University parking regulations and rules. No dedicated or reserved parking spaces are available to Licensee. Unless specifically written in the License Agreement, Licensee is not gaining limited or exclusive access to any parking lots of the University. Please first convey any and all parking needs to the Event Operations department who will then work directly with the Parking and Transit office on your behalf. Should direct contact need to be made between Licensee and the Parking and Transit office, Event Operations office will provide the contact info.
10. **Weapons:** Refer to applicable Arkansas State Laws.
11. **Fundraising:** Per University of Arkansas Board policy 715.1, the use of any University of Arkansas facility for the purpose of private fundraising is prohibited. Including but not limited to ticket sales, table sales, silent auction, etc.
12. **Decorations:** Any decorations brought in by the Licensee, or a third-party vendor, must have prior approval from the Licensor. At no point should anything be affixed to a wall, window, door, ceiling etc. **Non-Helium filled balloons are allowed.**
13. **Advertising:** Any advertising or announcements of the event should not include any University of Arkansas trademarked logos. Any mention of the University should be limited to the venue name and address for directional purposes only. **NO ANNOUNCEMENTS OR ADVERTISING MAY BE DONE UNTIL AN EVENT CONFIRMATION HAS BEEN RECEIVED.**

