



INTERNAL FACILITY RESERVATION POLICY

All SAU Tech employees must contact the facility scheduling coordinator to reserve a room or space on SAU Tech's campuses. The internal renter must do this prior to scheduling or rescheduling any event. This will ensure that the requested space is available and prevent scheduling conflicts. Prior approval from the Vice Chancellor of the requestor is required in order to reserve the Executive Dining Area. All reservations are scheduled in the order they are received. It is the responsibility of all SAU Tech renters to read and understand all facility usage policies before renting the requested facility. When reserving facilities, the renter is confirming that he/she has read, understand, and agree to abide by the facility usage policy as written.

FACILITIES: Copies of the facility usage policies are available on the SAU Tech website, the MyCollege portal and available upon request from the facilities coordinator. The policies include: Walking Trail Usage Policy, On Campus Facility Usage Policy, Student Center Usage Policy, Outdoor Court Usage Policy, and Charles O. Ross Center Usage Policy. Internal renters should refer to and abide by SAU Tech's Facility Usage Policies concerning any particular venue. Reservations are not required for the Walking trail or the Outdoor Court.

AUDIO/VIDEO EQUIPEMENT: It is the duty of the renter to submit a work order and schedule a time with Information Technology Services (ITS) for training if using the audio/video equipment. This must be scheduled one week prior to the event. It is not the scheduling coordinator's duty to schedule this training. A phone to be used for conference calls is available for the Administration conference room only. In the event the renter needs access to a computer for his/her reservation, all classrooms are equipped with teaching stations that can be used for that purpose. The Administration Conference Room has a laptop stored that can be used. If a computer is needed in any other room, the renter is responsible for securing a laptop to use for his/her meeting. The facility scheduling coordinator does not have access to laptop computers that can be reserved for this purpose.

KEY: The key is only necessary if the renter will be using one of the Grand Halls in the student center for the audio/video lock box or to open the Ross Center location. Renter must pick up the key the day prior to the scheduled event and return the key the next business day during regular business hours. For all on campus reservations, campus police will unlock and lock the facility.

ROOM SET-UP: If planning an event that will require the facility to be altered in anyway, a facility setup sheet is due at the time the event is confirmed. This should be at least two weeks prior to the scheduled event.

CONFLICTS: In the event that the requested room/facility is reserved for the date needed, the facilities coordinator will provide the requestor with the department and the name of the person who made the reservation. The facilities coordinator is not responsible for coordinating changes between renters.

CHANGES: When making any changes to an already scheduled event, the renter must refer to the confirmation number that is sent when the reservation is confirmed. When changing or rescheduling an event, it is the duty of the renter who originally scheduled the event to make the necessary changes. If the point of contact changes for the planned event, the scheduling coordinator must be contacted immediately to make the necessary change in the system before confirming the changed event.

CANCELLATIONS: When cancelling a reservation, the renter must use the confirmation number from the facility confirmation form that was sent to the renter at the time of making the reservation. It is the renter's responsibility to cancel the reservation as soon as possible.



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PAYMENT OF FEES: No fees will be assessed for SAU Tech events. If damages occur during the event, or if the event is an outside event hosted by an employee, the usage policy for that facility will apply.

CATERING: At the time the reservation is made, internal renters should inform the facility coordinator if food or beverages will be served. Internal renters should abide by SAU Tech's current internal food service policy below.

SAU Tech Food Service Policy and Guidelines July 2015-June 2016

- Woods Place is the official caterer of the college. (Opening Date: August 10, 2015)
- Woods Place is to be contacted for all official functions of the college in which food and beverage are to be served. "Official Function" is defined as an event sponsored by the college and/or funded with state revenue (General Revenue or Cash).
- Employees are not allowed to use personal funds for any official function of the college.
- The food service contract agreement includes all Camden-based facilities (Main campus, Charles O. Ross Center, and the SAUT Uptown Center).
- Out-of-town satellite locations are exempt from the food service contract agreement.
- The three Facility Use Policies (Student Center, On-Campus and Ross Center) are written specifically for external renters and are not to be applied to the college's food service policy.
- Departments and/or individuals are allowed to continue having personal, private, pot-luck lunches, receptions, and/or parties provided no state dollars are used to fund the event. As professional courtesy, departments and/or individuals should notify the campus food service provider in the event the private function impacts the daily food preparation and/or sales.
- Exemptions to the food service contract agreement include:
 1. Student Club fund-raising activities
 2. Civic sponsored Fall Picnic
 3. Community and charitable projects of the SAUT Faculty Senate, SAUT Administrative Organization, SAUT Classified Organization, the SAUT Chapter of the Arkansas Council of Women in Higher Education and SAUT Rock n Read/PAWE.

USE OF ITEMS: If internal renters use any of the decorations, kitchenware, or table cloths from the facilities department, the items must be returned in the same manner in which they were borrowed. It is the responsibility of the renter to have all items properly and professionally cleaned when necessary before they are returned. The renter will be responsible for replacing any missing and /or broken items that are borrowed.

CONTACTS: Internal renters can contact the SAUT Facilities Coordinator by email lwalker@sautech.edu with any questions and to make a reservation. When making a reservation the requestor must provide the name of the event, the room or facility needed, the date, beginning and ending time of the event, approximate number of attendees, and if the event will be catered.