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| Cooperative Extension Service Educational Wing Booking Agreement | | | | | | | | | | | | | | | | | | | | | | |
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| This agreement must be returned by | | | | | | | |  | | | | | | | | **in order to guarantee booking.** | | | | | | |
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| Organization | |  | | | | | | | | | | | | | | | | | | |  | |
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| Mailing Address | | | |  | | | | | | | | | | | | | | | | |  | |
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| City |  | | | | | | | | | | | | State | | | |  | | ZIP |  |  | |
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| Billing Address (If different) | | | | | |  | | | | | | | | | | | | | | |  | |
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| Contact Person | | | |  | | | | | | | | | | E-mail address | | | | |  | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| Telephone Number | | | | | (   ) - | | | | | | Fax Number | | | | | (   ) - | | | |  | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| FACILITIES REQUESTED | | | | | | | | | | | | | | | | | | | | | | |
|  | | | **From:** | | | | | | **To:** | | | | | | | | |  | | | | |
| **Room** | | | **Date** | | | | **Time** | | **Date** | | | | | | **Time** | | | **Seating Style** | | | | |
| Auditorium | | |  | | | |  | |  | | | | | |  | | |  | | | | |
|  | | |  | | | |  | |  | | | | | |  | | |  | | | | |
| Classroom 1 | | |  | | | |  | |  | | | | | |  | | |  | | | | |
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| Classroom 2 | | |  | | | |  | |  | | | | | |  | | |  | | | | |
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| Classroom 3 | | |  | | | |  | |  | | | | | |  | | |  | | | | |
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| Seating Capacities: | | | Auditorium seats 190; each classroom seats 30 in classroom style and 26 in u-shaped style. | | | | | | | | | | | | | | | | | | | |
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| Number of persons expected to attend | | | | | | | |  | | | | | | |  | | |  | | | | |
| Purpose of Meeting: | | | | | | | | | | | | | | | | | | | | | | |
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| Check which audiovisual equipment you wish to use: | | | | | | | | | | | | | | | | | | | | | | |
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| Overhead projector ($ 15.00 each)[[1]](#footnote-1) – how many? | | | | | | | | | | | |  | | | |  | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| Slide projector ($ 15.00 each) – how many? | | | | | | | | | | | |  | | | |  | | | | | | |
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| Large screen projector ($ 15.00) | | | | | | | | | | | |  | | | |  | | | | | | |
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| VCR/Monitor ($ 15.00 each) – how many? | | | | | | | | | | | |  | | | |  | | | | | | |
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| Booking Agreement – Page 2 | |
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| POLICIES GOVERNING USE OF FACILITY | |
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| Scheduling | Tentative bookings will not be accepted. Booking may not be made more than 90 days in advance. The person authorized to schedule the facility must be in attendance and provide program agenda. |
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| Cancellation | If the organization cancels a reservation, the cancellation must be made at least seven (7) days prior to time of the meeting. The UA Cooperative Extension Service reserves the right to cancel the use of its facility at any time for any reason with at least seven (7) days notice to the organization prior to the time of the meeting. |
|  |  |
| Parking | Park in authorized spaces only. Observe all rules of handicapped and other reserved parking. Do not park in any red zone. Cars parked illegally can be ticketed. Approximately 100 parking spaces are available for visitor parking. People attending large (100 persons or more) meetings should car pool. Overflow parking is available on UALR Lot# 16 immediately south of our parking lot. |
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| **Food and drink** | 1. **No food or drink is allowed in the auditorium. (Except bottled water.)** |
|  | 1. No alcoholic beverages will be consumed on the premises. |
|  | 1. Food may be catered to meetings lasting a half day or more and may be served in classrooms 1 and 2. Please include any rooms needed for serving food when making room requests. |
|  | 1. Drinks and light snacks may be bought from the canteen in the lobby area and consumed in the break area or classrooms 1 and 2. |
|  | 1. Coffee can be purchased from the canteen until 3 p.m. |
|  | 1. You can serve coffee and other drinks at the meeting, but you must bring your own pot, coffee, cups, etc. |
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| **Smoking** | **This is a tobacco free facility** |
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| Room temperatures | The set point of the heating/cooling sensors is 72 degrees and rooms should stay at + 2 degrees of set point. Adjustments will not be made to room temperatures under these conditions. Please advise conferees to dress accordingly. |
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| Clean-up | The facility must be left as clean as possible. If excessive cleaning by cleaning staff is necessary, a clean-up fee may be assessed. Additional charges will be assessed for any damage that occurs. |
| Violations | If an organization violates any of the above policies, the UA Cooperative Extension Service reserves the right to refuse to rent its facilities to that organization in the future. |
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| Equipment | Miscellaneous microphones, connecting cords, etc. may be available for sign out at our front desk area. |

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| **Booking Agreement – Page 3** | | | | | |
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| **Indemnification and Hold Harmless Clause:** The Organization booking the auditorium and/or classrooms agrees to indemnify and hold harmless the University of Arkansas, its Board of Trustees, the Cooperative Extension Service, and any of their current or former trustees, officers, officials, employees, agents or representatives (“University”) from and against any and all accidents, bodily injuries and damage to or destruction of property claimed by the Organization’s employees or representatives, or any participants in the activity for which the Organization is booking the facilities, arising from or out of the Organization’s booking and use of the Auditorium and/or Classrooms. This obligation to defend shall include, but not be limited to, all attorney fees and costs arising out of the defense of any action asserted against the University. | | | | | |
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| **For Extension Use:** | | | | | |
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| Rental fees: |  | Auditorium |  | | Classroom/s |
|  | | | | | |
|  |  | A/V equipment |  | | Satellite downlink |
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|  |  | Compressed Video |  | | Technical Support |
|  | | |  | |  |
|  | | |  | | Attendant Fee ($25.00 hr/4 hour min.) |
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|  | | |  | | Sales Tax 10% (on equipment only) |
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|  | | |  | | Total |
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| **Renter’s acknowledgment of terms:** | | | | We certify that we have read the policies governing use of this facility and agree to abide by them. | |
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|  | | | | Authorized Signature | |
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| Use this space for additional information you wish to provide concerning room arrangements or other requests. | | | | | |
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The Arkansas Cooperative Extension Service offers its programs to all eligible persons regardless of race, color, sex, gender identity, sexual orientation, national origin, religion, age, disability, marital or veteran status, genetic information, or any other legally protected status, and is an Affirmative Action/Equal Opportunity Employer

1. Overhead projectors may be requested for the classrooms from Media Services - (501)671-2127 – on an as-available basis. [↑](#footnote-ref-1)