

Confirmation of Event at Vada Sheid Community Development

Vada Sheid Community Development Center, 1600 South College, Mountain Home, AR 72653
Offices: 870.508.6196 · Email: info@vadasheidcdc.com · http://www.thesheid.com

Name of Event: _____

Purpose of Event: _____

Room Requested: Whole Building Convention A Convention B Trout Center Coulter Performing Arts Center
Auditorium Only Dale Bumpers Great Hall First Security Amphitheatre Warren Haley Conference ORACC
Other _____

Date(s) of Event: _____

Start/End Times: Set Up Time: _____ Start Time: _____ End Time: _____

Type of Event: Public Private Campus Affiliated Estimated Attendance: _____

Catering Caterer Name: Haile Yeah, LLC (John Haile) Caterer Phone: 870.736.4005

Business: _____ Contact Person: _____

Phone Number: _____ Email Address: _____

Special Arrangements or equipment needed:

Set Up Style:
AV/Computer Needs:

Procedures and Policies

- 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 VSCDC's Facility Manager and/or the Vice Chancellor for Operations
- Tobacco or Vape use of any kind is not allowed anywhere on campus
- All events must be scheduled at least fifteen (15) days in advance
- 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. The Facility Manager of the Vada Sheid Community Development Center must approve all decorations and methods for affixing in advance. No open flame candles or glitter may be used
- ASUMH reserves the right to cancel or reschedule any event
- The appropriate use of logos is required. Renters should use the logo that applies to the room in which their event is to be held. Logos and appropriate-use guidelines are available at thesheid.com
- For events to be listed on The Sheid's website, please provide a photo, flyer or poster for the event
- Alcohol Policy is required, customer must provide at least fourteen (14) days prior to the special event, Licensee shall provide Licensor with proof of insurance in the amount of One Million Dollars (\$1,000,000.00) covering the licensed event with said insurance policy showing Licensor as an additional insured with no restrictions. Failure to provide proof of insurance shall result in cancelation of the License Agreement with Licensor retaining all fees received Alcohol Policy Approved Yes No Purchaser's Initials: _____ Venue Initials: _____

I have reviewed the attached information and agree to abide by the rules and regulations set forth by Arkansas State University – Mountain Home and the Vada Sheid Community Development Center.

Rental Fee: sales tax: Total:

Rental Fee: _____

Signature: _____ Date: _____

Overview

The Vada Sheid Community Development Center (VSCDC) includes an 824 seat auditorium with stage with optional retractable risers that adds another 800 seats, convention hall space with banquet facilities for 400, an outdoor amphitheater, the Dale Bumpers Great Hall, both an art gallery and a marble gallery, and two conference rooms.

Procedures and Policies

1. Media should contact the Office of Marketing and Public Relations with all questions and requests for visitation, interviews, and access to information. Likewise, members of the ASUMH community who are approached directly by the media are to refer them to the Office of Marketing and Public Relations at (870) 508-6109 or ckern@asumh.edu.
2. 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 made by the Vada Sheid Community Development Center's Facility Manager and/or the Vice Chancellor for Operations.
3. The appropriate use of logos is required. Renters should use the logo that applies to the room in which their event is to be held. Logos and appropriate-use guidelines are available at <https://thesheid.com/about/logos/>
4. Tobacco use of any kind is not allowed anywhere on campus.
5. All events must be scheduled at least fifteen (15) days in advance.
6. 50% of the fee shall be a deposit due with the approval of this request and the balance due no later than 48 hours before the event.
7. Decorations are the responsibility of the user and shall not be provided by ASUMH. The Facility Manager of the Vada Sheid Community Development Center must approve all decorations and methods for affixing in advance. No open flame candles or glitter may be used.
8. ASUMH reserves the right to cancel or reschedule any event.
9. For events to be listed on The Sheid's website, please provide a photo, flyer, or poster for the event.

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) such determination will be made solely by the University. Use of the VSCDC facilities requires the approval of the VSCDC Facility Manager
2. Facilities are defined as all land, property, buildings, and parking lots owned by ASUMH.
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. Agency and/or institutional 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 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. Charges for damages to the facilities will be billed following inspection by the Facility Manager, 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 Facility Manager. Requests should be submitted with this contract.
10. Furniture arrangement or relocation should be performed under the direction of the maintenance and/or facility staff and with the approval of the Facility Manager.
11. The stated capacity of the facility may not be exceeded. The capacity of facilities and building descriptions are listed at <https://thesheid.com/rent-the-sheid/rental-rates/>.
12. Serving of food and beverages must be acknowledged on this contract and approved by the Facility Manager. All events involving food and/or beverages MUST use an approved caterer.
13. All University property is tobacco-free. Tobacco use is NOT permitted anywhere on University property, including parking lots and grounds.
14. The sale, distribution, promotion, advertisement or consumption of alcohol is prohibited on the ASUMH campus except at events in The Sheid with written permission granted by the Chancellor. A separate ASU System License Agreement for Special Events is required with proof of insurance when alcohol is served.
15. Fiscal obligation settlements to the University are payable to the VSCDC Facility Manager and are expected 48 hours in advance of the scheduled usage of the facility. The fiscal obligation may be waived with the approval of the Vice Chancellor for Operations.
16. Proper security must be utilized for all events. The facility manager reserves the right to require and approve security for events.
17. Failure to cancel or amend reservations 48 hours prior to the event or activity may result in forfeiture of rental fees, an additional charge of a cancellation fee, or denial of future use.
18. ASUMH student events should originate with approval of club sponsors and the Director of Student Services.
19. ASUMH reserves the right to accept or reject requests for any reason without cause or explanation.
20. ASUMH security is responsible for closing any street used for special events. The VSCDC Facility Manager 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.
21. All events are subject to change at the discretion of the Chancellor's Cabinet.
22. ASUMH reserves the right to distribute information, when appropriate, about the University or related programs to individuals attending any event on the campus.

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 facility manager 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
- 5. Approval to use University facilities does not imply endorsement by ASUMH.**
6. All events are subject to change at the discretion of the Chancellor's Cabinet.
7. ASUMH reserves the right to accept or reject requests for any reason without cause or explanation.

Speakers may be invited to the campus to discuss political issues.

1. Recognized student organizations may solicit membership and dues at meetings.
2. Money may not be raised for organizations, including political fundraising, not directly connected with a University activity.
3. 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, logo or The Sheid name or logo must be approved by the Director of Marketing and Public Relations at (870) 508-6109 or ckeirn@asumh.edu prior to publication. Flyers are not allowed on campus or in parking areas without approval of ASUMH Student Services.

ASUMH is committed to servicing community needs; however, University-sponsored and University affiliated activities must come first.

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

A 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 www.thesheid.com.
2. The form should be filled out and submitted.

3. A printable form can be provided upon request. This form should be printed, signed and returned to the Facility Manager of the VSCDC.
4. The Facility Manager 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.
5. 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.
6. The Facility Manager must 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:
 - a. Contact person information including: name, phone #, email address, fax #, department (if ASUMH related), student organization, or off-campus affiliation.
 - b. Date(s) and time(s) of the event
 - c. Space desired
 - d. Type of event
 - e. Expected attendance
 - f. Set-up needs (tables, chairs, additional time, etc.)
 - g. Additional charge for audio/video needs
 - h. Security needs (All events with alcohol present will require ASUMH security for an additional cost to event rental)
 - i. Catering (A service fee will be charged for kitchen use)

Facility Rental Fees

Rental fees may be viewed online at: <https://thesheid.com/rent-the-seid/rental-rates/>. Facility rental fees apply to all groups and organizations. These fees are to be reviewed annually. The rental fees are intended to assist with costs of setup, tear down, security, staff, and cleaning of the building. 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 for any 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, 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 Rental Contract. Any special equipment (ladders, lifts, etc.) needed to decorate should also be listed on the form. All decorations will be removed within two (2) hours of the conclusion of the event unless approval by the Facility Manager prior to the event.

Banners and signs may be displayed, however, each item must be approved by the Facility Manager 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 freestanding 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, open-flame candles and similar items are prohibited. Please be respectful of ASUMH and the VSCDC.

Emergency exits and service doors cannot be blocked at any time. Tornado and severe weather shelter areas are located in first-floor stairwells and bathrooms.

Live animals are prohibited with the exception of service animals according to the Americans 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 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 deactivated for the purpose of using this type of equipment.

By signing the front page of this form I am stating that I have reviewed the Policies and Procedures and agree to abide by the rules and regulations set forth by Arkansas State University - Mountain Home and The Vada Sheid Community Development Center.