



UNIVERSITY OF ARKANSAS
PULASKI TECHNICAL COLLEGE

UNIVERSITY OF ARKANSAS-PULASKI TECHNICAL COLLEGE
Business and Industry Center

Facility Use and Rental Guidelines

The group or organization using the Business & Industry Center of the University of Arkansas-Pulaski Technical College will comply with the laws of the State of Arkansas and the rules set forth by the University of Arkansas-Pulaski Technical College and its Business & Industry Center.

1. The rental group must complete the Rental Application attached to these guidelines and return the application to the Business & Industry Center at least 10 business days prior to rental date. Special arrangements may be made for companies requiring an invoice.
2. Facility rental includes use of the specified room(s) at the specified times only. If kitchen space (refrigerators, ice machine) or the upstairs atrium is required, please state this in the application.
3. Rental Hours are from 8 AM until 5 PM, Monday through Friday. If your group requires a rental before / after these hours or on the weekend, a fee of \$25 per hour (\$100 minimum) will be charged for additional staff. After-hours or weekend rentals with additional staffing may require prepayment.
4. Daily Sign-in sheets of everyone in attendance during the rental are required to be turned in at the end of the rental. Sign-in sheets will be made available to renters as needed.
5. The rental group will be responsible for all persons in the group or organization and liable for all persons in attendance.
6. The rental group will assume liability for any damages done to the building or equipment and will leave the facility in satisfactory condition.
 - a. All trash, including food and other items spilled on the floor, must be placed in the disposal containers provided. Coffee pots are to be left clean and ready for use by the next group.
 - b. Any food brought in should be disposed of properly.
 - c. Chairs, tables, computer keyboards, etc. must be put back in place.
 - d. Tabletops must be wiped off.

Failure to do so may result in the loss of consideration of future requests and/or the immediate cancellation of the activity.

7. Appliances for making coffee are available and free to use by renter. Coffee, cups, and other supplies needed are the responsibility of the renter. Renter is responsible for making coffee and proper clean up.
8. Beverage service (coffee, soft drinks, bottled water) can be provided by the Business and Industry Center for an additional fee. Beverage Service Fee amount is determined by group size, length of rental, and products selected.
9. Room Set-up. Staff is provided for informational purposes only. Any other arrangements must be made by the rental group including room set-up and equipment/computer usage. Room set-up fees may be applied for special set-up requests.
10. Equipment/Computer usage. Rental groups bringing their own equipment/computers are responsible for equipment/computer set-up, including all extension cords, video cords, internet cords, etc. These items will not be provided by the Business & Industry Center. There will be no IT specialist available the day of your event, so make sure everything is working prior to coming. See attached Facility Information for available technology in each room. Projectors are Mac/Apple laptop compatible.
11. Rental of Computer Lab. For groups renting the computer labs, please schedule a time prior to the rental day to test your equipment for compatibility at BIC. There will be no IT specialist available the day of your event, so make sure everything is working prior to coming. Loading any software on BIC computers is prohibited unless authorized by BIC staff. No food allowed in computer labs.
12. Rental Fees
 - a. Rental Fees are listed on the attached Facility Information document.
 - b. Payment can be made by check, made out to UA-Pulaski Technical College, or credit card (Visa and MasterCard only)
 - c. If the rental is not pre-paid, an invoice will be sent to the renter immediately following the rental event.
 - d. Cancellation/Refund Policy: Pre-payments may not be refunded if adequate cancellation notice is not provided to BIC.
13. Smoke-Free. **As of August 1, 2010, all buildings and grounds of University of Arkansas-Pulaski Technical College are "SMOKE FREE."** In April 2009, Arkansas Gov. Mike Beebe signed the "Clean Air on Campus Act of 2009" that established a statewide smoking ban at all public institutions of higher education. This means that No Smoking is permitted on Business & Industry Center property.



UNIVERSITY OF ARKANSAS
PULASKI TECHNICAL COLLEGE

Rental Application

Today's Date: _____

1. Applicant / Org. Name _____

2. Billing Address _____

3. City, State, Zip _____

4. Contact Person _____

5. Contact Phone Number _____ Contact email _____

6. Requested Event _____

7. Number of People _____

8. Requested Event Day _____

9. Requested Event Time From: _____ Until: _____

10. Requested Room(s) _____

11. Kitchen space required? Yes No Atrium required? Yes No

12. Additional Room Set-up Required? Yes No Additional Re-Set Fee \$_____

After Hours Staffing Required? Yes No (Min. \$100) Extra Staff Fee \$_____

Beverage Service Fee \$_____

Room Rental Fee \$_____

Fee Total \$_____

13. Payment Method Invoice Pre-Pay

Understandings:

1. For payment information, see item 11 of the Business and Industry Center Facility Use and Rental Guidelines.
2. We (I) understand that no technical assistance will be provided during the event and that all room set-ups must be made by the renter unless previous arrangements are made during the rental process. See attached Facility Information for available technology in each room.

3. We (I) understand that the premises are to be left in same condition as found.
4. We (I) understand I must supply the Business & Industry Center with a daily list of everyone in attendance.
5. We (I) understand that No Smoking is allowed on Business & Industry Center Property. I understand the Facility Use and Rental Guidelines of the Business & Industry Center of Pulaski Technical College and agree to abide by them. Failure to do so may result in the loss of consideration of future requests and/or the immediate cancellation of the activity.

Signature of Applicant

Date


Return to:

University of Arkansas–Pulaski Technical College
Business & Industry Center
3303 E. Roosevelt Road
Little Rock, AR 72206
Phone Number 501-907-6670 Fax Number 501-907-6673

UNIVERSITY OF ARKANSAS
PULASKI TECHNICAL COLLEGE
BUSINESS AND INDUSTRY CENTER

Facility Rental Rates and Room Information

ROOM	CAPACITY	AMENITIES	PHOTOS	DAILY RATE
<p>Conference Room</p> <p>22' x 22'</p> <p>Open Wi-Fi: SCCC</p>	<p>20</p>	<p>Tables (Square Setting) Rolling Chairs White Board Ceiling Projector Video Screen</p>		<p>\$200</p>
<p>#118</p> <p>31' x 21'</p> <p>Open Wi-Fi: BIC1 or BIC2</p>	<p>25 w/tables</p> <p>40 wo/tables</p>	<p>Tables & Chairs (Classroom Setting) White Board Ceiling Projector Video Screen Instructor Station</p>		<p>\$100</p>
<p>#119</p> <p>Computer Lab</p> <p>Open Wi-Fi: BIC or BIC2</p>	<p>16</p>	<p>16 Computer Stations White Board Ceiling Projector Instructor Station</p>		<p>\$500</p>

<p>#202</p> <p>31' x 21'</p> <p>Open Wi-Fi: BIC3</p>	<p>25 w/tables</p> <p>40 wo/tables</p>	<p>Tables & Chairs (Square Setting) White Boards Ceiling Projectors Video Screens</p>		<p>\$150</p>
ROOM	CAPACITY	AMENITIES	PHOTOS	DAILY RATE
<p>#203</p> <p>38' x 43'</p> <p>Open Wi-Fi: BIC3</p>	<p>75 w/tables</p> <p>150 wo/tables</p>	<p>Tables & Chairs (Classroom Setting) White Board Ceiling Projector Video Screen Audio/Video</p>		<p>\$300</p>
<p>#207</p> <p>Computer Lab</p> <p>Open Wi-Fi: BIC1 or BIC2</p>	<p>24</p>	<p>Rolling Chairs White Board Ceiling Projector Instructor Station 24 Computer Stations</p>		<p>\$500</p>

<p>#209</p> <p>Open Wi-Fi: BIC1 or BIC2</p>	<p>25 w/tables</p> <p>40 wo/tables</p>	<p>Tables & Chairs (Classroom Setting) White Board Ceiling Projector Video Screen</p>		<p>\$100</p>
<p>#210</p> <p>Open Wi-Fi: BIC3</p>	<p>20 w/tables</p> <p>40 wo/tables</p>	<p>Tables & Chairs (Classroom Setting) White Board Ceiling Projector Video Screen Instructor Station</p>		<p>\$100</p>
<p>ROOM</p>	<p>CAPACITY</p>	<p>AMENITIES</p>	<p>PHOTOS</p>	<p>DAILY RATE</p>
<p>Atrium</p> <p>Included w/Room Rental By Request</p> <p>(Catered Lunches)</p>	<p>15</p>	<p>Tables Chairs Kitchen Access</p> <ul style="list-style-type: none"> • Ice Maker • Refrigerator • Sink 		<p>\$0</p>