



UNIVERSITY OF ARKANSAS
PULASKI TECHNICAL COLLEGE

Facility Room Rental & Catering Policies

I. General Policies

- a) UA-PTC facilities are reserved first and foremost for educational use. If facilities are available for rental, priority will be given to faculty, staff and current students.
- b) The Lessee must submit a completed Rental Application at least 14 business days prior to rental date. The rental group or Lessee will be required to sign an agreement for facility rental or an agreement for room reservation and catering prior to the event along with a deposit of fifty (50) percent of the estimated cost. The agreement must be signed by an authorized signer of the Lessee. Special arrangements can be made for companies requiring an invoice.
- c) Rental Fees
 - i) Current rental fees are listed on Appendix A that describes the facilities available for rental. In order to receive the non-profit discount, the Lessee must prove its 501(c)(3) status.
 - ii) Payment can be made by check, made out to the University of Arkansas-Pulaski Technical College, debit or credit card (Visa and MasterCard only)
- d) Cancellation/Refund Policy
 - i) The Lessee may cancel their event and receive a full refund with a 10-day written notice. If the Lessee cancels with less than a 10-day notice, the Lessee will pay a cancellation fee equal to the amount of the deposit. If the Lessee cancels with less than a 3 business days' notice, the Lessee will pay the full amount for the space and catering, if applicable.
- e) Facility room rental includes use of the specified room(s) at the specified times only. If kitchen space or the upstairs foyer is required, please state this in the application.
- f) Groups using the UA-PTC Campus rooms must keep the premises clean. All trash must be placed in the disposal containers provided.
- g) No alcoholic beverages will be allowed on campus without express written permission of the Chancellor.
- h) No open flames, glitter, sequins, or confetti may be used.
- i) No concession sales of food, novelty items, programs, and any other material or supplies will be permitted without prior written approval of the Vice Chancellor for Finance and Director of Campus Dining and Events.

- j) No weddings, wedding receptions, church functions or outside school events such as proms will be permitted.
- k) No decorations may be attached to walls and it is the Lessee's responsibility to remove all of their decorations and their property at the conclusion of the event. Failure to do so may result in additional charges.
- l) The Lessee will not have exclusive use of parking facilities. If the Lessee holds an event during peak times that students are on campus, the Lessee may not have adequate parking.
- m) If the event is after normal business hours, UA-PTC police/security will be required and additional charges will apply, as listed on Appendix A.
- n) For internal functions that require extensive set-up/breakdown, A/V assistance and/or clean up there may be a minimal fee for that function.
- o) All reservations to outside groups are on a first come, first-serve basis and final unless special circumstance approval comes from the UA-PTC Director of Campus Dining and Events or the Chancellor of the College.
- p) If the reservation request is granted, the college reserves the right to rescind its action should it be determined, subsequent to the approval of the request, that the facilities involved are needed by UA-PTC due to extraneous circumstances. All attempts will be made on the part of UA-PTC to prevent such situations.

II. Catering Policies

- a) University of Arkansas-Pulaski Technical College Culinary Arts and Hospitality Management Institute is the exclusive caterer for the University of Arkansas-Pulaski Technical College. NO exceptions unless UA-PTC is unable to cater the event. Potlucks and homemade meals are not permitted for food safety reasons.
- b) Under no circumstances can food be released from any event due to Health Department Regulations. Since we are also a culinary program, we teach our students in their sanitation classes to never allow food that is open and around customers to be reused, since it can be contaminated by the other customers. The food should be immediately disposed of.
- c) The purchase, service, possession, distribution, and consumption of alcoholic beverages in facilities under the control of UA-PTC and on the campus grounds shall in all respects comply with all local, state, federal laws-in addition to all UA-PTC policies. Alcoholic beverages are not allowed inside of any academic classroom spaces, with the exception of alcohol used for instruction in the UA-PTC Culinary program lab and classrooms. Bringing your own alcoholic beverages is not permitted. Alcoholic beverages being sold must be served by an approved catering service (or an approved vendor offering similar services), which shall be insured and have appropriate permits and licenses from the Alcohol Beverage Control (ABC). All servers of alcoholic beverages, whether the beverage is sold or complimentary, are required to sign and have on file with the vendor the ABC issued Alcoholic Beverage

Server Awareness Form prior to serving alcoholic beverages and or have completed an approved ABC online server course. For more information please refer to the UA-PTC Alcohol Policy.

- d) When ordering catering please make sure that the number of attendees is as accurate as possible so that the food and your bill will be accurate. The college will double check the number served to ensure the correctness of the amount.
- e) Tablecloths and skirts will be provided to cover the services areas for catering requested. For groups wanting to use linens without catering, there will be a linen charge as outlined on Appendix A.
- f) Catering staff is responsible for clearing the food tables, catering equipment, disposable or china products (depending on the event the use of china could result in a higher charge to cover extra labor needed) with the food. Catering staff will not be responsible for the arrangement of the room furniture beyond the initial setup requested.

- g) Additional Information for UA-PTC Faculty and Staff. Potlucks, baby showers, bridal showers, retirement parties, and etc. will be allowed as long as the food is brought from home and not an outside vendor. Specialty cakes are allowed. There are no employee discounts for rooms reserved for personal use.

APPENDIX A: RATES

Effective September 1, 2024

Location	Use Fee	Approx. Capacity Max		
Main Campus (NLR) Locations				
		Tables & Chairs	Chairs Only	Standing Room Only
Grand Hall A	\$450 day / \$60	80	100	125
Grand Hall B	\$500 day / \$70	125	175	200
Grand Hall A&B combined	\$900 day / \$125	220	275	300
Tom Steves	\$300 day / \$45	30	35	45
RJ Wills Lecture Hall	\$600 day / \$80	200		
CCB Foyer	\$150 add-on	6 table limit		
Outdoor Quad	\$400 day	150 (tents included)		
Individual Classroom	\$25 hour	25		

See the following link for ALL room rental rates, [UA-PTC Facilities Room Pricing](#)

Half-Day Room Rental: any room reserved for four (4) hours or less.

Whole Day Room Rental: any room reserved for more than four (4) hours.

If security is required, there will be an additional hourly rate of \$55 per police/security personnel.

Events outside of regular business hours or exceeding 150 guests are subject to additional housekeeping fees.