



Hawkins Family Terrace Facility Use Policies

Reserving Hawkins Terrace includes the terrace itself and the Maudine Sanders Student Plaza and Garden. Access to restrooms in the Agricultural, Food and Life Sciences building will be provided and limited to guests attending the event. The organizer is responsible for all other services and logistics related to the event.

Reservations: Reservations will be considered tentative until the letter of agreement is signed and returned to the coordinator for Hawkins Terrace within two weeks of its issuance. All reservations are conditioned on full compliance with all University policies.

Security: Security will be required for any home football game event. The need for security at any other event will be at the discretion of the university. See [Fayetteville Policies and Procedures: 721.1 Security for On-Campus Events](#) for further information.

Organizer Responsibilities: The organizer is responsible for ensuring compliance with all University and Hawkins Terrace policies and must be present for the entirety of the event. The organizer will contact the coordinator for Hawkins Terrace one week prior to the event to confirm event set-up and arrangements.

Alcohol Policy: Anyone wishing to use the terrace will be required to sign the Hawkins Terrace Alcohol Policy *even if alcohol will not be served at the event.*

Armbands: Armbands will be required for events taking place during home games when alcohol is served.

Property Damage: Users must agree to be financially responsible for all costs associated with the use, including but not limited to security costs, cleanup, or damage to University property. University employees, students, or organizations may also be subject to disciplinary action for misuse or damage. If warranted by the nature of the event, Bumpers College may require a user to obtain appropriate insurance coverage and/or to provide a separate written indemnification of the University, its officials, and its employees for any claims pertaining to the use of the facilities. Furthermore, the University will not be held liable for any costs or liabilities of any nature associated with the event, including but not limited to any lost or damaged goods.

Sound Regulations on Campus and Respect for Others: Organizers must respect others' rights by not creating noise disturbances on campus. See [Fayetteville Policies and Procedures 708.0, Section IV for further information](#).



Smoking and Open Flames: Smoking and use of tobacco products are prohibited on all University of Arkansas properties. See [Fayetteville Policies and Procedures 724.0](#). Candles, grills, incense and any other open flame lighting are prohibited on Hawkins Terrace.

Grills: Grills that are not wider than the sidewalk may be used on the plaza in designated areas. Per fire code they are not be placed on the sidewalk or within ten feet of the building. Please ask the terrace coordinator for approved locations.

Billing: A cost center number must be provided at the time of the reservation request to be charged for any applicable fees and any ancillary costs incurred as a result of usage, such as necessary clean-up after the event, damage, etc.

Use Limitations: Hawkins Terrace may not be used for promoting political figures, parties, or policies. Commercial advertising, selling or solicitation of funds is not permitted. Religious services or promotion of specific religious beliefs is prohibited.

Additional Prohibitions Rice, birdseed, confetti, and glitter are also prohibited in all areas of Bumpers College buildings.

Pets: Pets are prohibited on campus. Exceptions to this policy are limited to service animals for people with disabilities. See [Fayetteville Policies and Procedures 718.0: Prohibition of Pets on Campus](#)

Lost & Found: Any items found on the terrace or surrounding grounds will be retained by the terrace coordinator for two weeks. After that, they will be discarded.

Property Alterations and Decorations: Alteration or physical modification of University property is not permitted. The organizer must have decorations approved and/or inspected for safety in advance. In particular, materials taped or tacked on any walls are prohibited. Flowers must be hand-held or in vases. They must not be attached in any way to fixtures or the building.

Inclement Weather: In case of inclement weather, an outdoor event can be moved into the atrium of the Agricultural, Food and Life Sciences building.

Hawkins Family Terrace is also subject to all Fayetteville Policy and Procedures set by the Board of Trustees, specifically those listed in [Fayetteville Policies and Procedures 708.0: Use of Facilities and Outdoor Space](#).



Hawkins Family Terrace Facility Use Policies for Student Groups

Per the Hawkins Family Terrace Alcohol Policy, no alcohol is permitted at any event that students are invited to.

Any student group that wishes to use the terrace must be sponsored by a faculty advisor. The faculty advisor must be present for the entirety of the event, and will be responsible in the same capacity as an organizer.

Fundraisers sponsored by Registered Student Organizations must be approved by the Office of Student Activities (A665 Arkansas Union) no later than two weeks before the event is to take place.

If an off campus speaker or performer is to be invited to address an open meeting of a recognized student organization, the faculty advisor must give his or her approval.

Hawkins Family Terrace Resource Guide

Catering: All food and beverage services must be provided by a vendor licensed by the Arkansas Department of Health. If you need help finding a caterer please contact us.

Bartenders: Per the Hawkins Terrace Alcohol Policy, all alcoholic beverages/ products must be served by a contracted bartender. Ask your caterer. If they cannot provide one, you can contact [RazorTemps](#) to inquire about potential bartenders.

Equipment Rentals: Contact Facilities Management for any additional equipment services. They can provide an array of services including set-up, trash cans, tables, chairs, etc. See [Special Setup Equipment Rentals](#) for more information.

Security: If you require security you may contact [RazorTemps](#) for more information.

Television: There is a television available for use with the terrace. While there is no fee for rental, the hourly IT rate will be charged for it to be used. IT services need to be requested more than two weeks prior to the event. Any services requested after that time will be subject to availability.

HVAC: For events that are outside normal business hours a written request for a change to heat or air must be sent to Facilities management [HVAC Scheduling](#) at least three working days prior to the event. More information can be found on [the FAMA website](#).

Parking: For more information regarding parking please refer to the [Parking and Transit](#) website for information, maps and questions.