



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.

Hawkins Family Terrace is 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](#).

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 in accordance with [Board of Trustees Policy 705.1](#)

Reservations: Reservations will be considered tentative until the Hawkins Family Terrace Facility Use Policies Statement of Receipt and Agreement is signed and returned to the Hawkins Terrace coordinator. Signed agreements will remain valid for one year. All reservations are conditioned upon full compliance with all [Fayetteville Policies and Procedures](#)

Billing: Billing information and appropriate approval must be provided in order to confirm a reservation. Rental fees and any applicable fees for ancillary costs incurred either for services requested by the organizer or as a result of usage, such as additional clean-up after the event, damage, etc.

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

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. See [Fayetteville Policies and Procedures 708.0: Use of Facilities and Outdoor Space](#)

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



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

Event Signage: Hawkins Terrace provides yard signage for private events. Sidewalk chalk is prohibited on the plaza or terrace. All other signage is subject to [Fayetteville Policies and Procedures 723.0, Exterior Signs and Publicity on Campus](#)

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. Candles, grills, incense and any other open flame lighting are prohibited on Hawkins Terrace. See [Fayetteville Policies and Procedures 724.0](#).

Grills: Grills that are no wider than the sidewalk entering the Maudine Sanders Student Gardens and Plaza may be used on the plaza in designated areas that are pre-approved by the University of Arkansas Fire Marshall. They will not be permitted on the sidewalk or within ten feet of the building. Contact the Hawkins Terrace coordinator for approved locations.

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 Hawkins 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. See [Fayetteville Policies and Procedures 708.0: Use of Facilities and Outdoor Space Section III](#).

Inclement Weather: In case of inclement weather that prevents an event taking place on the terrace, an outdoor event can be moved into the atrium of the Agricultural, Food and Life Sciences building. The [Fayetteville Policies and Procedures 210.0 - Inclement Weather Policy](#) will be used to make building closure decisions.



Hawkins Family Terrace Facility Use Policies for Alcohol Service

University Alcohol Policy: The purchase, service, possession, distribution, and consumption of alcoholic beverages on Hawkins Terrace shall comply with all applicable state and federal laws, in addition to [Fayetteville Policies and Procedures: 700.5 Alcohol Policy for University Special Events](#). In accordance with this, the approved form from the Office of Donor Engagement and the guest list must be submitted to the Hawkins Terrace coordinator prior to the event.

Boundary Restrictions for Alcohol Consumption: All alcoholic beverages must remain within the confines of the Hawkins Family Terrace and are not permitted on the Maudine Sanders Student Plaza and Gardens or in the adjoining Agricultural, Food and Life Sciences building.

Event Check-in Table: Events that include the serving of alcohol are required to provide a manned check-in table near the entrance to Hawkins Terrace requiring guests to sign-in and ensuring compliance with the boundary restrictions for alcohol consumption.

Alcohol Guidelines Pertaining to Students: Per University of Arkansas Division of Agriculture Alcohol Policy, alcoholic beverages may not be served at University events which are designed primarily for students, regardless of age or classification (undergraduate or graduate) of students.

Hawkins Family Terrace Facility Use Policies for Student Groups

Alcoholic beverages may not be served at University events which are designed primarily for students, regardless of age or classification (undergraduate or graduate) of students.

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 written approval.



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Statement of Receipt and Agreement

By signing below, the person/organization submitting the request acknowledges receipt of the Hawkins Terrace policies as listed above. The person/organization submitting the request further acknowledges that they have read, understand, and accept each policy in its entirety:

Print Name: _____

Title/ Organization: _____

Signature: _____ Date: _____

For student groups, faculty advisor signature:

Print Name: _____

Title/ Organization: _____

Signature: _____ Date: _____