

Building Reservation Guide

Updated February 2024

Building	Contact	MAILSTOP	Email	Fees (generally)	Online Form	Memo
Agriculture Buildings (AFLS, ROSE, AGRI, HOEC, POSC)	Kristin Seals	AFLS E218	kdseals@uark.edu	No	Use 25Live	
Agri Park	Allie Speed	DTAS	agripark@uark.edu	Yes - \$15 per hour + cleaning fees	https://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Fuark.co1.qualtrics.com%2Ftf/%2Fform%2F5V_8k55ohDhX6WZktw&data=0%3F7CD1%7Cosa%40uark.edu%7Cace9e3c8ba70436766b608db6609ee82%7C9c742c4e61c4fa5be89a3cb566a80d1%7C0%7C0%7C638215965059975744%7CUnknown%7CTWFpbGZsb3d8evlWl0lMC4wLjAwMDALCjQjoiV2luMzIlLCJBTiI6Ik1haWwILCjXVCi6Mn0%3D%7C3000%7C%7C%7C&data=HewV0G3HmeH11%2BFI0Q801%2B%2FG73WQQHdQe0ZJjbe0%3D&reserved=0	
Agriculture College Buildings, other	Main Office	AFLS E202	aflsdean@uark.edu	Depends on Event	https://25live.collegenet.com/uark/	Requests go through an approval process; Contact for request forms
Alumni House	Rebecca Mason	ALUM 210	ram012@uark.edu	Yes - \$100 for setup/tear-down + \$150-\$1,500 depending on room	https://www.arkansasalumni.org/s/1429/bp20/interior.aspx?sid=1429&gid=1&pgid=7330&cid=16800	Fees apply to on and off-campus organizations and are cheaper for on campus organizations
Anne Kittrell Art Gallery	Trisha Blau	ARKU A-665	tblau@uark.edu	Fees for damage or cleaning. Union will be charging them for set-up items/tech as well.		Contact the Arkansas Union to reserve the UP Video Theater ARKU 423
Arkansas Union	Reservations Office	ARKU 634	auevents@uark.edu	Depends on room, equipment, and services reserved	union.uark.edu	
Athletic Facilities	Arek Olson	JBAR 131	areko@uark.edu	Yes	https://uark.teamworkshop.com/ext/2/95f0db6d-6b83-4d85-9717-1a2a4f963d02	Fees apply to RSOs and non-RSOs; won't displace athletic events/practices
Bell Engineering/Engineering Hall	Denise Rogers	BELL 3189	enrg-rec@uark.edu	NO	https://engineering.uark.edu/resources/documents/ROOM-RESERVATION-FORM.pdf	Online form required; Science/engineering events only; Permission from Associate Dean required for non-engineering RSOs; Advisor signature is required and must attend events. Signature from the RSO Faculty Advisor is required and Faculty Advisor must attend events.
Campus Outdoor Space	Laura Wood	FAMA D105	outdoors@uark.edu	Key Deposit; Possible event space fee, and varying equipment fees	http://fama.uark.edu/reservations.php	Examples: Greek Theater/Old Main Lawn/Union Mall/The Gardens/Maple Hill Lawn/Adohi Lawn/Gearhart Courtyard/FNAR Mini Greek Theatre/Gardens
Carnall Hall	Main Desk		reservations@innatcarnallhall.com		www.innatcarnallhall.com	Ask for "Reservations" when calling; Fees apply to on and off campus organizations. Use PO#
Epley Center for Health Professions	Denise Bignar (Special Events) Jean Mitchell (Academic Classes)	ECHP 111	See Memo	Depends		<ul style="list-style-type: none"> •For scheduling special events - Contact Denise Bignar in the COEHP Dean's office (dbignar@uark.edu). •For academic classes – contact Jean Mitchell in the Office of the Registrar (jem03@uark.edu)
Fay Jones Architecture Building	Byron McCuan	WALK 120	bmccuan@uark.edu		Use 25Live	Only architecture & design organizations. Our building is Vol Walker Hall (WALK), there are no fees or forms to reserve spaces in our building, but that memo stands with one caveat: We handle individual requests on a one-on-one basis, but most folks tend to want an evening reservation which is difficult for us since our building locks down after 5:00 p.m. for the safety of our students who spend long hours in their studios. We are willing to work with others on campus in the spirit of collegiality, but these must come through me with the understanding that our own programs/organizations take priority.

Fulbright College Buildings (Champions, Chemistry, Discovery, Kimpel, Gearhart, Hillside, Memorial, Physics, Old Main, Science and Engineering buildings)	Dean's Office	MAIN 525	arsccert@uark.edu	NO	https://25live.collegenet.com/uark/	Room reservations are allowed for full time faculty and staff. RSO's may obtain access to room scheduling through their faculty/staff advisor, of whom must be in attendance. There is no cost associated with reserving our rooms. As of right now, the last I heard, we will be in full operation for the Fall Semester unless something changes in regards to covid-19. Please note that food and drinks are strictly prohibited from all classroom spaces on campus.
Gearhart Hall-Geosciences	Jessica Eckberg	GEAR 216	jeckberg@uark.edu	NO		Email Jessica Eckberg to reserve
Gearhart Hall - Auditorium (Honors College)	Gail Williams	GEAR 127	hcevents@uark.edu	NO		Reserve two weeks before the event; available M-F 5pm - 10pm; anytime Saturday and Sunday; if needed during M-F 7a-5pm, contact Central Scheduling; catering welcome
Don Tyson Center for Agriculture Sciences/Waldrup Hall	Allie Speed	DTAS	speed@uark.edu	Yes	https://aaes.uada.edu/venue-rental/don-tyson-center-for-agricultural-sciences/	
Graduate Education Building & Peabody Hall	Brandon Weston		bweston@uark.edu		https://uark.qualtrics.com/jfe/form/SV_9mfQlcPcoiydbl	Fees may incur if there is damage or trash in the area.
Hawkins Terrace/Sanders Plaza (AFLS Bldg)	Kristin Seals	AFLS E218	terrace@uark.edu	Yes - listed on website	https://bumperscollege.uark.edu/alumni-and-friends/terrace.php	
HPER	UREC Main Office (HPER 225)	HPER 225	urec@uark.edu	YES (Fees are assigned based on the room type)	https://urec.uark.edu/facilities/reservations/index.php	
J.B. Hunt (Rooms: 144,146-149,216,234,266)		Main 525	arsccert@uark.edu	NO	https://25live.collegenet.com/uark/	Advisor must make request & be present at event; Academic events only; 1-business day notice required; Food and drinks are prohibited in the classrooms/auditoriums but are allowed in hallways/lobbies
Kimpel Hall --- Dept of Theatre	Joseph Millett	KIMP 619	jmillett@uark.edu			Reservations for Kimpel Studios 404,402,204B, and Global Campus Auditorium (After 5pm)
Law School	Dean's Office	WATR 185				If available
Mechanical Engineering	Online Request	MEEG 204	meeg@uark.edu		https://uarkmeeg.wufoo.com/forms/21o0e9hz0m86wrw	limited space
Mullins Library	front desk	MULN 206	refer@uark.edu		libraries.uark.edu/rooms/	Group study rooms cannot be reserved and are checked out on a first-come, first-served basis.
Old Main - Giffels Auditorium	Debbie Power	MAIN 525	dlpower@uark.edu			Limited to Academic Events. Capacity = 282.
Pat Walker Health Center	Melissa Bratton, AJ Olsen, and Jean Mitchell	HLTH	mbratto@uark.edu ajolsen@uark.edu jem03@uark.edu			Jean Mitchell will be making the reservatios for anyone wanting to teach a class.
Pauline Whitaker Animal Science Center	Darren Bignar	WHIT	jbignar@uark.edu	Yes - listed on website	https://aaes.uada.edu/venue-rental/pauline-whitaker-animal-science-center/	
Reynolds Center/Willard J Walker	Shannon Bullock	RCED 140	meetings@walton.uark.edu	yes	conferencehub.uark.edu	Auditorium capacity = 300
Sam Walton College of Business	Becca Clifton	RCED 140	bcclifton@walton.uark.edu		http://walton.uark.edu/room-requests.php	Prefers use of online reservation system. Walton students organizations only

University House		UNHS	engage@uark.edu	Yes	development.uark.edu	University House is transitioning to space for student affairs and will no longer be managed by University Development. My understanding is that building reservations will not be available for this space moving forward.
University Housing - all buildings	front desk	HOUS	housing@uark.edu	Possibly		Building Reservation Guide for reserving University House changed from rdilla@uark.edu to engage@uark.edu
Walton College of Business - classrooms & departmental rooms	Undergraduate Programs Office	WCOB 328	connect@walton.uark.edu	Yes	https://25live.collegenet.com/uark/	Reservations through 25 live only.
Equipment Rental	Contact	MAILSTOP	Email		Online Form	Memo
Facilities - Outdoor Equipment Rental	Elvis Hunt	FAMA	echunt@uark.edu		https://fama.uark.edu/bsad/special-setups.php	When reserving space you need to request special setup/equipment separately
HPER	UREC Main Office (HPER 225)	HPER 225	urec@uark.edu	YES (Fees are assigned based on equipment type)	https://urec.uark.edu/facilities/reservations/index.php	