

Arkansas State University - Jonesboro

Effective Date: 07/01/91

Number: 04-28

Section: Facilities and Services

Subject: Facilities - Use of Convocation Center

1. Eligibility to use the Convocation Center is determined by the Convocation Center Director in accordance with the policies set forth in the Convocation Center Rental Agreement.
2. For scheduling events in the Convocation Center, the following priorities apply, in the following order:
 - a. Academic and related activities of Arkansas State University, such as registration, commencement, "Honors Day" or similar events.
 - b. Intercollegiate athletic events and conference basketball games scheduled a minimum of two years in advance of the official seasons as defined by NCAA and AIAW.
 - c. Events sponsored by Arkansas State University through the Convocation Center Director.
 - d. Events sponsored by Arkansas State University Union Board and scheduled at least two months in advance.
 - e. Events jointly sponsored by Arkansas State University and non-university groups.
 - f. Events sponsored by recognized students, faculty, or staff groups.
 - g. Events sponsored by the Red Wolf Club and scheduled at least two months in advance through the Convocation Center Director.
 - h. Events sponsored by Arkansas State University through its various departments and colleges and scheduled at least one month in advance.
 - i. Events sponsored solely by non-university organizations.
 - j. Reservations may not be assigned in whole or in part nor may reservations for one event be used for presenting a different event.
3. Tentative and confirmed reservations are subject to cancellation according to the regulations listed in the Convocation Center Rental Agreement.
4. An event shall not be permitted for any purpose which, although in accord with the general purpose of the University, is of such character or occurs at such time or in such circumstances that it is likely to interfere or cause major conflict with any University activity, program or event, or is inimical to the interest of the University.
5. Events sponsored at the Convocation Center must conform to all other applicable policies and procedures established by the University.

Reviewed on 12/11/13.