

University of Arkansas at Little Rock School of Law

Policy for Use of Law School Facilities

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Policies contained herein are based in part on University-Wide Administrative Memoranda 710.2, 715.1, and 720.1; University of Arkansas Board of Trustees Policy Statements 705.1, 715.1, 720.1, 725.1, 730.1, 735.1, and 740.1 and UALR 1035.1.

(10/05/92)

I. USE OF LAW SCHOOL FACILITIES

A. Faculty and Staff

1. A member of the faculty shall be free to invite outside speakers to participate in any class, conference, or institute which is a part of the Law School educational program.
2. Faculty and staff may reserve rooms for Law School purposes.

B. Student Organizations

1. Any recognized or registered Law School student organization may use Law School facilities for open or closed meetings or performances subject only to Law School scheduling regulations.
2. 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 before an invitation is extended and publicity is released. If the group does not have an official advisor, the approval of a faculty member is required.

C. Policy on Use of Law School Building for University Related Activities

1. The Board of Trustees, President, UALR Chancellor, UALR Provost, or any member of the Law School Faculty may use any room in the Law School Building not required for classes or other regular Law School activities. However, this provision shall not be construed to allow non-Law School classes to be held in the Law School. Such usage shall be governed by the following paragraphs.
2. Upon written request by the instructor, a non-Law School UALR class may be held at the Law School under the following circumstances when such class does not interfere with any Law School class or the regular activities of the Law School:
 - 00a. On a one-time-only basis with the permission of the Dean;
 - 00b. Upon the request of the Provost;
 - 00c. When such class requires frequent and continuing access to the Law Library; or when Law School faculty are involved in the actual instruction of the course; or when the course would otherwise be taught off campus; or for some other articulated reason it is reasonable to meet in the Law School.
3. A course which has been taught previously on the main UALR campus without needing use of the Law Library shall presumptively not meet the criteria above.
4. Other units of UALR may use the Friday Courtroom with the permission of the Dean when there are no classes or other Law School functions planned for the courtroom and when it is not otherwise reserved.
5. No class or other UALR function shall be held in the Law School during a time the Law Library is not open.
6. The Dean may delegate the authority granted by these rules to an Associate or Assistant Dean.

D. Policy for Use of Friday Courtroom by Non-University Groups

1. The Dean may allow non-University groups to use the Friday Courtroom under these policies.
2. Only law related groups may use the Friday Courtroom. "Law related" means a group whose membership is comprised substantially (at least 75%) of attorneys, legal secretaries, para-legals, law librarians, law students, or court employees.
3. Such groups may use the Friday Courtroom, with the permission of the Dean, when there are no classes or other Law School functions planned for the courtroom and when it is not otherwise reserved.
4. Such groups may use the Friday Courtroom only during times the Law Library is open.
5. The Arkansas Bar Association and Pulaski County Bar Association or any committee thereof may use the Friday Courtroom and the adjacent judge's chambers and jury room without fee.
6. All other law related groups may use the Friday Courtroom without fee, provided however, if a registration fee in excess of \$10 per day is charged for any event in the Friday Courtroom, there shall be a flat fee of \$50 per day assessed for use of the Courtroom. The \$50 fee shall be payable whether the room is used the entire day or any portion thereof and shall be paid at the time the room is reserved. The fee is refundable if at least five working days' notice is provided.
7. Other areas in the Law School building will generally not be available for use by non-University non-law-related groups. Exceptions to this may be granted by the Dean. Additionally, non-University groups are encouraged to tour the Law School and Law Library, and facilities in the building may be utilized to effectuate such tours and information regarding the building.
8. The Dean may delegate the authority granted by these rules to an Associate or Assistant Dean.

E. Use of Jury Rooms for Depositions and Attorney Conferences

1. Unless required by a Law School class or other commitment, attorneys may reserve the jury rooms adjacent to the Friday and Mitchell courtrooms for depositions or conferences.
2. The rooms shall be reserved on a first-come-first-served basis. The fee for use of the rooms shall be \$25 for each day or part thereof. The fee is not refundable and shall be paid at the time the room is reserved.
3. Depositions and conferences may be held only during the hours the Law Library is open.
4. Reservations shall be made with the Assistant Dean.

F. Publicity and Communications

1. Publicity and communications concerning any meeting shall clearly identify the sponsoring organization and shall carefully avoid any stated or implied University or Law School sponsorship.
2. An invitation to a speaker or the reservation of a facility room for a group or organization does not necessarily imply approval or disapproval of the speaker or his views by either the University or the Law School. Speakers may be invited to the campus to discuss political issues.

G. Law School Scheduling Regulations

1. The office of the Assistant Dean is responsible for scheduling rooms and facilities for all activities within the Law School other than regular classes. This includes make-up classes, activities sponsored by faculty, faculty committee meetings, activities sponsored by student organizations, and activities sponsored by non-University groups.
2. The Law Library is responsible for scheduling rooms and facilities within the Law Library.
3. Any conflict in dual scheduling of rooms shall be handled as follows:
 - 00a. regularly scheduled classes will always take precedence over any other scheduled activity.
 - b. a scheduled activity noted on the registration record of the Assistant Dean will have priority over an activity which has not been scheduled through the office of the Assistant Dean.
4. Any special equipment needs in conjunction with the scheduled room must be arranged with the office of the Assistant Dean in advance. Equipment is kept locked and is checked out on an as-needed and approved basis. We do not have sufficient staff to honor last-minute requests for equipment.
5. Any equipment used in conjunction with the scheduling of a room must be returned to the office of the Assistant Dean immediately after the end of the scheduled activity OR arrangements must be made IN ADVANCE for the equipment to be picked up by our Physical Plant personnel. Failure to safe-guard equipment will result in loss of future room scheduling privileges.
6. Please refer to the section on Use of Law School Facilities for compliance with University rules and regulations.

H. Procedures For Scheduling Activities

1. The Associate Dean of the Law School schedules all classes. Any faculty or adjunct faculty desiring to change a room assignment for a semester must see the Associate Dean. Likewise, the Associate Dean schedules final examinations. Any faculty or adjunct faculty desiring to change a room for a final examination must see the Associate Dean.
2. The Assistant Dean is responsible for scheduling rooms for all other purposes, including make-up classes.
3. Contact the Assistant Dean or her designee when you need a room within the Law School reserved for any purpose. Have the following information available:
 - a. Date and time (including beginning and ending time) that you will need the room.
 - b. How many people you will need to seat.
 - c. The purpose of the room reservation.
 - d. If a student group, the name of the faculty sponsor of the group.
 - e. A telephone number where you can be reached if a problem arises.
 - f. Any special equipment you may need in the room during the time you have it reserved.

4. Reservation of the room will be entered on the computer indicating when the reservation was made. In the event of a scheduling conflict, all regularly scheduled classes have priority. Otherwise, the first person making the reservation has priority. Rooms reserved for activities other than classes and make-up classes will be noted on the Master Calendar of Activities.
5. Law School facilities may be reserved up to six (6) months in advance of an activity, but no more than six (6) months.

I. Building Hours/Procedure After Hours

1. Generally, the Law Library, the main halls of the Law School, and the Student Lounge and Locker area are open from 7:00 a.m. to 11:00 p.m. Monday through Friday, from 8:00 a.m. to 5:00 p.m. on Saturday, and from 1:00 p.m. to 11:00 p.m. on Sunday. Hours of operation for both the Law Library and the Law School will vary during breaks between semesters and over holidays. Hours are posted in the Library and the Law School during such periods.
2. Generally, offices are open from 8:00 a.m. to 5:00 p.m. Monday through Friday. Due to a shortage of staff, most offices are closed during the lunch hour (12:00-1:00 p.m.). Office personnel can be contacted for special arrangements for after hours needs.
3. Generally, classrooms are open from 8:00 a.m. to 9:00 p.m. Monday through Friday. Students are encouraged to study in the library or designated areas (lounge, gallery outside the first floor of the library) for security purposes.
4. After 7:00 a.m. and before 5:00 p.m. Monday through Friday, any person may use any* entrance into the building. Before 7:00 a.m., after 5:00 p.m., and on weekends, ALL persons entering the building must do so through the north entrance (near the guard booth). You must show your UALR Law School picture I.D. Persons not having such an I.D. must sign the registration book upon entering and leaving the building. Persons without Law School I.D. may be escorted to their destination within the building. This procedure is to help secure the safety of persons within the building. Persons without Law School I.D. who fail to sign in will not be allowed to use the building other than during regular 8:00 a.m. to 5:00 p.m. Monday through Friday hours.
5. Persons are allowed in the building for legitimate purposes of working, studying (registered students only), or using the Law Library.
6. All persons with office keys are responsible for locking their own offices. All persons leaving the building after 11:00 p.m. are responsible for seeing that the outside door locks securely behind them. Anyone opening a common area after hours (vending, lounge, etc.) is responsible for re-locking that area upon their exit.

*The west front doors are locked at all times.

II. MISCELLANEOUS

A. Parking

1. All vehicles owned or operated by students, faculty and staff must be parked within the fenced area of the Law School for the safety of our students, faculty and staff. **WE STRONGLY DISCOURAGE STUDENTS, FACULTY AND STAFF FROM PARKING ON MCALMONT AND IN MACARTHUR PARK.**
2. Visitors are encouraged to park within the fenced parking lot of the Law School. Visitors are

reminded that after 5:00 p.m. Monday through Friday, on Saturday and on Sunday only the NORTH ENTRANCE of the building is available for entrance.

3. Persons who wish to be escorted to their vehicles within the fenced parking lot after dark should contact the Department of Public Safety Officer.
4. Four (4) blue lights are located within the parking areas: one in the north parking lot in the northeast corner; one in the north parking lot on the chiller building; one behind the building on the east side; and one in the south parking lot. These blue light telephones are connected directly to the Department of Public Safety. Please use a blue light telephone if you encounter any problems within the parking area.

B. Housekeeping Rules and Regulations

1. It is the intent of this policy to preserve, inasmuch as possible accounting for reasonable usage, the newness and quality decor of the new building. Specific rules are generated with this goal in mind.
2. **ABSOLUTELY NOTHING IS TO BE ATTACHED TO THE WALLS OF HALLS OR COMMON AREAS BY ANYONE UNDER ANY CIRCUMSTANCES.**
3. Alterations or modifications of property owned or leased by the University are not permitted unless specific permission is obtained through the Assistant Dean. This means: **NO PAINTING, NAILING, TAPING, PUTTING UP BULLETIN BOARDS, ETC.** Anything to be hung must be hung by Physical Plant; please make your requests through the office of the Assistant Dean. The interiors of individual offices are excepted from this rule; however, **NOTHING** may be hung on doors or door frames whether interior or exterior.
4. Campus signs and posters. "Signs include billboards, decals, notices, placards, posters, banners and posting as any means used for displaying a sign."

The Law School campus is open to posting of signs by the University community and non-University groups or individuals within the following restrictions:

- a. Items of general interest may be posted on bulletin boards found in the Student Lounge on the second floor of the Law School building.
- b. Student organizations desiring separate posting space should see the Assistant Dean. Generally, each organization is required: 1.) to buy its own glass enclosed bulletin board; 2.) to obtain permission from the Assistant Dean as to where it may be placed within the building; and 3.) to make arrangements with Physical Plant personnel for hanging the bulletin board(s).
- c. Indoor glassed bulletin boards are normally restricted for the use of the Law School. If you wish to post anything on such a bulletin board, see the unit that maintains the board for approval. (Examples: see the Office of Admissions and Records concerning the Admissions Board; Legal Clinic concerning the Clinic Board, the Assistant Dean concerning the Career Services Board, etc.)
- d. All posted materials should be dated.

- e. Signs should be removed by the person who placed them no later than 48 hours after the event publicized or no later than two (2) months after posting if the sign is not about an event. If not removed, Physical Plant personnel will remove them and throw them away.
 - f. All events must be placed on the Law School Master Calendar prior to posting and advertising the event. See the Assistant Dean to schedule your event.
 - g. All signs must contain the name of the individual or group sponsoring the event. Failure to do so will result in the sign being taken down.
 - h. SIGNS MAY NOT BE: 1.) AFFIXED BY TAPE OR STAPLES OR BY ANY OTHER MEANS TO WALLS OR FURNITURE WITHIN THE BUILDING; 2.) ATTACHED TO SHRUBS, TREES, OR PLANTS; 3.) ATTACHED TO FENCES.
 - i. Signs, notices, etc. may not be placed on glass within door frames.
 - j. The Assistant Dean/designee, UALR Department of Public Safety Officers, Physical Plant personnel and administrators may remove signs, posters, etc. on Law School property that are in violation of these sign and poster regulations.
 - k. Violations of these regulations may result in future denial of posting privileges for a designated period of time.
5. Faculty, staff and students are not allowed on the roof of the building at any time (with the exceptions of the outside lounge area adjacent to the student lounge and the outside lounge area adjacent to the Coyne Dean's Gallery).
 6. Food and beverages are not allowed in certain areas of the Law School and Law Library. See the Food and Beverage policy for more information.

C. Food and Beverages

1. Food and *beverages are not permitted in Courtrooms, hallways and the Law Library. While beverages are allowed in Classrooms, **FOOD IS NOT**. **Food and beverages are permitted in the student lounge/vending area and in the lounge area outside and adjacent to the student lounge (both on the second floor), in the gallery lounge outside the Law Library on the first floor, in the Locker Room on the first floor, in faculty and staff lounges, and in private offices.
2. Any organization sponsoring an event where food will be served or consumed in an area other than listed in paragraph one above must reserve a room through the Assistant Dean and must designate that the event includes food. The organization will be responsible for "bussing" the room after the event. The organization will also be responsible for any costs associated with cleaning carpets or walls as a result of food/beverage spillage.
3. The Law School may designate certain areas at certain times for Law School functions involving food and beverages.

*Faculty and guest speakers may have water to drink within Courtrooms.

**Beverages are permitted in classrooms and seminar rooms but food is not.

D. No Smoking Policy

1. Pursuant to University Policy, smoking is not permitted anywhere within the building, including private offices.
2. Smoking is permitted OUTSIDE THE BUILDING IN DESIGNATED AREAS ONLY. These are: the outside lounge area located off the student lounge on the second floor; the outside gallery area located off the elevator lobby on the second floor; and the east (interstate) side of the building on the outside stairwell landing. Ashtrays are also provided at the north and south entrances to the building; **these are not smoking areas** because they are not the requisite distance away from the door as required by University policy. Please use ashtrays and properly dispose of cigarettes and cigars.

E. Lost and Found

1. All items found should be turned in to the Circulation Desk of the Law Library. Any items turned in to offices, faculty, Physical Plant, etc. should be taken immediately to the Circulation Desk. Inquiries concerning lost items should be directed to the Circulation Desk.
2. The Circulation Desk will not be responsible for any items left more than 30 days.

F. Bicycle Policy

1. Bicycles should be placed in the rack provided for them.
2. Bicycles should be locked to the rack for safety; the Law School will not be responsible for bicycles.
3. Bicycles may not be ridden on the lawn itself; they may only be ridden in the parking lot to the extent necessary to get to the bicycle rack.

G. Animal Policy

1. Animals are prohibited in classrooms, offices, or any building unless they are classified as guides for the handicapped or as instructional or research animals.
2. All animals exempted in one (1) above must be attended at all times.
3. Persons bringing animals on campus under one (1) above must comply with state and local leash and registration laws.

H. Keys

1. Keys are issued to faculty and staff by the Physical Plant Office on main campus. Each faculty and staff member is entitled to one (1) free key. Thereafter, additional keys must be purchased for \$1.00 each from Physical Plant and **MUST BE PICKED UP FROM PHYSICAL PLANT ON MAIN CAMPUS BY THE PERSON DESIRING THE ADDITIONAL KEY(S).** In accordance with University policy, faculty and staff who leave the employ of the University must return their Law School keys to Physical Plant on main campus and receive a receipt before their final pay check will be issued.

2. Keys are issued to students for student offices and activities by the office of the Assistant Dean. These keys must be returned to the same office. Students must return all Law School keys prior to graduation or, in accordance with University policy, they will not be certified to graduate. Keys to outside doors of the building are not issued to students.
3. Lost keys should be reported immediately to the Assistant Dean's office.

I. Inventory

1. The Assistant Dean's office is responsible for inventory. If you would like to trade furnishings or equipment with another office (or give something outright to another person), you must report this to the Assistant Dean's office so that the room location can be changed on the inventory. Auditors from the Legislative Audit Committee visit us twice each year specifically to see if we have the inventory and if it's where we say we have it, so it's very important that each person keep up with what is assigned to him/her.
2. Furnishings and equipment are NEVER to be thrown away or given away. The University follows a strict procedure for removing property from its inventory. If something is damaged or useless beyond repair, report it to the Assistant Dean's office.
3. Inventory marked with a University sticker is not to be taken off the premises of the Law School. In certain rare cases this rule may be waived by the Assistant Dean. Of course, there are University forms to complete when such a waiver is granted.

J. Lockers

1. The Student Bar Association is responsible for renting lockers in the Student Locker Room. Only registered students are eligible to rent these lockers.
2. Faculty and staff may be assigned lockers in a different area. See the Assistant Dean for information concerning these.

K. Address and Communications

1. All students are required to maintain a correct residence address, mailing address, and telephone number with the Office of Admissions and Records. A change of address or telephone number should also be reported to that office.
2. Student mail slots are located on the first floor in the Locker Room. The purpose of the mail slots is to provide a means whereby students, faculty and staff can exchange information with students. Students are discouraged from having personal mail delivered to the Law School building; these mail slots will not be used for mail with U.S. postal markings on them. The Law School will not be responsible for loss of mail. Student organizations may also receive mail in the Locker Room on the first floor.
3. Due to staffing constraints, telephone messages for individual students will not be accepted unless a genuine emergency exists. (Legal Clinic students will, of course, receive telephone calls through the Legal Clinic Secretary). Emergency calls for students should be directed to the office of the Assistant Dean. She, in turn, will determine if a genuine emergency exists.
4. Office telephones are for the use of the employees who work therein. Public pay telephones are

located on the second floor of the Law School building. Telephones which access the metropolitan area only are available in the student lounge area. Any person making unauthorized long distance calls will be required to pay for the calls.

L. Outside Salespersons and Solicitors or Solicitation and Fund Raising

1. The buildings and grounds owned by the Board of Trustees of the University of Arkansas exist for, and are exclusively devoted to the use for, the conduct of an organized and approved University program of higher education. As such, they are committed to being used for the nonprofit, tax-exempt use of the official program of the University. Therefore, private business activities including person-to-person solicitation for profit are not permitted on University premises. However, in certain limited areas, the University contracts with private firms to provide needed on-campus services for the convenience of students, faculty, and staff when the services contribute to the accomplishment of the University's educational purposes.
2. Apart from prohibiting profit-making commercial business activities, the University also regulates, within limits, and consistent with the above policy, any use of its buildings and grounds for solicitation, including fund-raising activities. Fund-raising activities must not violate state law by including a drawing, raffle, lottery, game of chance, or any scheme for distribution of prizes among persons who are paying for a chance to obtain a prize.
3. Inquiries relating to any of these policies should be directed to the Office of the Assistant Dean.

M. Distribution of Printed Material

1. Distribution of printed materials (newspapers, handbills, pamphlets, literature, etc.) is permitted on campus as long as there is no interference with the normal operation of the Law School; however, it is restricted as follows:
 - a. Nonmembers of the University community may not make use of Law School buildings or grounds for any distribution purposes, unless cleared in advance with the Assistant Dean.
 - b. In no case may any distribution include materials which are libelous, obscene, or violate federal, state, and local laws. Individuals distributing printed material deemed contrary to federal, state, and local laws do so on their own responsibility and will subject themselves to arrest and prosecution by the public authorities, and in addition a student will subject himself/herself to disciplinary action.
 - c. Printed materials must have the name of the individual or group clearly indicated on the material.
 - d. Individuals from off campus desiring to sell newspapers shall contact the Assistant Dean/designee for information and general policies.
 - e. The distribution of printed materials must not disrupt classes, University business, the flow of faculty, staff, or student traffic, or interfere with the rights of others.
 - f. Printed matter may be sold on campus only in the Bookstore or in areas cleared in advance with the Assistant Dean.
2. The campus is open for the distribution of printed material Monday through Thursday from 7:30 a.m. to 9:00 p.m. and Friday from 7:30 a.m. to 5:00 p.m.