

Policies

PURPOSE and SCHEDULING

Purpose: North Arkansas College, hereafter known as the College, recognizes and establishes guidelines for the usage of classroom and other meeting spaces for lease for public use.

North Arkansas College facilities and outdoor space are governed by the policies of the Board of Trustees of North Arkansas College and must adhere to regulations as a state agency. The facilities' primary purpose is serving a planned program of educational activity.

Use of College facilities or space must not interfere with educational activities. Working within the policies of North Arkansas College's mission, first priority for use of facilities or outdoor space goes to Northark entities, and Northark reserves the right to modify or cancel reservations accordingly. Events are compatible with the function of the facility to be used.

Those requesting reservations agree to be financially responsible for all costs associated with the reservation, including but not limited to security costs, cleanup, or damage to Northark property. Moreover, if warranted by the nature of the event, the College may require a lessee to obtain appropriate insurance coverage and/or to indemnify North Arkansas College, its officials, and employees for any claims pertaining to the use of the College's facilities.

RESERVATION PROCEDURES

The following procedures apply to all reservation requests, including those requested by or for individual faculty, staff, students, registered student organizations, community groups, and all outside entities. **NO RESERVATION WILL BE CONFIRMED UNTIL THE SIGNED CONFIRMATION IS RECEIVED IN THE OFFICE.** The Lessee or the Lessee's authorized agent signing the confirmation will be held responsible for all fees, damages, and all costs associated with the reservation.

1. **Indoor Space:** Those requesting a reservation of an indoor space should contact the Special Events Coordinator (870-391-3547 or 870-416-2759) and follow any policies and procedures established for that site.
2. **Outdoor Space:** Those requesting a reservation of an outdoor space should contact the Special Events Coordinator (870-391-3547 or 870-416-2759) and follow any policies and procedures established for the appropriate site. Northark athletic events take priority for use of the Pioneer Pavilion, while Northark drama department events take priority for use of the Baker Amphitheater and the Little Theater.

3. Security Assessments: If (1) an event is expected to have 500 or more people in attendance; or (2) if a security assessment is requested by a North Arkansas College administrator; or (3) if, in the opinion of the organizer, the event might require security, the Special Events Coordinator (870-391-3547 or 870-416-2759) must be notified. If security is recommended for the event, costs shall be the responsibility of the Lessee as a condition of the reservation confirmation, along with any other required costs. Proper documentation must be received at least two weeks prior to the event.

SCHEDULING

Facilities are normally scheduled on a first come, first served basis. Reservations may be made by contacting Kara Arnold (Special Events Coordinator 870-391-3547 or 870-416-2759).

Priorities for use:

1. Academic classes and programs
2. Annual or on-going Northark events and activities normally scheduled well in advance of the date of the activity and before other reservations are accepted
3. Adult and Continuing Education classes
4. Community service groups
5. Organizations whose programs are not directly related to the curricular programs of the college, but which have a broad general relationship to the mission or goals of the college
6. Non-profit groups wanting to use facilities for programs of public or social significance
7. Private / Public functions

FACILITY USE POLICIES

USE OF TOBACCO PRODUCTS IS NOT PERMITTED ANYWHERE ON NORTH ARKANSAS COLLEGE PROPERTY.

ALCOHOLIC BEVERAGES ARE NOT PERMITTED ON NORTH ARKANSAS COLLEGE PROPERTY AT ANY TIME.

THE USE OF STATE / COLLEGE FACILITIES FOR POLITICAL CAMPAIGN PURPOSES IS GENERALLY PROHIBITED.

The College reserves the right to deny the request (or terminate the reservation) of any entity that fails to comply with Northark policies or state or federal law, or that has damaged Northark facilities at any time.

Property Alterations: Alterations or physical modifications of college property are not permitted. Any special needs or requests that affect the structure must be approved by the Director of Physical Plant.

Hazardous Materials: Chemicals, combustibles, and explosives are not allowed. -

Special Display Items: Any special or unusual display item or substance that might damage or soil the facility (liquids, heavy machinery, grease, etc.) are not permitted without prior written approval from the Physical Plant Director.

Wall Restrictions: The use of scotch tape, masking tape, or stick pins on wall surfaces IS NOT PERMITTED. Post-it Self-Stick Easel Pads have been approved for use on wall surfaces.

Decorations: All planned decorations must have prior written approval from the Program Manager or the Physical Plant Director and be on the approved lease agreement.

Property Damage: Any group or individual that causes damage to College property must pay any charges necessary to return the property to its original state: North Arkansas College employees, students, or organizations will be subject to disciplinary action.

Lessee Arrangements: The lessee shall be responsible for addressing issues such as special power requirements and access to the building before or after hours and on weekends/holidays. The Lessee shall be solely responsible for any and all costs arising from or relating to any event and by requesting to use College facilities agrees to pay all such charges.

Food Service: Events requiring food and/or beverage service will work directly with the contracted catering company. Facility refreshment supplies such as cups, containers, paper goods, tea, and coffee are not provided by the College.

Denial of Meeting Room Privileges: Failure to abide by Northark facility usage policies and rules of conduct may result in the cancellation or refusal of future reservations.

FEES

Non Refundable Reservation Deposit:

Applicable Toward Total Fees

- \$ 10.00 - North Campus and South Campus classrooms (not applicable to non-profit groups)
- \$ 50.00 - Durand Center breakout rooms
- \$100.00 - Durand Center

L.E. Gene Durand Center

Breakout Rooms \$50.00 half day \$80.00 full day

- ❖ #1 Daniel Sprott Room Seating 18
- ❖ #2 Donna S. Barber Room Seating 18
- ❖ #3 First Federal Bank Room Seating 40
- ❖ #4 Ginny Hammerschmidt Room Seating 24

Conference Rooms \$60.00 half day \$100.00 full day

- ❖ Community First Bank Partners Room Seating 12 at table, 17 around wall
- ❖ First National Bank Conference Room Seating 12

L.E. Gene Durand Center

Conference Center – Full Center A&B	\$ 300.00 half day	\$ 500.00 full day
Conference Side A	\$ 190.00 half day	\$ 320.00 full day
Conference Side B	\$ 130.00 half day	\$ 180.00 full day
FedEx Freight Atrium	\$90.00 half day	\$150.00 full day

*If using the Atrium in conjunction with the Durand Center there will be no charge.

Room Charges and Reservation Fees will apply to all external, non-college parties or entities, both for-profit and not-for-profit organizations.

Set-up changes within the same reservation will incur additional charges (example: round tables to rectangle tables).

Additional Charges:

Basic AV Fee	\$25.00
(a/v includes: projector, screen, podium, microphone, dvd, blu-ray, vhs, cd, internet & laptop connections)	
Wireless microphone	\$25.00
Tablecloths	\$4.75 each
Dance Floor	\$ 100.00 (30X30 / 900 sq ft)
<i>Supplemental AV Services, including live video will require contract by third party.</i>	

NORTH AND SOUTH CAMPUS FEES

Non-Profit Groups, subject to set up fee; breakage/damage fees may apply.

Non-profit groups using a room as currently set up, classroom style, will be free of charge. Non-Profit Groups requesting a specific seating arrangement for tables and chairs will be subject to a \$25.00 set up fee.

North Campus

Weldon Stevenson Student Center \$75.00 flat rate

Classroom \$35.00 flat rate

South Campus

Classroom \$ 35.00 flat rate

Bennie Ellis Conference Room \$50.00 flat rate

JPH Plaza \$20.00 for two (2) hours
\$50.00 flat rate for full day

JPH Conference Center \$80.00 for two (2) hours
\$200.00 flat rate for full day

JPH Conference Center
Side A or B \$60.00 for two (2) hours
Side A or B \$100.00 flat rate for full day

Soccer Field \$25.00 per hour, up to two (2) hours
\$100.00 flat rate for full day

Pioneer Pavilion \$120.00 up to two (2) hours
\$200.00 flat rate for full day

Amphitheatre \$300.00 per day (full or partial), plus lighting and/or sound technician(s)