



Purpose:

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 primary purpose of the facilities is to serve a planned program of educational activity. While Northark facilities and properties are utilized primarily to fulfill the educational mission of the college, certain facilities and properties are made available for use by recognized student organizations, college departments, public and non-public groups, provided there is no conflict with Northark scheduled events and the usage and event does not detract from the college mission. Further, the college does not grant rental rights for educational activities that may be in direct competition with the College's current or potential offerings. Organizations planning to offer classes or seminars to persons outside of their organizations should coordinate with the College's Continuing and Community Education department.

Conditions:

The following applies to all reservation requests, including those requested by or for individual faculty, staff, students, registered student organizations, community groups, and all outside entities.

- Northark reserves the right to cancel an event at any time should it conflict with any Northark need, academic endeavor or activity.
- The leasing party certifies that its organizational beliefs and/or principles do not advocate the overthrow of the government.
- The leasing party agrees to abide by all city, county, state and federal laws and regulations.
- Facility security will be under the control of North Arkansas College and rental activities will be open to inspection by college officials at all times.
- Facilities are scheduled on a first come, first served basis however, priorities for use are as follows:
 - Academic classes and programs
 - Annual or on-going Northark events and activities
 - Adult and Continuing Education classes
 - Community service groups
 - 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
 - Non-profit groups wanting to use facilities for programs of public or social significance
 - Private/Public functions
- 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.
- 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.
- The leasing party agrees to indemnify North Arkansas College and hold North Arkansas College harmless for any accident, personal injury or personal theft caused as a result of negligence or misconduct during, or associated with, the lease period.
- The leasing party is prohibited from using the names "North Arkansas College," "NAC" or "Northark" in any publicity, advertisement or material to imply sponsorship or endorsement. The only permitted use is to indicate location and should read as follows:
 - Location – Northark or Location - North Arkansas College
- 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.
- The leasing party is prohibited from possessing, consuming or serving alcoholic beverages on Northark property.
- The leasing party agrees to observe and enforce the no-smoking or use of tobacco products policy on all Northark property.
- Failure to abide by Northark facility usage policies and rules of conduct may result in the cancellation or refusal of future reservations.

Please contact the Special Events Coordinator, Kara Arnold at 870-391-3547 or karnold@northark.edu for all facility bookings.

Booking an Event:

The following information is needed to book an event at any Northark facility.

Date of event
Event Start and End Time
Name of Event
Building/Room Preference
Setup Type
Number of People Attending
Sponsoring Group
Name, Address, Telephone and Email of Contact Person
Event Type

Room Setup:

When booking an event, the lessee is required to provide Northark with the desired room configuration. If the lessee has a change in attendance or configuration Northark must be notified 24 hrs in advance.

Lessees will be subject to a \$25 fee if the room configuration is changed the day of the event or additional setup is required.

- Northark will provide all tables and chairs.
- Northark will setup and teardown each event.

Audio/Video Equipment:

When booking an event, the Lessee should notify the Special Events Coordinator of any audio/video equipment needs.

Decorations:

Before setup of an event, all decorations must receive prior approval from the Special Events Coordinator. The lessee is responsible for removal and disposal of all decorations immediately following the event. Please note the following:

- Fresh flowers or similar centerpieces are welcome.
- Open flames, pyrotechnics and fog/smoke machines are prohibited.
- Decorations may not be suspended from ceilings, light fixtures, windows or door frames.
- Scotch, masking or duct tape is prohibited on walls, windows, tables, floors or equipment.
- Signs and/or banners must be free standing or attached to an easel.
- The use of glitter or confetti is prohibited.
- Animals are prohibited with the exception of service animals according to the Americans with Disabilities Act and Law Enforcement standards unless approval is given for the use of the Atrium.
- Motor vehicles are not allowed inside Northark facilities unless approval is given for the use of the Atrium.
- Rearrangement of furniture is prohibited.
- Alteration or physical modification of college property is prohibited.

Food Service:

Lessees requiring food and/or beverage services should work directly with the caterer of their choice. Lessees should then provide the caterer's name and contact information to Northark's Special Events Coordinator. Facility refreshment supplies such as ice, cups, containers, paper goods, tea and coffee are not provided by the College. Although Northark does not have an exclusive caterer, the Durand Center Kitchen is used exclusively by Jamie Akers d.b.a Jamie's Creative Catering. No other caterer shall have access to the Durand Center Kitchen.

Lessee Arrangements:

The lessee is responsible for informing the Special Events Coordinator of any special power requirements, setup/teardown needs or facility access. The Lessee is solely responsible for any and all costs arising from or relating to any event and agrees to pay all such charges.

Billing Policies:

The lessee is required to pay the designated deposit and sign the lease agreement at the time of booking. Full payment is required two weeks prior to the event.

Inclement Weather Policy:

Should inclement weather make it necessary to cancel classes, all Northark facilities, including the Durand Center, will be closed. The following radio stations will be notified: KCWD 96.1 FM Harrison and KHOZ 102.9 FM Harrison. Radio announcements will only be made if classes are cancelled. Every effort will be made to notify the stations by 6:30 a.m. Cancellations concerning day or evening courses/events will be announced as soon as a decision is made. In the event of inclement weather you may also call (870) 743-SNOW (7669) to find out the status of college facilities. Efforts are also made to post cancellations on the Northark web site.

Deposits:

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 (A or B or Durand Conference Room)

Fees:

L.E. Gene Durand Center

Breakout Rooms

	For Profit – Half Day	For Profit – Full Day	Non-Profit-Half Day	Non-Profit – Full Day
Daniel Sprott Room	\$ 50.00	\$ 80.00	\$ 35.00	\$ 56.00
Donna S. Barber Room	\$ 50.00	\$ 80.00	\$ 35.00	\$ 56.00
Ginny Hammerschmidt Room	\$ 60.00	\$ 100.00	\$ 42.00	\$ 70.00
First Federal Bank Room	\$ 70.00	\$ 120.00	\$ 49.00	\$ 84.00

Conference Rooms

	For Profit – Half Day	For Profit – Full Day	Non-Profit-Half Day	Non-Profit – Full Day
Community First Bank Partners Room	\$ 60.00	\$ 100.00	\$ 42.00	\$ 70.00
First National Bank Conference Room	\$ 60.00	\$ 100.00	\$ 42.00	\$ 70.00

L.E. Gene Durand Center

	For Profit – Half Day	For Profit – Full Day	Non-Profit-Half Day	Non-Profit – Full Day
Conference Center {Rooms A&B}	\$ 400.00	\$ 750.00	\$ 280.00	\$ 525.00
Conference Side A	\$ 300.00	\$ 450.00	\$ 210.00	\$ 315.00
Conference Side B	\$ 200.00	\$ 300.00	\$ 140.00	\$ 210.00
FedEx Freight Atrium	\$ 90.00	\$ 150.00	\$ 63.00	\$ 105.00

**There is no charge for use of the Atrium if used in conjunction with the Durand Conference Center (rooms A & B).*

** Non-Profit – an organization recognized as a 501(c) organization.*

Half Day = 4 hours or less

Full Day = over 4 hours, but no longer than 8 hours

All events must be completed and cleaned-up by midnight.

North and South Campus Fees:

Non-Profit Groups

Use of a classroom or the JPH Conference Center, with no change in setup, will be free of charge. Non-Profit Groups requesting specific seating arrangements for tables and chairs will be subject to a \$25.00 set up fee. Damage fees apply to all groups.

North Campus

Classroom _____ \$35.00 flat rate
Weldon Stevenson Student Center — \$75.00 flat rate

South Campus

Classroom _____ \$ 35.00 flat rate
Bennie Ellis Conference Room- \$50.00 flat rate

JPH Conference Center

JPH Conference Center (Entire Room)
• \$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
• \$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)

Additional Charges:

Basic AV Fee _____ \$25.00 (includes: projector, screen, podium, microphone, dvd, blu-ray, vhs, cd, internet & laptop connections)
Wireless Microphone — \$25.00 (handheld or lapel)
Tablecloths _____ \$4.75 each (all linens are disposable white linen-like cloths)
Dance Floor _____ \$ 100.00 (30X30 / 900 sq ft)
Setup Change Fee _____ \$25 per additional setup
Excessive Cleanup Fee — \$25 per hour
Damage Fee _____ Cost of repairs to facilities (cost and labor)
Supplemental AV Services, including live video will require contract by third party.