



City of Russellville
 Russellville Recreation & Parks Department
 Hughes Community Center
 1000 East Parkway
 Russellville, Arkansas 72801
 Phone 479-968-1272 Fax 479-968-4103

Hughes Community Center Use Agreement

Today's Date _____

Name/Organization _____

Address _____

Type of Organization: (Check One)

- Private/Individual Government Non-Profit Civic Church Industrial
 Other (Explain) _____

▪ Representative's Name _____

Home Phone _____ Business Phone _____

▪ 2nd Representative _____

Home Phone _____ Business Phone _____

List day of week, month and date

SET UP DATE(S) _____ Begin Time _____ am/pm End Time _____ am/pm
 _____ Begin Time _____ am/pm End Time _____ am/pm

List day of week, month and date

EVENT DATE(S) _____ Begin Time _____ am/pm End Time _____ am/pm
 _____ Begin Time _____ am/pm End Time _____ am/pm

▪ Purpose of Event _____

▪ **Facilities To Be Used:**

- Gymnasium/Stage Room 1 (Large Room)
 Board Room Room 2 (Driver's Test Room)
 Kitchen (does not contain any cooking equipment)

▪ **Equipment To Be Used:** Note: Tables and chairs may not be taken from any room.

Chairs Needed (Number): _____ Tables Needed (Number): _____

_____ TV _____ VCR/DVD _____ Podium

▪ Attendance Expected _____ (*Please refer to the fire code section for maximum capacity)

Will a fee be charged to enter or participate in this event? _____

If yes, who will benefit from the proceeds? _____

▪ Is Event to be Catered? _____

Name of Caterer _____ Phone Number _____

NOTE: Make sure you list the time for the caterer to be in the Hughes Center in the Set Up Dates/Time.
All Caterers' Equipment must be removed at the end of the event.

Will your organization be requesting to place information promoting this event on the Hughes Center marquee? If so, please list the exacting wording for the sign (must contain a contact phone number if at all possible). Department needs will take priority.

If you have a request that is not covered in this contract, please list your requests here. All special requests must be pre-approved by the director prior to your event.

PLEASE READ FOLLOWING POLICIES CAREFULLY - YOUR ORGANIZATION WILL BE RESPONSIBLE FOR COMPLYING WITH THESE POLICIES. Person(s) responsible are referred to as user, group, lessee, or organization.

Policies and Procedures for Use of Hughes Community Center

Reservations and Fees

1. All reservations are accepted on a first come basis with a minimum deposit of one-half of the rental fee paid. All reservations must be made in person from 7:00 am to 5:00 pm Monday – Friday in the Recreation and Parks Department office located in the Hughes Community Center. **NO RESERVATIONS WILL BE TAKEN OVER THE PHONE.** This user agreement must be completed, signed, and returned to the office before the date will be reserved. All unpaid fees must be paid seventy-two (72) hours or three working days prior to use of the Hughes Center or the date will not be secured. A reminder notice with the balances due will be mailed prior to the scheduled event.
2. Reservations will be accepted no earlier than one year in advance of the requested reservation date.
3. The facilities of the Hughes Community Center are available for reserved use beginning at 7:00 am and ending promptly at 12:00 am (midnight) or before. Guests of the event will not be allowed to stay in the building after midnight. The facilities of the Hughes Center must be completely vacated by 1:00 am including vendors, caterers, and entertainment. Events requiring security must end promptly when the security leaves regardless of the times stated on this agreement.
4. **RENTAL FEE REFUNDS**
 - January – November Reservation Dates - Rental fee refunds will be allowed only for an event when the Recreation and Parks Department has been notified three working days prior to the reserved date.
 - December Reservation Dates - Rental fee refunds will be allowed only for an event when the Recreation and Parks Department has been notified 30 days prior to the reserved date.
5. A rental fee schedule has been established by the Recreation and Parks Commission. If the set up date differs from the event date an extra labor fee will be charged for any time that is not during regular business hours. The set up date will not be secured without a fee paid specifically for the set up date.
6. The Hughes Community Center may not be subleased or assigned to another group or organization by the contracted organization, their representative, or anyone other than the Russellville Recreation and Parks Department.
7. When stated in this user agreement, FACILITY refers to the building, surrounding areas, and parking lots.

General Policies for Use of Hughes Center

8. The facilities will not be made available to activities of a commercial nature, which are conducting business (sales) during an event. Non-profit organizations may be permitted to charge admission, sell memberships or goods if the proceeds are to be used for the enhancement of their programs with the approval of the Parks Director.
9. Users of the facility must comply with the following fire code regulations.

Fire Code Regulations

- a) Fire code regulations are in accordance to the Arkansas Fire Prevention Code and applicable NFPA codes.
- b) Maximum floor area allowances per occupant for this facility shall be the following: Maximum occupancy gymnasium – 412 (tables and chairs), 884 (chairs only), 1237 (standing); Stage – 73 (tables and chairs), 157 (chairs only); Large Room – 53 (tables and chairs), 114 (chairs only), if using half of large room - 26 (tables and chairs), 57 (chairs only); Board Room – 33 (tables and chairs); Room #2 – 22 (tables and chairs). (Tables and chairs may not be taken from any room.)
- c) The means of egress and/or clear width of aisles in gymnasium shall be a minimum of 10 ft.
- d) Maximum occupant loads are subject to revision per room configuration. Maximum occupant loads shall not be revised without prior approval from City of Russellville Fire Marshal.

- e) An approved aisle, seating or fixed equipment diagram substantiating any change in occupant load and/or description of event shall be submitted.
- f) All exit doors shall remain unlocked, unlatched and clear of any obstruction during the entirety of the event.
- g) Fire protection equipment including, but not limited to, fire extinguishers, exit signs, emergency lighting, evacuation route signs, fire alarms, and maximum occupancy signs, shall not be removed, obstructed, altered or tampered with.
- h) Open flame cooking is prohibited inside the Hughes Center. Portable open flame devices shall be used in accordance to the Arkansas Fire Prevention Code.
- i) Facility shall be subject to inspection or monitoring prior to and/or during scheduled event by Russellville Recreation and Parks personnel and/or Russellville Fire Department personnel.

10. State and local laws regarding gambling will be observed at the facility.
11. Hughes Center Sign Policies: Information on your event may be placed on the marquee with the approval of the Parks Director; however, department needs will take priority. Event information will be placed on the sign no more than one week prior to your event with priority given to the earliest event. You must provide the exact wording for the sign and if at all possible it should include a contact number for event information. Political or business advertisements are not allowed. Portable signs are not allowed. Banners may be used but will not be allowed on the corner by the sign.
12. The use of any tobacco product is not allowed in a city park or a city owned facility. (City Ordinance #1847) Designated smoking area is the parking lot.
13. Users of the facility will be responsible to comply with the local and state laws concerning alcohol, and attempt all means necessary to insure persons attending the event also comply.
14. User agrees that no alcoholic beverages shall be allowed or served in the facility if persons under the age of twenty-one (21) are involved in the activity at the facility, in attendance at the facility or are otherwise also present in the facility. Users agree that the City, through its agents or employees, have permission to check the ages of all persons present at the facility to ensure that this policy is being enforced by the user. Failure of the user to enforce this policy or otherwise allow a person or persons under twenty-one (21) to be present while alcoholic beverages are at the facility or be served an alcoholic beverage while at the facility shall cause the security deposit to be forfeited to the City, the event at the facility shall immediately cease or be cancelled by the City and the user shall be permanently prohibited from renting the facility in the future.

Events Open to the General Public

15. Events that are open to the general public must comply with the *Americans with Disabilities Act (ADA) Guidelines* and the nondiscrimination requirements of Title VI of the *1964 Civil Rights Act*.

Events with Vendors or Sales

16. Organizations that have vendors or exhibitors at their event must cover the event with liability insurance, and a copy of the policy sheet covering the event must be provided to the Recreation and Parks Department prior to the event. The insurance policy will be attached to and become part of this agreement.
17. Only pre-packaged foods may be sold without an Arkansas Department of Health permit. A copy of the permit must be presented to the Director prior to any food sales.
18. If the user organization, event, vendors, exhibitors, or any entity associated with the event is responsible to obtain any permits, licenses, background checks, identification checks, and/or pay any fees or taxes as a result of the event, it will be the responsibility of the organization and/or vendor to complete these items. The Recreation and Parks Department will not be responsible for the actions or non-actions of vendors and/or exhibitors who attend or participate in an event held at the facility.

Decorations/Effects/Catering

19. User groups will be responsible for their own event set-up including the table and chairs.
20. Individuals and/or organizations that reserve the facility are allowed to decorate for their event.
 - Absolutely no types of pyrotechnics are allowed at the facility, including but not limited to fireworks of any kind or any explosive device.
 - No soil of any type and/or liquid of any type may be used for decorative purposes unless it is in an approved container.
 - No nails or screws may be used in facility walls.
 - Tape is not allowed on the floors or walls.
 - Glitter is not allowed
 - No chewing gum will be allowed in the Hughes Center.
 - All items should be removed immediately following the event unless prior arrangements are made in writing.

21. Hughes Center equipment including ladders may not be used by renter for any reason. Recreation and Parks personnel will not do set up for events, with the exception of events co-sponsored by the department.
22. Expensive, delicate, or fragile decorations or properties should be removed immediately upon completion of the event. The Russellville Recreation & Parks Department or personnel will not be responsible for broken or lost items.
23. Do not attempt to put up tables and chairs after the event. All decorations and property that you do not want discarded must be removed following your event, unless pre-approved by director.
24. All food products must be stored and handled in an appropriate safety manner. The cleaning crew will dispose of any food products that are left following an event unless otherwise stated on this contract.

Security

25. The user organization may be required to have a representative at each entrance to monitor admittance.
26. The Director will decide if official security will be required for your event, and will determine the number of officers required and the hours they must work. Off duty police officers must be employed for official security. The Hughes Center must have verbal confirmation from the officer that they will work the event no less than three days prior to the event. Any variance of this policy must be pre-approved by the Director.
27. A Recreation and Parks Department employee will be in attendance at all times when the Hughes Center is in use. Recreation and Parks Department employees will not assume any responsibility in the receipt nor distribution of any funds for outside organizations, or for the loss, damage, or theft of property of any renter or their guests before, during, or after an event.

Security Deposit

28. Rental of Gymnasium - A security deposit of \$500 will be required for any new events at the Hughes Center or when the event or persons responsible for the event have used the Hughes Center in the past and caused physical damage to the building or its contents. This deposit must be paid prior to the event. After cleaning and inspection, the director will decide if the deposit or a portion of the deposit will be returned to the renter. Any costs incurred from damage to the facility or its contents will be deducted from the deposit. The deposit must be requisitioned from City Hall and will be mailed to address provided on this contract, unless otherwise requested by the responsible parties.
29. Any organization, group, or individual using the Hughes Center, regardless of a fee paid, will assume full responsibility for the people attending their function, including vendors and exhibitors, and will accept responsibility for unwarranted damage caused by participants. The using organization must agree to pay any additional costs of necessary repairs or replacements not covered in the *Property Damage Deposit* when damages occur as a result of their rental/event.

THE PERSON(S) AND/OR ORGANIZATION SUBMITTING THIS AGREEMENT WILL BE RESPONSIBLE TO KNOW AND COMPLY WITH THE ABOVE POLICIES. ANY DEVIATION FROM THIS CONTRACT MUST BE APPROVED BY THE DIRECTOR. ANY DEVIATION NOT APPROVED CAN RESULT IN YOU OR YOUR ORGANIZATION FORFEITING THEIR RIGHT TO FUTURE USE OF THE FACILITIES.

The undersigned representative of the using organization is eighteen (18) years of age or older, and agrees that the leasee will be responsible to the Russellville Recreation and Parks Department for the use and care of the department's facilities and property. The leasee has read the policies and procedures for use of the Hughes Center and will conform and comply with that which is stated in the policies and procedures for use of the Hughes Center. The leasee further agrees to hold the City of Russellville and their employees harmless against any and all liability.

Signature of Representative of Lease Organization

Title or Position in Lease Organization

Date

FOR OFFICE USE ONLY

RENTAL FEE:

Total Rental Fee	_____	Unpaid Balance	_____
Amount of Deposit	_____	Amount of Deposit	_____
Date Received	_____	Date Received	_____
Received By	_____	Received By	_____
Check Number	_____	Check Number	_____
Receipt Number	_____	Receipt Number	_____

CLEANING FEE:

<input type="checkbox"/> Large Party	\$ 250.00	Date Received	_____
<input type="checkbox"/> Meeting	\$ 150.00	Received By	_____
<input type="checkbox"/> Smaller Meeting <small>(less than 100/or event without food)</small>	\$ 75.00	Receipt Number	_____
<input type="checkbox"/> Large Room	\$ 30.00	<input type="checkbox"/> Deposit	<input type="checkbox"/> Fee
<input type="checkbox"/> Received check list for cleaning room			

EXTRA LABOR must be scheduled for TIME _____ - _____. Total Hours x \$10 = _____

Date Paid _____ Check # _____ Receipt # _____

SECURITY: This event will require (2) security officers during the hours of _____ -- _____.
 This event will require (1) security officer during the hours of _____ -- _____ and
(2) security officers during the hours of _____ -- _____.
 Security is not required for this event

Security Arrangement Confirmation Date: _____ Contact: _____

SECURITY DEPOSIT:

Amount of Deposit _____
Date Paid _____
Check # _____
Receipt # _____
Received by: _____

SECURITY DEPOSIT Refund

Amount: \$ _____ Initial _____
Date Refund Requisitioned: _____
Refund Mailed to: _____

TRASH or OTHER CHARGES

Amount Charged: _____
Date Paid _____
Check # _____
Receipt # _____
Received by: _____
Reason for Charge _____

Signature

Title

Date Confirmed: _____

Recreation and Parks Director

Hughes Community Center

Event Setup Guidelines

The Recreation and Parks Department encourages the enhancement of events at the Hughes Center with decorations, but must protect the city facility from damage caused by decorations and event preparations. The following guidelines must be adhered to by each user group.

1. You cannot use tape on the floors or the walls. (Damage will occur and you will be held financially responsible.)
2. All fire codes including the following but not limited to must be adhered to with no exceptions.
 - A. Exit doors can not be blocked.
 - B. Open flames are not allowed unless in approved containers. Approval of container will be by the director.
 - C. Attendance cannot exceed maximum occupancy.
 - D. Decorations can not block exit signs, fire exit route signs, fire extinguishers and signs, building capacity signs, smoke detectors or emergency lighting. Users cannot remove any of these items during their set up or event.
3. Tables and chairs may not be moved from one room to another.
4. The cleaning crew must have access to the gym closet on the north wall and the area under the stage. Do not block either with items that can not be easily moved by one person.
5. Do not attempt to put up the tables and chairs after your event.
6. Glitter is not allowed.
7. Neither chewing gum nor any other potentially damaging items. (e.g.. items that stain) may be distributed at your event.
8. Absolutely no types of pyrotechnics are allowed at the facility, including but not limited to fireworks of any kind or any explosive device.
9. No soil or liquid of any type may be used for decorative purposes unless it is in an approved container. Approval of container will be by the director.
10. No nails or screws may be used in facility walls.
11. The gym wall mats and goals may not be removed for any reason.
12. Hughes Center equipment including ladders may not be used by the user groups for any reason.
13. You must notify the office of who is in charge during your setup time and during your event. This will allow office personnel to contact you if there is a problem. (e.g. smoking in non-designated areas, violation of fire codes)
14. Parks personnel will not do setup for events.
15. The Parks Department will not be responsible for broken or lost items.