

# Facility Rental Policy and Agreement Form



**EACC Fine Arts Center**



**EAST ARKANSAS COMMUNITY COLLEGE  
FACILITY RENTAL POLICY AND AGREEMENT  
EACC FINE ARTS CENTER**

Use of the Fine Arts Center at East Arkansas Community College is a privilege, not a right, and the College may approve or disapprove use at its sole discretion.

Priority and consideration will be given to College-sponsored events, College-affiliated groups, and programs sponsored by the State of Arkansas, its agencies and institutions.

Application for use may be made at the office of the Arts Center Manager on the College campus during regular business hours. Fees for use shall be as set forth below, subject to such adjustment, if any, if the College deems appropriate.

Users of the Center will comply with all rules relating to use. Non-compliance or misuse shall result in immediate termination of use, forfeiture of all fees, and preclusion of use in the future.

**FACILITY USAGE FEES:** Fees are based on a 6-hour day. For additional usage, a \$50 per hour fee will be charged.

FACILITY TO BE USED	PRICE
<b>Auditorium</b>	
1,123 seats w/13 wheelchair spaces (Entire auditorium)	\$600*
499 seats with 6 wheelchair spaces	\$300 *
<b>Banquet Hall</b> (Maximum 300 seats at tables)	\$300 *
<b>Banquet Hall with Warming Kitchen</b>	\$350*
<b>Art Gallery</b> (Maximum 40 seats at tables)	\$275*
<b>Art Gallery with Warming Kitchen</b>	\$325*
<b>Black Box Theatre</b> (Maximum 50 seats at tables)	\$275*
<b>Black Box Theatre with Warming Kitchen</b>	\$325*
<b>Entire Building</b>	\$1,000*
<b>*Miscellaneous fees, such as Technology, Maintenance, Operational, Security etc. will be negotiated.</b>	
<b>/ hour</b>	
<b>Security</b>	
Campus Security Personnel / Tram Drivers = \$15.00 / hour	
Armed Security Personnel = \$20.00 / hour	
Custodial Personnel= \$15.00/ hour	

<b>CANCELLATION &amp; REFUND POLICY</b>	
<b>More than 30 days prior to event</b>	100%
<b>30-15 days</b>	90%
<b>14-5 days</b>	50%
<b>Less than 5 days</b>	0%
<ul style="list-style-type: none"> <li>• The facility may not be rented more than 6 months in advance unless it is a College-sponsored event.</li> <li>• Reservations will not be confirmed and placed on the calendar until a completed Facility Usage Agreement Form and a 50% deposit is received. Balance will be due at least 30 days prior to event. The College will not tentatively hold reservations; failure to pay the fee on time will result in cancellation of the reservation.</li> <li>• Groups booking 100 or more people will take precedence over smaller groups. The College reserves the right to move a smaller group to another facility on campus if a larger group requests permission to use the Center.</li> <li>• If the event requires set-up time, this must be noted on the Facility Usage Agreement Form and will be considered part of the reservation time.</li> </ul>	



## Additional Facility Policies

- The College reserves the right to deny the use of the facility for any reason without explanation.
- All refreshments and meals must be prepared by caterers selected from an approved list provided by the Arts Center Manager.
- EACC reserves the right to distribute information, when appropriate, about the College or related programs to those attending events on campus.
- The College campus is smoke and tobacco free.
- Groups renting College facilities may not provide, sell, distribute, promote, or consume alcohol on the EACC campus.
- Damages to the facility will be the responsibility of the organization hosting the event to the extent caused by the acts or omission of organization’s agents or employees.
- Stage lights, sound systems and other related audio-visual equipment must be operated by a technician provided by, or approved by, the College.
- Banners and signs may be displayed. However, each item must be approved by the Arts Center Manager and hung only in designated areas and removed at the conclusion of the event by College personnel. No glitter, confetti or similar items that are difficult to vacuum may be used.
- Live animals are prohibited with the exception of service animals according to the American with Disabilities Act and Law Enforcement standards.
- Children under 18 years old must be supervised by an adult at all times in the Fine Arts Center. This includes backstage and performance areas of the facility.
- The use of the facility shall be extended to non-College groups only when that use will enhance, support, or further the mission of the College.
- Proper security must be utilized for all events. EACC will contract security personnel for each event and invoice the organization utilizing the facility. EACC reserves the right to require additional security for certain events.

Number of Attendees	Recommended Security Coverage
Up to 99	1 campus / 1 armed
100 – 499	2 campus / 2 armed
500 – 799	2 campus / 4 armed
800 – 1,100	2 campus / 6 armed

- Any use of the EACC name or logo must be approved by the Arts Center Manager and /or Director Public Relations.
- The event sponsor shall be responsible for providing an adequate number of personnel to properly handle ticket sales, door checking, usher service and other aspects of the event important to its proper presentation.
- The following criteria may also apply:
  1. Relevance and contribution to the educational goals of EACC.



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2. The use of the facility by a “for-profit” organization is prohibited for events that are not sponsored by the College. Certain events may not be scheduled at the College when they are deemed to be in competition with the activities or mission of the College and/or its Foundation and are considered “fundraisers”. The College has the right to refuse requests of this nature if deemed appropriate to do so by the College and/or agents of the College. When agreed upon by both parties, certain events (fundraisers) may be scheduled when the College agrees to co-sponsor the event and receives its “fair share” of the profits. Fair share will be determined by the College. Through discussion, it has been determined that scholarship fundraising events, which directly benefit other Colleges/Universities, may be considered “in competition” with the mission and fundraising efforts of the EACC Foundation.
3. Value of the activity and experience in enriching and enhancing the quality of life for those in the community and service area of the College.
4. Events, such as, but not limited to, birthday parties, weddings, wedding receptions, anniversary parties, reunions, church services, political events, etc. may not be scheduled in the Center. Social events are not consistent with the mission of the College. It is not our intent to compete with community meeting spaces such as Civic Centers, the Campbell House, Max-Mo’s, the Multi-Purpose Center, etc.
5. College facilities may not be rented by any one church or religious entity. Usage for events religious in nature may only be granted if event organizers provide documentation demonstrating multi-organization involvement in planning and community-wide participation. Church services of any kind are not permitted.
6. No event may be scheduled that may be construed as detrimental to the College or the community. The College reserves the right to refuse or cancel any event that may not be in the best interest of either.



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EVENT INFORMATION
<b>Requesting Person/Organization:</b>
<b>Name of the Event:</b>
<b>Event Description:</b>
<b>Facility To Be Used:</b>
<b>Facility Fee To Be Paid By Renter:</b>

Event Title	Event Date	Event Start Time	Set Up/Rehearsal Time	Estimated Total Attendees	Tear-down Time

CONTACT INFORMATION	
<b>Name:</b>	
<b>Work Phone:</b>	
<b>Cell Phone:</b>	<b>Fax:</b>
<b>Email:</b>	
<b>Company:</b>	

TECHNICAL INFORMATION
(Please fill out in entirety before returning to FAC Staff)
<ul style="list-style-type: none"> <li>● ROOM(S) Needed: <u>(Circle)</u> Art Gallery, Banquet Hall, Black Box, Main Stage?               <ul style="list-style-type: none"> <li>○ (If multiple rooms please specify setup for each room)</li> </ul> </li> <li>● LIGHTING Needs? <input type="checkbox"/> (yes) <input type="checkbox"/> (no) <u>Circle</u>: General Room lighting, Assembly Lighting, Follow spot, and/or Dramatic.               <ul style="list-style-type: none"> <li>○ (If multiple rooms please specify need for each room)</li> </ul> </li> <li>● PROJECTOR Needs? <input type="checkbox"/> (yes) <input type="checkbox"/> (no) <u>Circle</u>: Video or Power Point?               <ul style="list-style-type: none"> <li>○ <b>Note: <u>HDMI</u> connection is all that is available. Please provide <u>your own</u> adapters.</b></li> <li>○ (If multiple rooms please specify need for each room)</li> </ul> </li> </ul>



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- Does the FAC need to provide a computer?  (yes)  (no)
- WIFI Access?  (yes)  (no)      Circle: Just Presenters or All Attendees?
  - Preferred User Name and Password for your Group?  (yes)  (no)
- (Print Clearly) *Username*: \_\_\_\_\_ *Password*: \_\_\_\_\_
- SOUND Requirements?  (yes)  (no)      Circle: Microphones, Video, Background Music, and/or Musical Instruments?
  - Media type?      Circle: CD, computer, iPod, iPhone, live streaming
  - (If multiple rooms please specify need for each room)
- WIRELESS Handheld Microphones?  (yes)  (no) How many?
- INSTRUMENT Requirements?  (yes)  (no) Acoustic or Electric?
- PODIUM Needed?  (yes)  (no) With Microphone?  (yes)  (no)
- PODIUM Placement: Circle: Right Left Center
  - (If multiple rooms please specify setup for each room)
- BANNERS, POSTERS, or CURTAINS to be hung?  (yes)  (no) Specify:

Will rectangular tables be needed?  (yes)  (no)      How Many?      Where?  
○ (If multiple rooms please specify setup for each room)

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Will round tables be needed?  (yes)  (no)  
○ (If multiple rooms please specify setup for each room)

60 inch (seats 6)?  (yes)  (no)      72 inch (seats 8)?  (yes)  (no)      How many?      Where?

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**\*\*\* Indicate the desired arrangement of room with tables and/or chairs. If possible, attach an illustration/diagram of the desired arrangement on a separate sheet. \*\*\***



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**MISCELLANEOUS INFORMATION**

Will K-12 schools be present at the event?  (yes)  (no) Please list the expected schools: \_\_\_\_\_

Will buses be transporting attendees?  (yes)  (no) How many buses are expected? \_\_\_\_\_

Will media representatives be present at the event?  (yes)  (no)

Please list name(s)/companies below:

\_\_\_\_\_  
\_\_\_\_\_

Will public officials be present?  (yes)  (no)

Please list name and titles of each below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FOOD SERVICES INFORMATION**

**All CATERED meals and/or refreshments must be provided by a caterer selected from an approved list provided by the College. List will be provided upon request.**

**Caterer Contact Information**

Name of Caterer: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_ (work); \_\_\_\_\_ (cell); \_\_\_\_\_ (other)

Contact Person: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_ (work); \_\_\_\_\_ (cell); \_\_\_\_\_ (other)

Email address: \_\_\_\_\_

**IMPORTANT!!!**

**\*\*\* EACC does not supply table linens, china, flatware or glassware. \*\*\***

**\*\*\* Caterer must be selected from an approved list. If the Caterer desired is not on this list please ask for a Catering Application Form.\*\*\***



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**FOR AND IN CONSIDERATION OF THE APPROVAL OF THIS AGREEMENT FOR THE USE OF THE FINE ARTS CENTER AT EAST ARKANSAS COMMUNITY COLLEGE (EACC), THE UNDERSIGNED ACKNOWLEDGES, COVENANTS AND AFFIRMS:**

1. That the undersigned has full authority to execute this instrument on behalf of the person or entity request use of the facility;
2. That EACC specifically disclaims any liability for any claim, cause of action or assertion in any manner arising from or connected to the use of the facility and does not provide medical or any other insurance coverage for any occurrence connected with the use;
3. That the undersigned, and all participating in the use of the facility, assume any and all risk in connection therewith, and specifically release, acquit, and discharge EACC, its employees, administrators, and trustees from any claim or cause of action arising there from;
4. That the undersigned and the entity for which this instrument is executed, agree to indemnify and hold EACC, its' agents, servants, employees, administrators, and trustees harmless from any loss, payment, claim, or expense arising or in any manner connected with the use of the facility.

Signature:	Date:
Position:	

Please return form to:

Arts Center Manager  
East Arkansas Community College  
1700 Newcastle Road  
Forrest City, AR 72335