



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 _____

Representative's Name _____ Phone _____

2nd Representative _____ Phone _____

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

_____ Begin Time _____ am/pm End Time _____ am/pm

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

_____ Begin Time _____ am/pm End Time _____ am/pm

Purpose of Event _____

Facilities: Gymnasium Stage Large Room Board Room Kitchen
The stage may only be used for performances, entertainment and presentations.
 The kitchen does not contain any cooking equipment.

Equipment: Number of Chairs Needed: _____ Number of Tables Needed _____

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

Will a fee be charged? _____

Is Event to be Catered? _____ Caterer/Contact _____

Caterer's time must be included in the setup time. Equipment must be removed after event.

If you would like information on the marquee, please list the requested wording. (must include a contact phone number) Department needs will take priority.

Please list any additional requests. Special requests must be pre-approved by the director.

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 with a deposit of one-half of the rental fee. Reservations may be made from 7:00 am to 5:00 pm Monday – Friday in the Recreation and Parks Department office. **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 three days prior to use or the date will not be secured.

2. Reservations will be accepted no earlier than one year in advance of the requested reservation date.
3. The Hughes Center is 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. Vendors, caterers and entertainment must vacated the building by 1:00 am. Events requiring security must end promptly when the security leaves regardless of the times stated on this agreement.
4. 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.
5. If the set up date differs from the event date, the date will not be secured without a fee paid specifically for the set up date. Without a reservation fee, set up time is limited to regular business hours.
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 businesses that are conducting sales.
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); 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); (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 must 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 within 50 feet of the building. (City Ordinance #1847)
13. Users of the facility will be responsible to comply with the local and state laws concerning alcohol.
14. User agrees that no alcoholic beverages shall be served in the facility. User also agrees that guests cannot bring alcohol into the facility for personal use unless the event at the facility is closed to the public and no one under twenty-one (21) is present. User further agrees that the City, through its agents or employees, have permission to check all persons present at the facility to ensure that these policies are being enforced by the user. Failure of the user to enforce these policies 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. 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

17. User groups will be responsible for their own event set-up. Tables and chairs may not be moved from room to room.
18. Individuals and/or organizations that reserve the facility are allowed to decorate for their event with the following exceptions:
No pyrotechnics are allowed at the facility, including but not limited to fireworks of any kind or any explosive device
No glitter, chewing gum, tape, nails or screws, soil, liquid or open flames are allowed
All items should be removed immediately following the event unless prior arrangements are made in writing.
19. 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.

Security

20. The user organization may be required to have a representative to monitor admittance.
21. The Director will decide if official security will be required for your event, the number of officers and the hours they must work. Off duty City of Russellville 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.
22. 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.

Cleaning/Security Deposit

23. Cleaning of Gymnasium - Groups that utilized the gym in the Hughes Community Center will be required to clean up after their event. Groups must pay a \$500 cleaning/security deposit. This deposit must be paid prior to the event. Groups must clean at the conclusion of their event. If a group does not clean after their event, the entire \$500 deposit will be forfeited. A \$10 hourly fee will be charged for the cleaning hours beginning at midnight and will be deducted from your deposit. Any cleaning corrections that must be made by department staff will incur an additional \$10 per hour per man fee that will be deducted from your deposit. A cleaning checklist will be given to the renter when they complete the contract. An additional copy may be obtained from the building attendant prior to cleaning. The department will provide brooms, dust mops, mops and a mop bucket. Cleaning products will be your responsibility to provide. A building attendant will inspect and approve the cleaning upon completion.
24. Any costs incurred from damage to the facility or its contents will be deducted from the deposit. The deposit refund will be mailed to address provided on this contract, unless otherwise requested by the responsible parties.
25. 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 agrees to pay any additional costs of necessary repairs or replacements not covered in the security 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, procedures and the attached event setup guidelines for use of the Hughes Center and will conform and comply with that which is stated in the policies, procedures and event setup guidelines 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	_____

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

Date Paid _____ Check # _____ Receipt # _____

SECURITY: This event will require (1) (2) security officer(s) for the hours of _____ -- _____.

Security Arrangement Confirmation Date: _____ Contact: _____

Security is not required for this event

Cleaning/Security Deposit:

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

Received check list for cleaning

Cleaning/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

Date Confirmed: _____

Title

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.
 - 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. Glitter is not allowed.
5. Neither chewing gum nor any other potentially damaging items. (e.g... items that stain) may be distributed at your event.
6. Absolutely no types of pyrotechnics are allowed at the facility, including but not limited to fireworks of any kind or any explosive device.
7. No soil or liquid of any type may be used for decorative purposes.
8. No nails or screws may be used in facility walls.
9. The gym wall mats and goals may not be removed for any reason.
10. Hughes Center equipment including ladders may not be used by the user groups for any reason.
11. 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)
12. Parks personnel will not do setup for events.
13. The Parks Department will not be responsible for broken or lost items.

Hughes Community Center

Gym Cleaning Policies and Procedures

(Commission Approved 4-12-16)

Groups that utilized the gym in the Hughes Community Center will be required to clean up after their event.

Cleaning Policies

All groups who utilize the Hughes Community Center must pay a \$500 cleaning/security deposit.

Groups must clean at the conclusion of their event.

If a group does not clean after their event, the entire \$500 deposit will be forfeited.

A \$10 hourly fee will be charged for the cleaning hours beginning at midnight. The fee will be deducted from your deposit.

Any cleaning corrections that must be made by department staff will incur an additional \$10 per hour per man fee. The fee will be deducted from your deposit.

A cleaning checklist will be given to the renter when they complete the contract. An additional copy may be obtained from the building attendant prior to cleaning.

The department will provide brooms, dust mops, mops and a mop bucket.

Cleaning products will be your responsibility to provide.

A building attendant will inspect and approve the cleaning upon completion.

Cleaning Procedures

Wipe down all tables and chairs. Have building attendant inspect tables prior to putting them away.

Place the tables on the storage racks that are located under the stage or in north gym closet.

The table rack will hold seven tables and the chair racks will hold 35 chairs. Chairs must be placed in alternating order on their sides so they will fit on the chair rack.

The table racks will be put on the left side of the stage storage area and the chair racks on the right. They must be pushed to the back for all to fit.

Place ten of the dark brown chairs along the wall in the northwest corner and northeast corner.

Empty all trash cans into the dumpster that is located at the southwest corner of the east parking lot.

Clean out trash cans and place in the maintenance room. Leave one trash can with the proper trash liner out in the gym.

Clean all kitchen counters, refrigerator and freezer.

Sweep and mop any spills in the kitchen.

Sweep gym floor and damp mop any spills.

Remove any gum off the floors, walls or furniture.

Pick up foyerway, straighten chairs, sweep and mop any spills.

Clean restrooms of litter, sweep and damp mop spills, flush toilets.

Sweep hallways.

Pick up any litter outside that your event generated. (e.g., cigarette butts, cups, etc...)