

Rules and Regulations:

1. Reservation fees and deposit must be paid within three (3) working days from the date reservation is made or the reservation will be cancelled.
2. Cancellation Policy: The full reservation fee will be refunded with a two-week notification prior to the event. There will be no refunds given without original receipt. Processing may take up to four (4) weeks.
3. **YOU MUST HAVE THE COPY OF THE RESERVATION AGREEMENT WITH YOU TO UTILIZE THE FACILITY.** Use the room(s) only the hours you have reserved. There is a one hour span of time between room reservations. If someone is using the room(s) when you arrive, show your agreement to them and politely ask them to leave. If they refuse to leave, notify Parks Staff for assistance.
4. You must arrive and depart for your scheduled reservation time (you will **not** be permitted entry prior to your reservation time). You may contact the Reservation Office at (479) 784-2368 to request a change in your reservation time during normal business hours: Monday-Friday 7:30am-4:00pm.
5. **Please leave the facility the way you found it. If there are broken chairs, tables, or any other damage, please tell Parks Staff immediately. If not, you will be responsible for it.**
6. No decorations may be attached to the ceiling, walls, light fixtures, doors, or windows. You may decorate the tables and chairs or have free standing decorations.
7. Decorating, setup, breakdown, and clean-up need to be completed within your scheduled rental time.
8. No active games or sports (bouncers included) are permitted to be conducted inside facilities; you may go outside to do so. Children are not permitted to run inside any facility.
9. Outdoor cookers are permitted in designated areas only and must have a ground covering placed under it.
10. **No loud or excessive noise, music, and DJ's included. Music and DJ's are allowed at River Park facilities. No profanity.**
11. There is to be no gambling, drinking, or possession of alcoholic beverages and/or narcotics in any of the facilities without special permit.
12. No smoking or animals are allowed in any of the facilities.
13. Only tables and chairs are provided with the rental of the facilities and **they must be kept inside facilities.** Setup of tables and chairs are the responsibility of the renter. All other amenities are the renter's responsibility. Please leave tables and chairs setup upon completion of your event so Parks Staff can inspect and sanitize.
14. No fees for goods or services are permitted under this agreement. Should an individual, group, or company wish to ask for a donation or charge a fee for entrance or any other part of the event, then an Application for Permit to Use City Facilities must be completed and returned to Parks Staff in accordance with the Parks and Recreation Department's special event policy.
15. Overcrowding of facilities is not permitted. Loss of deposit will occur. Citation may be issued.
16. There is a \$29.00 charge for checks returned due to insufficient funds.

INDOOR AND OUTDOOR CHRISTMAS DISPLAYS MAY BE PRESENT OCTOBER-JANUARY

Maximum Facility Capacities (setup with chairs only):

Creekmore Community Center					
Azalea Room	65	Magnolia Room	45	Rose Room	140
Elm Grove Community Center					
Hickory Room	25	Maple Room	40	Oak Room	100
River Park Facilities					
East/West Room	90	Pavilion	270	Darby Center	100