

## Rental Fee

### Conference Rm./10-12 People

\$25.00 Deposit  
\$25.00per hr. Working hrs. & After hrs.  
Three (3) hr. minimum  
No Set-up or Clean up.

**One (1) Free hour before event start time**  
(Room must be left as it is found)

### Meeting Rm. #1 / 25+ People

\$25.00 Deposit  
\$30.00per hr. Working hrs. /\$40.00 per hr. After hrs.  
Three (3) hr. minimum

**One (1) Free hour before event start time**  
\* Set up & Clean up \$25.00 each

### Multipurpose Rm./50 People

\$50.00 Deposit/\$50.00per hr. Working hrs.  
\$75.00per hr. After hrs. /Three (3) hr. minimum

**One (1) Free hour before event start time**  
\* Set up & Clean up \$30.00 each

### Banquet Hall (Entire)/ 230 People

\$100.00 Deposit  
\$90.00per hr. Working hrs. /\$110.00per hr. After hrs.  
Three (3) hr. minimum/\*Set up & Clean Up  
\$60.00 each

**Two (2) Free hours before event start time**

### 1/2 Banquet Hall

(North/South)/112 People

\$75.00 Deposit  
\$60.00per hr. Working hrs./\$90.00per hr. After hrs.  
\* Set up & Clean up \$50.00 each

**Two (2) Free hours before event start time**

Computer Training Rm. Rented as needed.  
(Rental rates are the same as Multipurpose Rm.)

COMPUTER NOT APART OF RENTAL

## SPACE ON DEMAND

**(If Available)**

(Meeting Rm. #2

&

Arts & Crafts Rm.)

**15 people**

**No Deposit Required**

Anytime fee \$20.00 first hr.  
\$10.00 each additional hr.

Set up & Clean up is required

Fee \$10.00 each

***Cancellation of any rental  
space booked, will result in  
loss of deposit.***

**(NO EXCEPTIONS)**

***(The Centre at University  
Park will evaluate every  
situation to avoid cancelling  
rentals. We do reserve the  
right to cancel function due  
to inclement weather or  
emergencies.)***

**\* OPTIONAL**

## MEMBERSHIP FEES

**No Class Discount**

**Daily**

Senior Citizens (75+) FREE

Adults Ages 74 - 63 .75¢

Adults 62 years old &  
Under \$1.50

**Monthly Membership**

Senior Citizens (75+) FREE

Adults Ages 74 - 63 \$10.00

Adults 62 & Under \$25.00

**Cost of Each Class:**

\$10.00

Monthly + Daily Fee  
Ceramics, Arts & Crafts,  
Aerobics, Floral Design,  
Zumba, Computer  
Training etc.

**The Centre**

AT

**University Park**



**Fee Schedule  
Rules and Regulations**

**6401 West 12th Street  
Little Rock, AR 72204**

**Gregory Douthard  
Centre Director**

**“The Benefits are Endless”**

**For Additional Information**

**Call:**

**(501) 661-1700**

**Fax (501) 661-1712**

# FACILITY PROCEDURES

## General Rules & Regulations

A reservation is not complete until:

- The Center Director must approve all rentals. The center staff does not have the authority to waive fees or offer alternated rates.
- **A minimum two-week notice is required to make a reservation. A deposit is required to secure the date. Notify staff of any changes in set-up, dates or times. These changes must be noted on the contract and proper fees assessed.**
- **The group or individuals may be asked to leave upon the request of the Center Director or his/her representative for failure to follow rules and the security deposit will not be reimbursed.**
- **We do not accommodate anyone under the age of 25 years old.**
- **Children accompanying adults must be directly supervised at all times.**
- Reservations will not extend beyond 12:00 midnight on Fridays and Saturdays and 10:00 p.m. on Sundays.
- **No Smoking or Alcohol is allowed in the facility.**
- The Department of Parks and Recreation does not discriminate with regard to race, religion, sex, or political belief in making facilities available to any person or group.
- The Department of Parks and Recreation /The Centre at University Park sponsored events and activities have priority in the use of facility space.
- This facility is under the supervisor of the staff that is required to be present during the entire rental period. **Staff will inspect rooms immediately after your event. If there is no damage, the deposit will be refunded.**

- Anyone using the facility assumes responsibility for damage caused by their party to the rooms and their contents. Damages will be refunded in dollar value to the City of Little Rock, Parks and Recreation Department.
- An organization denied the use of the facility may appeal to the Director of Parks and Recreation for reconsideration by submitting a written request of reinstatement. The appeal should include the name of the individual and / or group, address and day-time phone number.

## LIMITS ON THE USE OF FACILITIES

- **Except for Parks and Recreation sponsored fund-raising events, facilities may not be used by any person or group for immediate point of sale for goods merchandise, or services.**
- **Except for recruitment for state, federal, or local government personnel, facilities may not be used for the purpose of establishing any employer-employee relationship.**
- **Non-paying users of facilities may not charge admission, except to recover out-of-pocket cost, for their meeting. Out-of-pocket costs are limited to expenses such as food, printing cost, and reasonable honoraria for guest's speakers.**
- ***Candidates for political office, or persons involved in issue oriented campaigns may use meeting facilities provided fund-raising events do not occur on facility premises.***
- Food may be served with prior approval of the Center Director and only in designated areas.
- Parks and Recreation does not charge for the use of audio-visual equipment (if available), but may charge the user any reasonable repairs caused by misuse or abuse of the center's equipment. The staff will verify the equipment is working after any group or individual has used it.

- Any person or group may be denied facility use if they have demonstrated disregard of centers Rules and Regulations in the past. In no case shall any Parks and Recreation facility be used as a defacto office for any individual, group business or association.
- Absolutely no pets allowed in the building. Service Animals ONLY.

## DISCLAIMER STATEMENT

- Groups who purchase a advertisement for their rentals must agree to the following disclaimer:
- "Use of Parks & Recreation facilities does not constitute endorsements of the beliefs, viewpoints, policies or affiliations of the user by the center
- **NOTE: Persons or groups who misrepresent their status in order to use Parks & Recreation facilities will be banned from using facilities throughout the City of Little Rock.**

## Facility Decoration Policy

### (NO EXCEPTIONS)

- Helium filled balloons must be anchored at all times and removed from the facility when the event has ended.
- Place all trash in proper containers. No Tape, Glue, Tacks, Nails, Open Flame Candles allowed on walls, ceilings, floors or furnishings.
- Absolutely No Rice, Birdseeds, Confetti, Glitter, Red or Grape (purple) Punch inside facility.
- When event is over, please leave promptly at your specified ending time.
- No Food is allowed in the Concourse/Lobby area. No alcoholic beverages are allowed inside facility.
- **PLEASE DO NOT REMOVE** Lobby furniture, as it is not a part of your rental, nor is the furniture available for use in other rooms rented for special events.
- Center staff is always on hand to assist with additional tables and or chairs when needed.

- **If equipment is rented for an event at the Centre at University Park, it may be delivered two (2) hours before the event takes place and MUST be removed from the facility when the event is over. The Centre cannot be responsible for merchandise belonging to other merchant, nor do we have room to store it.**
- **Children accompanying adults MUST be supervised at all times. They are NOT ALLOWED to run freely in and out of the facility or to the bathrooms by themselves or with other children. They are confined to the space that has been rented. They have to exit that room with an adult ONLY!**
- ***ONLY customer using one half, or Entire Banquet Hall will have access to the Kitchenette at no additional cost***

## KITCHENETTE RULES

- ◆ Kitchenette must be left clean after the event is over.
- ◆ Paid clean up for the banquet hall **does not** include the kitchenette.
- ◆ Please remove standing water from Warming Tables and Cold Bar Table.
- ◆ Staff will evaluate the kitchenette area and assist customers with cleaning equipment **ONLY**.

**Violation of Rules and Regulations will result in Loss of Deposit, as well as being denied facility usage of This Centre and any other City of Little Rock Facility!**

