

## Rental Fee

### Conference Rm./10-12 People

\$25.00 Deposit

\$25.00 per hr. Working hrs. & After hrs.

Three (3) hr. minimum

No Set-up or Clean up.

(Room must be left as it is found)

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

\$25.00 Deposit

\$30.00 per hr. Working hrs. / \$40.00 per hr. After hrs.

Three (3) hr. minimum

\* Set up & Clean up \$25.00 each

### Multipurpose Rm./50 People

\$50.00 Deposit/\$50.00 per hr. Working hrs.

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

\* Set up & Clean up \$30.00 each

### Banquet Hall (Entire)/ 230 People

\$100.00 Deposit

\$90.00 per hr. Working hrs. / \$110.00 per hr. After hrs.

Three (3) hr. minimum/ \*Set up & Clean Up

\$60.00 each

### 1/2 Banquet Hall

(North/South)/112 People

\$75.00 Deposit

\$60.00 per hr. Working hrs./\$90.00 per hr. After hrs.

\* Set up & Clean up \$50.00 each

### Computer Training Rm.

Rented as needed.

(Rental rates are the same as Multipurpose Rm.)

COMPUTER NOT APART OF RENTAL

\* Optional to customer

## SPACE ON DEMAND

Meeting Rm. #2, Arts & Crafts &

Ceramic Rms. 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.)*

## MEMBERSHIP FEES

### Daily –No Class Discount

Senior Citizens (75+) FREE

Adults Ages 74-63 .75cent

Adults 62 years old & Under \$1.50

### Monthly Membership

Senior Citizens (75+) FREE

Adults Ages 63-74 \$10.00

Adults 62 & Under \$25.00

### Cost of Each Class:

\$10.00

per Month + Daily Fee

Ceramics, Arts & Crafts, Aerobics,  
Floral Design, Zumba, Computer  
Training etc.

## *The Centre At University Park*



### **Fee Schedule Rules & Regulations**

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

**Shawanda Robinson  
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:

A reservation Request Form (contract) is filled out and signed by both parties and a security deposit is paid.

- 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 supervision of the staff that is required to be present during the entire rental period. **Staff will inspect rooms immediately following 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. Damage 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 reinstatement. The appeal should include the name of the individual and / or group, address and daytime 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 my 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 add 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 or staff.

**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.

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