

The Centre at University Park (Facility Regulations and Decoration Policy)

- 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 etc...allowed on walls, ceiling, floors or furnishings **(NO EXCEPTIONS)**
- ***Absolutely*** No Rice, Birdseeds, Confetti, Glitter, Red or Grape Punch inside facility **(NO EXCEPTIONS)**
- When event is over, please leave promptly at your specified ending time
- No Food is allowed in the Concourse/Lobby area. **PLEASE DO NOT REMOVE Lobby furniture, as it is not a part of your rental, nor is that furniture available for use in other rooms rented for special events (NO EXCEPTIONS)** Centre staff is always on hand to assist with additional tables 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 someone else, nor do we have room to store it. **(NO EXCEPTIONS)**
- ***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!***
- Parks and Recreation does not charge for the use of audio-visual equipment (if available) **(Misuse or Abuse of the Centre's equipment** will result in the customer being billed for repairs. The staff will verify that the equipment is working before and after any group or individual has used it)
- **ONLY** customers using one half, or the Entire Banquet Hall will have access to the Kitchenette at no additional cost.
 1. Kitchenette **must** be left clean after the event is over.
 2. **Paid clean up** for the banquet hall **does not** include the kitchenette.
 3. Please remove standing water from the **warming table & cold bar**
 4. Staff will evaluate the kitchenette area and assist customers with **cleaning equipment ONLY**

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