

*CARLISLE CIVIC CENTER  
RULES AND REGULATIONS*

While the Carlisle Civic Center is available to all groups and individuals, regardless of race, sex, creed, or disability, the Carlisle Civic Center Committee reserves the right to refuse rental or use of the facilities to individuals or organizations whose use of the facility is deemed inappropriate.

All facilities at the Carlisle Civic Center are non-smoking. Smoking is allowed only outside of the building in designated areas. Alcohol and drugs are strictly prohibited from the Civic Center and all city premises.

All events must be scheduled with the Civic Center Director, on a first come first serve basis, between the hours of 8:00 AM to 4:30 PM, Monday through Friday. All events will conclude no later than 12:00 AM unless special arrangements are made.

The individual signing the rental agreement shall be the responsible party for any group or organization renting the facility. The renter and any organization or group shall abide by all rules, regulations and directions of the Civic Center Committee.

No decorations, posters, pictures or other items hung or placed on the walls will be taped, stapled or tacked to any walls or ceiling without prior permission of the Civic Center Director. All decorations must be completely removed after the event.

Should the kitchen be used, it shall be cleaned and returned in the same condition as prior to rental. No food or waste will be left in the kitchen. All trash bags will need to be placed in the outside dumpster.

If the facility is returned in a clean, undamaged condition, the cleaning deposit will be refunded. However, if the facility is not returned in a good, clean condition, the renter will be billed the actual cost of the cleaning, in excess of the cleaning deposit, at a current rate of \$15.00 per hour. The renter will be liable for the actual cost of any repair or replacement of any damage caused during the renter's use of the facility.

The renter agrees to comply with routine patrols of the police department of the City of Carlisle and further agrees to abide by their request and instructions.

Larger groups or certain functions may require use of uniformed security personnel as recommended from an approved list by the civic center, which shall be at the expense of the renter.

There shall be no right to sub-rent any part of the facility.

Should there be more than one event using the facilities, all parties agree to cooperate with the requests and direction of the civic center staff so that the multiple use of the facility will not create undue interference or inconvenience to the parties.

The facility will be available only at the times and dates as designated by the Civic Center Director.

No activities will be conducted on the premises which are in violation of the laws of the United States, the State of Arkansas, or the City of Carlisle.