

Facility Use Guidelines

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1. Possession or consumption of alcohol or narcotics of any kind are prohibited on campus.
2. NWACC is a tobacco-free campus as required by the Arkansas Clean Air on Campus Act of 2009. *This Act makes it illegal to smoke on all state-supported colleges and universities in Arkansas, including all buildings and grounds owned and operated by the institutions.* NWACC also prohibits the use of all tobacco forms, including smokeless tobacco, in any building, in vehicles or on property.
3. Handguns may not be carried on person, in the vehicle, or otherwise be readily available. Furthermore, NWACC prohibits the possession of any weapon on campus. A weapon is defined as a firearm, knives with a blade of three and one half inches or greater, dirk, sword, bob or any substance or device designed or intended to inflict harm. Authorized law enforcement officers are subject to this regulation. ([top](#))
4. User must arrange any special security needs through the Event Specialist. Depending on the size or the type of activity, additional security services may be required at an additional fee to the user.
5. Any user of College facilities must comply with all directions given by an authorized officer, agent, or employee of the College. An officer, agent, or employee may eject or cause to be ejected from the College any person or persons causing a disturbance or interfering with the peaceful use of College facilities.
6. Any user of College facilities shall not obstruct the sidewalks, entries, passage vestibules, elevators or access to restrooms or other public utilities. ([top](#))
7. First aid services, if needed, are the responsibility of the user.
8. The number of occupants must be limited to the safe capacity of the room or facility as determined by law. The user of College facilities is required to limit attendance so as not to exceed the designated capacity of the requested facility. Fire codes will be strictly enforced.
9. Animals are restricted from NWACC facilities except to those trained to assist the physically or visually impaired.
10. Users of College facilities may not remove or displace furniture, equipment or apparatus. College buildings and equipment must not be marred or defaced in any manner. No College-related signs, banners, posters, etc. may be removed from any walls or ceilings anywhere at any time, even if the intent is to replace them following the event. ([top](#))
11. No signs or other publicity materials will be permitted to be posted anywhere on campus without the specific approval from the designee responsible for postings. In the event any such sign is permitted, its prompt removal following the event will be the responsibility of the sponsoring organization. Signs may not be affixed to any College sign, building or property. The College's name and/or logo shall not appear in any advertising or promotional materials, without specific approval from the Events Specialist or designee, except to indicate the location of the event.

12. The College reserves the right to require the user of College buildings, grounds, facilities or services to reimburse the College for any destruction, damage, defacement or loss (including extraordinary cleaning expenses) to College buildings, properties, facilities or services resulting from user's activities in such buildings, properties, facilities or service.
13. Equipment may not be brought onto College grounds and connected to the electrical service without the prior consent of the Events Specialist or designee. By arrangement, special electrical hookups may be possible. The modifications to electrical service will be made by College electricians and charged to the sponsoring organization. The College does not lend or otherwise provide electrical extension cords, hand tools, ladders, etc. Equipment provided by the user of College facilities must be removed from the College promptly following the scheduled event so as not to interfere with College activities. If there is any delay, the removal may be made by the College at the expense of the sponsoring organization. ([top](#))
14. Computer equipment may not be connected to or make use of the campus network or of the College's internet connectivity without the prior consent from the Events Specialist or designee. The connection and configuration of computer equipment will be done by a member of the Technology Services Department. Miscellaneous equipment such as power strips, cables, network cards, etc., may be provided based on availability and prior consent by the Events Specialist. Provided equipment must be returned immediately upon the conclusions of the event. The user assumes all responsibility for the equipment that has been provided to the user.
15. Parking is limited to the designated parking lots and parking deck. Campus guests may not park in any "reserved" spot. Reserved spots are prohibited from guest use 24 hours a day, 7 days a week. All cars illegally parked will be ticketed or towed at the owner's expense. ([top](#))
16. For non-College-sponsored activities, it is required that a representative of the sponsoring organization who signed the facility usage agreement be in attendance and in charge at the activity at all times. That person will be identified to the College's Office of Public Safety.
17. Users of activities for non-College-sponsored activities may be required to purchase private insurance to protect the organization from financial liability which may arise should an emergency develop.
18. Any user of College facilities which charges admission or conducts an activity which involves the payment of money from one to another shall be responsible for its own cash security and full compliance with the applicable federal, state and local statutes and ordinances.
19. Any user with outstanding obligations for rentals/services will be refused use of College buildings, grounds, facilities and services until the obligations are satisfied.
20. Youth or children's groups must be supervised by responsible adults provided by the sponsoring organization. Individuals under the age of 21 are not allowed to rent facilities at NWACC.
21. The College, for public necessity or emergency use, may terminate a contract at any time. ([top](#))
22. Changes to Events - Users must notify the College of any changes to the event schedule as stated in their written agreement at least forty-eight (48) hours prior to the start of their event. Any notification of schedule changes given less than forty-eight (48) hours prior to the start of their event may be charged an additional fee at the discretion of the Events Specialist. Users shall not alter the event schedule outside of the time restrictions set forth in the written agreement without written consent from the Events Specialist. Changes include, but are not limited to: requests for equipment including audio visual equipment and operation, changes in number of attendees, changes in room set up

23. Catering - For food and beverage service, users may schedule the caterer of their choice to bring food/beverage to our campus. All caterers and/or the user must clean, dispose of trash and remove equipment after the event. An additional \$25 Custodial Fee may be charged to groups for cleanup following catered events. ([top](#))
24. Decorations - Use of decorations, scenery, exhibits, banners, posters, bleachers, platforms, and any other equipment must receive prior approval from the Events Specialist. No scenery, decorations, or combustible material may be brought onto College grounds without prior approval. Any device capable of producing an open flame, including candles, is prohibited. Decoration may not be suspended from ceilings, light fixtures or curtains. Any object that may puncture walls, woodwork, tables, chairs or staging is prohibited, including staples, nails and tacks. Confetti and glitter are prohibited.
25. Scheduling Events & Meetings – Non-College sponsored activities shall be charged a usage and/or rental fee for use of the grounds, facilities, equipment, and/or services. Each facility has a base fee that included basic room set-up and equipment. Any additional needs will be evaluated with the potential of additional fees. ([top](#))
1. Corporate rental rates are based on a minimum four-hour rental period or a day long rental period. All rates are firm and non-negotiable.
 2. A deposit is not required prior to a scheduled event, but proper advance notice of cancellation is mandatory. If a reservation is not cancelled within 72 hours of the event, the entire rental amount will be due.
 3. All space within the facilities at NWACC must be reserved through the office of Special Events. Events may be held between the hours of 7:00am and 10:00pm unless otherwise approved by the Events Specialist.
 4. Upon review of the Facilities Use Request Form, the College reserves the right to accept or reject any requested use of facilities and to impose additional requirements not listed in these guidelines. The judgment of the Director of Food and Events concerning usage and rules or regulations shall be final.
 5. While the College is eager to accommodate all potential requests, not all College grounds, facilities, equipment, and/or services may be available for use or rent. Private offices, administrative offices, kitchens, and workrooms are never available.
 6. Events will be scheduled on a first requested - first reserved basis. Events may not be booked more than six months in advance; exceptions may be made for College sponsored events. ([top](#))
 7. Certain College equipment is available for use and is limited to: computers (not all rooms have computers), digital projectors, TV/VCR systems, overhead transparency projectors, sound systems and flip chart stands. Some equipment may require pre-event training. When equipment is found missing at the end of an event, the user will be charged an appropriate replacement fee.
 8. The College reserves the right to restrict the use or rental of grounds, facilities, equipment, and/or services at any time the College so determines. The College is generally closed for the following: Memorial Day Weekend, Fourth of July, Thanksgiving Weekend, Winter Break (through New Year's Day), Labor Day Weekend, and Martin Luther King Jr. Day. **Starting the summer of 2013, the College will go to a four-day work week requiring the campus to be closed for events on Fridays and Saturdays. See College Calendar for exact dates.**
 9. The College reserves the right to require vendors, sponsors, or outside organizations to purchase or have specific insurance in force in order to hold an event at the College. Specifics of this requirement will be discussed with the vendor, sponsor, or outside organization after the Facilities Use Form is submitted. ([top](#))

10. Billing – For billing authorization, the User must provide the College with a copy of a W-9 for corporations and a 301C3 for non-profit organizations. An invoice will be sent to the party listed on the Facility Use form after the event. Payment can be made with a check, credit or debit card. ([top](#))