

## **Ben Geren Rental Rules and Regulations**

### **Sebastian County Parks Department**

7200 Zero, P.O. Box 3609

Fort Smith, AR 72913

479-646-2444 / fax 646-7779

#### **Rental Procedures**

Rental of the facility will be allowed with at least a two week advance notice of the event. At the time of rental the renter will provide detailed contact and event information. Reservation fee must be received no more than five (5) business days from the date the reservation was made or the reservation will be cancelled. Some large events (over 100 participants and/or organized events within the park i.e. 5k, car show etc.) may require additional planning and should begin the application process no less than 45 days in advance. This will ensure adequate time for review and logistics. Advertising an event prior to receiving a signed Event Permit is not allowed.

#### **Rules and Regulations for Rental**

1. Reservation fee and deposit must be paid within five (5) working days from the date the reservation is made or the reservation will be cancelled. Deposits must be check or money order.
2. Cancellation returns will be given in the form of a rain check if the event is cancelled with at least seven (7) business days notice. Deposit may be claimed or voided. If the event is cancelled with less than seven days notice the rental fee will be forfeited but the deposit may be claimed or voided.
3. You must have an approved reservation form with you to use the facility. Use the space only the hours you have reserved. If others are in the space when you arrive, show your agreement to them and politely ask them to leave. If they refuse to leave, notify the Parks Department for assistance. Parks Department may be contacted by calling 646-2444, 414-6386 or 646-5301.
4. You must arrive and depart for your scheduled reservation on time.
5. Please leave the space in the condition you found it. If there are broken chairs, tables, or any other damage please tell Park Maintenance Staff immediately. If not, you will be responsible (see phone numbers item 3).
6. No decorations may be hung from the ceiling, walls, or doors. You may decorate the tables and chairs or have free standing decorations.
7. Decorating, setup, break down, and clean up need to be completed within your scheduled rental time. There is a dumpster on site to dispose of large and bulky objects.
8. No active games or sports maybe conducted inside rooms; you may go outside to do so. Children are not permitted to run inside any facility.
9. There is to be no gambling, drinking, or possession of alcoholic beverages and/or narcotics in any of the facilities.
11. No smoking is allowed inside.
12. Only tables and chairs are provided with the rental of facilities and they must be kept inside facilities. Set up of tables and chairs is the responsibility of the renter. All other amenities are the renters responsibility. Please leave tables and chairs set up upon completion of your event so that staff can inspect. If it is determined you or your participants have caused undue damage or if your party does not cleanup after the event deposit may be lost.
14. There is a \$15.00 charge for checks returned due to insufficient funds.
15. Closing hours are seasonal inquire with Administration office at time of reservation.
16. Outside vendors are not allowed to operate within the park without prior approval from the parks Administration office.

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17. Parking is allowed on marked parking lots only. No parking on grass.
18. Loud and excessive noise (including amplified music) is prohibited
19. You may contact the Administration Office after your event to either collect or void your deposit.

**Violation of Sebastian County Park rules and regulations may result in the  
forfeiture of deposit and/or cancellation of event.**

I have read, understand and will abide by all rules and regulations. I understand if all rules are not followed I will lose my deposit. I agree to notify Sebastian County Parks if there are any issues with facility at the beginning of the specified rental time or as soon as the discrepancy is observed.

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Print Name

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Signature

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Date