

Sebastian County Parks and Recreation

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www.sebastiancountyonline.com

Rules and Regulations

Rental Procedures

Rental of any park 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 fees must be received no later than five (5) business days from the date the reservation was made or the reservations will be automatically 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 patrons 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.

General Rental Rules and Regulations

1. Sebastian County has several facilities for rent at Ben Geren Park. Three large pavilions, a smaller facility named the Gazebo, the Community Room and the Safe Shelter.
2. Reservation fees and deposit (if applicable) must be paid within five (5) working days from the date the reservation is made or the reservation will be automatically cancelled. Deposits must be made by check or money order.
3. There is a \$35.00 charge for checks returned due to insufficient funds.
4. Refunds/Returns will be given in the form of a rain check if the event is cancelled with at least a seven (7) business days notice. The deposit will also be refunded. If the event is not cancelled within a timely manner (less than a seven (7) days notice), the rental fee will be forfeited; however, the deposit may be refunded.
5. You must have an approved reservation form with you to use the facility. You may only use the space during the hours for which you have reserved it. 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, **479-646-2444 (M-F 8-5) or after hours 479-461-3958**
6. You must arrive and depart for your scheduled reservation on time. Decorating, setup, break down, and clean up must be completed within your scheduled rental time. There is a dumpster on site to dispose of large and bulky objects.

7. **There is zero tolerance for gambling, drinking, or possession of alcoholic beverages and/or narcotics in any of the facilities.**
8. **Parking is allowed on marked paved areas and parking lots only. ABSOLUTELY NO PARKING ON GRASS. If on grass, park security will ask you to leave.**
9. **By County Ordinance, there is absolutely NO SMOKING anywhere in the park, park buildings, parking lots or trails. This ordinance also forbids e-Cigarettes and Vapor Products.**
10. Please leave the space in the condition you found it. If there are broken chairs, tables, grills, lights or any other damage, please tell Park Maintenance Staff immediately. If not, you will be held responsible (see phone numbers, item 3).
11. Closing hours are seasonal inquire with Administration Office at time of reservation. Generally, park hours are 6:30 AM until dusk each day.
12. Outside vendors are not allowed to operate within the park without prior approval from the Parks Administration office.
13. Loud and excessive noise (including amplified music) is prohibited.
14. You may contact the Administration Office after your event to either collect or void your deposit. The Facility will be inspected after use. Be sure you leave it in the same or better condition than it was when you arrived.

SAFE SHELTER & COMMUNITY ROOM

15. No decorations may be hung from the ceiling, walls or doors. You may decorate the tables and chairs or have free standing decorations.
16. **Children must remain under the direct supervision of the adults present.** No active games or sports may be conducted inside the Safe Shelter or Community Room; you may go outside to do so. Children are not permitted to run inside the facility. Children should play tag, hide and seek, etc., outside. The constant slamming and wear and tear of the doors and facility in general will not be tolerated. At any time, if security or park staff feels that the children are out of control, the renters will be asked to control the behavior or leave.
17. **At the Safe Shelter, children are not allowed to throw, collect, rearrange or move rocks, sticks, plants or pine cones. Rocks shall not be thrown into the parking lot.**

18. **Safe Shelter Doors shall NOT be propped open using rocks;** doing so, scratches the door. The right side door of the front double doors will stay propped open by itself if you need to open a door for carrying your items in and out. If the doors are scratched and it is from rocks or other abuse, some of the deposit will be forfeited for paint costs.
19. Tables and chairs are provided with the rental of facilities. They must be kept inside the facilities. The setup of the tables and chairs is the responsibility of the renter. Please leave the tables and chairs out upon completion of your event so that park staff can inspect. **If it is determined that you or your participants have caused damage or if your party does not cleanup after the event, the deposit will be lost.**
20. The televisions in the facility are available for use such as PowerPoint presentations, etc., through special arrangements.
21. The air condition/heating controls on the wall are preset by an outside source and **CAN NOT** be changed on site. If it is determined that they have been tampered with, your deposit will be forfeited.
22. A checklist was given to you at the time of your reservation of the Safe Shelter and you will need to use this the date of your rental to make sure everything is done on the list in order for you to receive your deposit back. A Park maintenance staff member will be present to approve satisfaction of the building following your rental.

**Violations 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 the facility at the beginning of the specified rental time or as soon as the discrepancy is observed.

Print Name

Signature

Date