Specific Rental Regulations

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.

3. 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.

4. 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 SEC or designee, except to indicate the location of the event.

5. Equipment may not be brought onto College grounds and connected to the electrical service without the prior consent of the SEC 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.

6. 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 SEC 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 SEC. 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.

7. 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.
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.

9. First aid services, if needed, are the responsibility of the user.

10. 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.

11. 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 implemented at the discretion of the SEC. Users shall not alter the event schedule outside of the time restrictions set forth in the written agreement without written consent from the SEC.

12. For food and beverage service, users are required to contact Food Service Director, Ashley Willis of Aramark, the caterer under contract to NWACC. All requests should be made directly to Aramark by e-mail at willis-ashley@aramark.com. If Aramark declines the offer to serve, the user may contact another caterer of their choice. An additional $25 Custodial Fee may be charged to groups for clean up following catered events. Non-profit groups may be charged $15.

13. Users must arrange any special security needs through the SEC. Depending on the size or type of activity, additional security services may be required at an additional fee to the user.

14. Use of decorations, scenery, exhibits, banners, posters, bleachers, platforms, and any other equipment must receive prior approval from the SEC. 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.

15. 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.

16. 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.

17. Any user of College facilities must comply with all directions given by an authorized officer, agent, or employee of the College.

18. An authorized officer, agent, or employee of the College 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.
19. Any user of College facilities shall not obstruct the sidewalks, entries, passage vestibules, elevators, or access to restrooms or other public utilities.

20. The College reserves the right to require any 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.

21. Any user with outstanding obligations for rentals/services will be refused use of College buildings, grounds, facilities and services until the obligations are satisfied.

22. Youth or children's groups must be supervised by responsible adults provided by the sponsoring organization.

23. The College, for public necessity or emergency use, may terminate a contract at any time.