

**Alma Community Center Rules & Regulations**  
**114 Collum Ln E Alma AR 72921**

**Rental Date Requested:**  
**Date of Request:**

1. Must be 21 years of age or older to rent.
2. No drugs or tobacco or alcohol use are allowed in or around the facility. No firearms or weapons allowed. No animals allowed.
3. All decorations must be approved by parks department; use of adhesives, tape, staples, pushpins, nails, glitter, etc. on city property is prohibited
4. Tossing of confetti, rice, birdseed, silk or plastic flowers and other materials are prohibited. Only live flower petals are allowed to be thrown on public grounds.
5. All visible signs or decorations, including plants, must be removed and properly disposed of immediately after event.
6. Applicant must supply their own trash bags for clean-up. All bags must be properly disposed of prior to leaving the event.
7. There are tables and chairs available for use. Do not sit or stand on tables, do not stand on chairs. Tables and chairs are not to be removed from the facility. Sink and food serving areas are available. No raw material (food/trash or other debris) may be dumped into sinks. Cooking is not allowed and grills/etc. may not be brought into the facility. Damages will be billed to the renting party.
8. No swimming or bathing in undesignated areas.

**RESERVATION INFORMATION:**

- \* We accept checks, cash, cashier check, or money order.
- \* Payment in full is required within 72 hours after booking or reservation shall be canceled.
- \* Your group is expected to leave area in a clean condition free from damage, debris, litter.
- \* Patrons do not break down tables and chairs after the event.
- \* The city is not responsible for security of any item brought in or left in the facilities.
- \* Loud and excessive noise (music included) is strictly prohibited. Use of profane language is prohibited.

**DEPOSIT & PAYMENT**

- must be included in one check. Your deposit will be returned to you in the form of a check from the city 2 weeks after the date of your reservation. Any lost keys, damage, or cleaning required as a result of rental will be deducted from deposit.
- \* You will be responsible for any additional costs that may occur.
  - \* Cancellations are required at least ten (10) days prior to the reservation date or no refund will be given.
  - \* Upon leaving turn out lights, lock doors, and leave key in door box outside building.

**DEPOSIT & FEES:**

Cleaning Deposit: \$50.00    Mon-Thurs. \$125.00    Fri-Sun. \$175.00

**Arkansas Health Department Guidance Regarding Large Indoor Venues in Regards to Covid-19**

The following guidelines should be observed:

- Any performers/players/contestants should be separated from the audience by at least twelve (12) feet.
- Lines or queues for entrance, exit, purchases, or other reasons should be marked or monitored to maintain a distance of six (6) feet between people.
- All seating should be arranged to maintain six (6) feet distancing from occupied seat to occupied seat.
- Household groups may sit together, but six (6) feet should be maintained between groups.
- Those in attendance should wear face coverings in accordance with the Face Coverings Guidance (attached).
- Signs should be posted at all entrances advising the public not to enter if:
  - o They have fever, cough, shortness of breath, sore throat, or loss of taste or smell.
  - o They have had known exposure to someone with COVID-19 in the past 14 days unless they themselves are fully vaccinated.
- Signs should be posted at all entrances advising the public that they may wish to refrain from entering if:
  - o They are 65 years of age or older.
  - o They have underlying health conditions including high blood pressure, chronic lung disease, diabetes, severe obesity, asthma, or weakened immunity.
- Hand sanitizer stations should be available at all entrances and exits.
- Refreshments should be served in accordance with the Restaurant Dine-in Operations Directive.
- Frequently touched surfaces should be cleaned periodically during the course of the event. Products with an EPA-approved emerging viral pathogen claims are expected to be effective against COVID19. Follow the manufacturer's instructions for these products. For a list of EPA-approved emerging pathogen sanitizers: <https://cfpub.epa.gov/giwiz/disinfectants/index.cfm>

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**COMMUNITY BUILDING RENTAL APPLICATION**

Name of Person Leasing Community Building: \_\_\_\_\_

Address: \_\_\_\_\_

Phone#: \_\_\_\_\_

What type of event will the Community Building be used for:

\_\_\_\_\_

Will you need audio/video capabilities? \_\_\_\_\_

Will anyone who is attending, traveling from out of the area?

\_\_\_\_\_

Please include name and address where cleaning deposit should be mailed.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**For Office Use Only:**

Paid Date: \_\_\_\_\_

Paid by: Check Money Order Cash Cashier's Check

Receipt # \_\_\_\_\_

Cleaning Deposit Refund Amount \$ \_\_\_\_\_

Check# \_\_\_\_\_

Date Mailed Refund: \_\_\_\_\_