

**CARLISLE CIVIC CENTER**  
**RULES, REGULATIONS AND GENERAL POLICIES**

While the Carlisle Civic Center is available to all groups and individuals regardless of race, sex, creed, or disability, the City of Carlisle reserves the right to refuse rental or use of the facilities to individuals or organizations whose use of the facility is deemed inappropriate.

The Carlisle Civic Center is a non-smoking facility. Smoking is allowed only outside of the building in designated areas. Alcohol consumption on the premises is permitted only in accordance with the provisions of Resolution 363 of the Carlisle City Council. Drugs are strictly prohibited at the Civic Center and on all City properties.

All events must be scheduled with the Mayor's Office, on a first come first served basis, between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday. All events shall conclude no later than 12:00 a.m. unless special arrangements are made in advance.

The individual signing the rental contract shall be the responsible party for any group or organization renting the facility. The renter and any organization or group shall abide by all rules, regulations, and policies of the City regarding Civic Center rental.

No decorations, posters, pictures, or other items shall be taped, stapled, or tacked to the walls or ceiling without prior permission from the City. All decorations shall be completely removed after the event.

Should the kitchen be used, it shall be cleaned and returned to the same condition it was in prior to the rental. No food or waste shall be left in the kitchen. All trash bags will need to be placed in the outside dumpster.

If the facility is returned in a clean, undamaged condition, the cleaning deposit will be refunded. However, if the facility is not returned in a good, clean condition, the renter will forfeit the cleaning deposit and may be assessed additional fees for the cost of any cleaning that exceeds the cleaning deposit at a rate of \$15 per hour. In addition, the renter shall be liable for the actual costs of any repairs or replacements of the facility, fixtures or furniture damaged during the renter's use of the facility.

The renter agrees to comply with any routine patrols of the police department of the City of Carlisle and further agrees to abide by their requests and instructions. Large groups or certain functions may require the use of uniformed security personnel, which shall be at the expense of the renter.

There shall be no right to sub-rent any part of the facility.

The Civic Center will be available only at the times and dates designated by the City.

No activities shall be conducted on the premises which are in violation of the laws and ordinances of the United States of America, the State of Arkansas, or the City of Carlisle.