



El Dorado Conference Center & South Arkansas College Facilities

Usage Agreement 2025

Policies and Procedures

1. Overview

All RENTERS must comply fully with all local, state and federal laws, as well as with the El Dorado Conference Center and South Arkansas College's policies and procedures listed below.

2. Security

Facility security will be under the control of South Arkansas College and rental activities open to inspection by college officials at all times. A security fee is charged for all events scheduled after regular business hours and/or events where alcohol is present. Charges for additional security may be required if deemed necessary by South Arkansas College's Director of Security.

3. Smoking

The El Dorado Conference Center and South Arkansas College are non-smoking facilities. Smoking is not permitted in any building, in vehicles or on property.

4. Weapons

Firearms may not be carried on person, in the vehicle, or otherwise be readily available. Furthermore, the El Dorado Conference Center and South Arkansas College prohibit the possession of any weapon within the conference center or on campus. A weapon is defined as a firearm, knives with a blade of three and one-half inches or greater, dirk, sword, bomb or any substance or device designed or intended to inflict harm. Authorized law enforcement officers are not subject to this regulation.

Vendors for events at the El Dorado Conference Center may have knives or similar items for display only. They will need to be secured for the duration of the event in a manner approved by the South Arkansas College Director of Public Safety. Guests may not, at any time, handle the items. However, guests may order any of the displayed items for delivery or pick up at the vendor's place of business. Any type of firearm must be pre-approved by the South Arkansas College Director of Public Safety. If allowed, the weapons must meet safety and security requirements as designated by South Arkansas College Director of Public Safety. Additionally, South Arkansas

College recognizes that there are important outdoor related events where knives (or other edged weapons) and/or firearms are awarded as part of a raffle or door prize. In these instances, the recipient may take possession of these items as they exit the facility. In addition, possession will only be transferred from the event holder to the recipient at a prearranged location under the supervision of the South Arkansas College Director of Public Safety.

5. Discrimination

No person or organization shall be excluded from rental or use of the El Dorado Conference Center and South Arkansas College facilities because of age, sex, race, color, creed, disability, or national origin. No rules or regulations may be promulgated by a rental organization which discriminates against any person or group or excludes them from use of the El Dorado Conference Center, South Arkansas College facilities or participation in rental activities.

6. Supervision

Youth or children's groups shall be supervised at all times by the RENTER.

7. Rental Age Requirement

Individuals under the age of 21 are not allowed to rent facilities at the El Dorado Conference Center or with South Arkansas College.

8. Misuse

South Arkansas College may revoke approval for use of the El Dorado Conference Center and South Arkansas College campus' facilities in case of an emergency, when facilities are misused, or when any regulations are violated. The facility request/contract will not be renewed when revoked for misuse.

9. Damages

Individuals and groups using the buildings and grounds with the El Dorado Conference Center or with South Arkansas College shall be required to assume responsibility for loss or damage of equipment, furnishings/fixtures, buildings and grounds, and shall be held responsible for any financial losses.

10. Liability

The RENTER will hold the City of El Dorado, the El Dorado Conference Center and South Arkansas College harmless at all times from any claim(s) or damage(s) on account of injury to anyone using the facilities and grounds in connection with the function sponsored or operated by the RENTER and/or growing out of their use and

occupancy of said facilities and grounds, or through any defect in said premises, including the sidewalks adjoining the same and use or operation thereof.

11. Cleaning Fee

The El Dorado Conference Center reserves the right to request a refundable cleaning and maintenance deposit. The collection of this deposit will be at the discretion of the El Dorado Conference Center management for events in which excessive cleanup is expected. The management of the El Dorado Conference Center will also retain discretion as to whether or not a full or partial refund of the deposit is made to the renting party.

12. Personal Property

Any personal property brought on to the City of El Dorado, the El Dorado Conference Center and South Arkansas College property shall be kept at the risk of the person bringing it thereon. The City of El Dorado, the El Dorado Conference Center nor South Arkansas College shall not be liable for any damages to said personal property or the applicant or anyone using the facilities and grounds in connection with the function sponsored or operated by the applicant arising from the accident or neglect of any other person whatsoever.

13. Event Hours

All events may begin and must occur between the hours of 7:00 am and 10:00 pm unless otherwise approved by the Conferences and Events Office, College President, or designee.

14. Animals

Animals are restricted from the El Dorado Conference Center except to those trained to assist the physically or visually impaired.

15. Fire Codes

All RENTERS must abide by all fire codes.

16. Sponsorships & Endorsements

- No off-campus organization, political candidate or individual is allowed to use the name El Dorado Conference Center, South Arkansas College or its insignia in any publication, except to state as a location where the conference will be held.
- Sponsorships or endorsements by the El Dorado Conference Center or South Arkansas College may not be implied without advance permission.

- All publications and advertisements using the El Dorado Conference Center, South Arkansas College’s name or insignia must be reviewed and approved by South Arkansas College.
- Please submit all requests for sponsorships and drafts for publications through the Conferences and Events office. A minimum of 5 (five) business days is required to review such material.

17. Parking

In general, there is adequate event parking surrounding the El Dorado Conference Center. The proximity of that parking can fluctuate depending on several factors including building construction, South Arkansas College Class Schedule and the Murphy Arts District. Please call 870-864-8447 to find out the current factors affecting parking for your event. There are maps available that denote parking areas.

*****Please be advised that the Brookshire’s Grocery Store parking lot is not a designated parking area for the El Dorado Conference Center. Brookshire’s does have a tow policy for unauthorized parking.**

18. Decorations

Rental times include client set-up, decorating, sound check, client cleanup and teardown.

Third party vendors such as event designers, audio visual designers, event planners, DJs, entertainers, etc.... are to be approved through the Conferences and Events office and the client is asked to accompany the vendors at all times.

All decorations must have prior approval from Conferences and Events Office. The RENTER is responsible for removal and disposal of all decorations immediately after the event. Below are some of the “do’s and don’ts” regarding decorating.

- Fresh flowers or similar centerpieces are welcome
- Open flames, pyrotechnics and fog/smoke machines are prohibited
- Helium balloons may be used outdoors, but are not allowed in conference facilities
- Decorations may not be suspended from ceilings, light fixtures or curtains
- Only gaffer tape may be used to affix decorations to walls or windows. Scotch, masking or duct tape may not be used on any walls, windows, tables, floors or equipment
- Any object that may puncture walls, woodwork, tables, chairs or staging is prohibited, including staples, nails and tacks
- Confetti and glitter are prohibited

19. Scheduling

The Conferences and Events Office reserves the right to substitute facilities for the space(s) reserved should the need arise.

All space within the El Dorado Conference Center and on the South Arkansas College campuses must be reserved by off-campus groups, organizations and individuals through the Conferences and Events office. Space is reserved on a first-come, first-serve basis.

Requests may be submitted electronically, in person, or by phone.

The RENTER agrees to pay all rental, set-up, and catering fees according to the rates outlined in each event's Banquet Event Order (BEO). An initial deposit may be required for the first event of the year; subsequent events will be invoiced according to the standard policies.

The total event balance must be paid no later than 30 days after the event date. The Conferences and Events Office will communicate all information regarding the final balance including the deadline for payment.

20. Changes to Events

The RENTER must request any changes to their events or conferences by no later than 72-hours prior to the start of the event.

These changes include but are not limited to:

- Requests for equipment
- Changes in number of attendees
- Changes in facility set up
- Requests for additional audio-visual requirements (equipment and/or operation)

Changes requested after this deadline may not be able to be accommodated based on required space changes, other event happenings, staffing levels, and equipment availability and will be extended an additional charge.

Please check the price list for current charges.

21. Billing Policies and Procedures

- For billing authorization, the RENTER must provide the El Dorado Conference Center and South Arkansas College with an active tax-id number verified by the Arkansas Secretary of State's office or an authorized purchase order number.
- If billing authorization has been established, the room deposit is waived, and a signed Usage Agreement will confirm the event.
- If billing authorization has not been established, the RENTER must provide South Arkansas College with a credit card or cashiers check for the amount of the room(s) rental as a deposit.
- Personal checks are not accepted. Only institutional, business, and cashiers checks are accepted after billing authorization has been established and are to be made payable to: South Arkansas College or the El Dorado Conference Center
- If the final bill is more than the estimated amount, an additional bill will be sent. If the final bill is less than the estimated amount, a refund will be sent within 30-45 days.

22. Cancellation Policies and Procedures

- RENTERS who cancel their event 15 or more business days prior to their event pay no cancellation fee.
- RENTERS who cancel their event 6-15 business days prior to their event pay 40% of their rental rate.
- RENTERS who cancel their event 3-5 business days or less prior to their event pay 80% of their rental rate.
- RENTERS who cancel their event less than 3 business days prior to their event pay 100% of their rental rate.
- The RENTER will pay subcontracted, technology equipment and services that cannot be cancelled in full, regardless of when the cancellation takes place.
- None of the cancellation fee/deposit may be applied to any future rental.
- RENTERS with unpaid fees may not rent the El Dorado Conference Center or any South Arkansas College facilities until their fee is paid in full.

23. Catering Policies and Procedures

The El Dorado Conference Center can provide catering services through our partnered caterers at the request of the client. The addition of sales tax plus an 18% service charge is assessed on all catering. All charges related to catering must be paid prior to the event date as discussed with the event coordinator. **The use of items such as dishware, flatware, serving utensils and chafing dishes are included for events catered by the El Dorado Conference Center at no additional charge.**

Currently, The El Dorado Conference Center allows clients to self-cater either by using outside vendors or preparing it themselves. Hot food should be fully prepared and brought in ready for service. The El Dorado Conference Center allows limited kitchen access by request. This limited access gives the client's caterer access to a workspace, ice, sink and a dish washing machine. It does not give access to any means of hot food production such as ovens, fryers, stove tops, convection, griddle, microwave, tea machine, meat slicer, etc.

Any catering brought in by the client regardless of requested kitchen access requires supervision by a designated employee of the El Dorado Conference Center. If this supervision occurs outside of normal business hours an hourly fee will be assessed.

The use of items such as dishware, flatware, serving utensils and chafing dishes are not included for self-catered events but can be rented based on the El Dorado Conference Center fee schedule.

A cleaning fee will be charged for self-catered events outside of regular operating hours, where clients are not using any El Dorado Conference Center catering rentals or services. The fee scale is as follows:

- Less than 100 attendees: \$150.00
- 100 - 250 Attendees: \$300.00
- More than 250 Attendees: \$500.00

24. Alcohol Policies and Procedures

For All Events where alcohol is present:

- The RENTER must notify the Conference & Events Office if they plan to have alcohol present during an event.
- Facility security will be under the control of South Arkansas College and rental activities open to inspection by college officials at all times. A security officer(s) is required for all events held outside of regular business hours and/or where alcohol is present. Please check the price list for current charges.
- RENTERS must carry a general liability event insurance policy with a minimum coverage of \$1,000,000.00 and name South Arkansas College and the City of El Dorado as an additional insured. A copy must be turned into the Conference & Events office no less than 30 days prior to the event.
- South Arkansas College reserves the right to request insurance on a case-by-case basis. If additional insurance is requested, a copy of the certificate of coverage is required.
- RENTERS must coordinate and provide their own bartenders.
- All alcohol must be served from a centralized bar and remain within the room(s) in which the RENTER has rented.
- No event attendee may remove any alcohol from the space the RENTER rented. This includes bathrooms, hallways, public areas or outside.
- The dispensing of draft beer must have method to contain spillage or overflow
- All alcohol must be removed from the facility at the end of the event

For Private Events where alcohol is present:

- A private event is defined as an event that is not open to the public and where no public tickets are sold at the door.
- For a private event RENTERS may bring alcohol into the El Dorado Conference Center to be served with their meals. This includes beer, wine, liquors and mixers.

For A Public Events where alcohol is present:

- For a public event RENTERS may sell beer and wine, **only**, and only if a temporary alcohol permit is obtained from Arkansas Beverage Control. A copy of the permit must be submitted to the Conference & Events office no later than 30 days prior to the event.

25. Annual Review

This agreement will be reviewed at the end of each calendar year for potential renewal, subject to the mutual agreement of both parties.

26. User Acknowledgement

A copy of this signed agreement will be attached to all individual event bookings, and any representatives booking events on behalf of the RENTER will be required to acknowledge that they have read and agree to these policies and procedures before confirming each reservation.

Pricing Disclosure

The rental charge only includes the securing of the room and the customized arrangement of all tables and chairs. It is in no way a complete payment for your event. We strive to provide you with as much financial information as possible during the initial consultation regarding your event, but we realize that events are often planned well in advance and the details from those initial conversations can become blurry over time.

In order to minimize any miscommunications regarding potential charges we ask that you review this list of commonly used items and services. We also ask that you sign below to acknowledge that you have read the information. You will only incur these charges if you utilize the item or service. The typical potential charges are:

- Security — (Up to \$40/hour and up to \$80/hour for events with alcohol)
- Catering — This can include charges for food or for catering related services. (Pricing on request)
- Stage (Up to \$150)
- Dance Floor (\$150)
- Bar set-up (\$50)
- Item Rentals - Dishes, Flatware, Chafers, Serving Utensils, Glasses, etc. (Pricing on request)
- A/V charges (Pricing on Request)
- Alcohol Liability Insurance — (Typically \$100-300 paid to the insurance company of your choice)
- House Linens (Up to \$5.00/each)
- Custom Linens (Pricing on request)
- Refundable Cleaning Deposit (At our discretion)