



P.O. Box 10 • Pea Ridge, Arkansas 72751 • (479) 451-1122

MAYOR
Jackie Crabtree

RECORDER
Sandy Button

COMMUNITY ROOM RULES

Revised 12-31-08

The community room will not be rented to "FOR PROFIT" individuals, groups, organizations or companies.

Rental of the community room is \$50.00 per day/use. Also, a \$100.00 deposit will be required at the time you pick up the key. The \$100.00 deposit could be refunded after an inspection of the room and if the key to the room is returned. ALL RESERVATIONS MUST BE MADE AND PAID FOR IN ADVANCE. No refunds will be given in the event of a cancellation.

- The room is available for use from 7:00 a.m. until midnight.
- The key must be picked up between 8:00 a.m. and 5:00 p.m., Monday through Friday, at City Hall. In the event of a weekend rental, the key must be picked up before 5:00 p.m. on Friday and before 5:00 p.m., the last business day prior to holiday rental. THERE WILL BE NO EXCEPTIONS! *(See list of holiday closings printed on back of this sheet).*
- The key must be placed in the night drop at City Hall before the start of the next business day. If the key is lost, you will be responsible for the cost of replacement key and re-keying the locks.
- No tobacco, alcohol, or drug use is allowed inside the building or on the premises.
- Nothing *(including decorations of any type)* may be placed or attached to the walls or the ceiling in any area of the facility.
- The community room and restrooms must be left clean. You are responsible for disposing of any trash generated by you or your group. All trash must be removed from the premises. The \$100.00 deposit will not be returned if the room is not clean and the trash is not removed from the premises.
- Any items left in the room will be disposed of.

YOU WILL BE HELD FINANCIALLY RESPONSIBLE FOR ANY DAMAGES TO THE COMMUNITY ROOM OR ITS CONTENTS. IF YOU ARE FOUND IN VIOLATION OF ANY OF THESE RULES YOU OR YOUR GROUP WILL NOT BE ALLOWED TO USE THE ROOM IN THE FUTURE. VIOLATORS COULD BE PROSECUTED.

By signing below I am agreeing to abide by the above stated rules.

Signature

Date

City Hall will be closed on these days.

2009 Holidays

January 1	Thursday	New Year's Day
April 10	Friday	Good Friday
May 25	Monday	Memorial Day
July 4	Friday	Independence Day
September 7	Monday	Labor day
November 11	Wednesday	Veteran's Day
November 26	Thursday	Thanksgiving
November 27	Friday	Thanksgiving
December 24	Thursday	Christmas
December 25	Friday	Christmas

2010 Holidays

January 1	Friday	New Year's Day
April 2	Friday	Good Friday
May 31	Monday	Memorial Day
July 5	Monday	Independence Day
September 6	Monday	Labor day
November 11	Thursday	Veteran's Day
November 25	Thursday	Thanksgiving
November 26	Friday	Thanksgiving
December 24	Thursday	Christmas
December 25	Friday	Christmas

2011 Holidays

December 31	Friday	New Year's
April 22	Friday	Good Friday
May 30	Monday	Memorial Day
July 4	Monday	Independence Day
September 5	Monday	Labor day
November 11	Friday	Veteran's Day
November 24	Thursday	Thanksgiving
November 25	Friday	Thanksgiving
December 24	Friday	Christmas
December 25	Monday	Christmas