



JAMES H. CLARK AUDITORIUM

SCHEDULING & BOOKING GUIDELINES

The James H. Clark Auditorium may be used by responsible community organizations to conduct lawful meetings for social, civic, or recreational purposes provided such meetings do not interfere with regular school programming. No approval for use of the facility will be granted more than 12 calendar months prior to the scheduled date of such use. All requests for use of the auditorium must be made at least four (4) weeks before the desired date.

Booking Cycle

A typical booking cycle consists of the following steps and timeline:

- Contact the James H. Clark Auditorium Supervisor to see if your desired date is available.
- If available, a tentative hold will be placed on the date(s), and a Facility Request Form will be sent to you.
- To secure a hold, a completed Facility Request form and security deposit of \$200 must be received by the Auditorium Supervisor.
- Then a License Agreement will be sent to you.
- A signed License Agreement, Certificate of Liability Insurance, and the License & Equipment Fee balance must be submitted to the Auditorium Supervisor within fifteen (15) days of your first rental date.

Placing A Hold

Contact the James H. Clark Auditorium Supervisor at 501-450-4890, to discuss your event and availability. Pending availability, dates are entered into the venue calendar as a *tentative* hold for a courtesy period of one (1) week. This does not secure your desired date(s). To secure a hold, a security deposit of \$200 along with a completed Facility Request form must be received by the Auditorium Supervisor.

The Auditorium retains certain dates for general facility maintenance, as well as use from schools and school groups within the Conway Public School District, which may not be available. The use of the facility by the schools within the District is the Auditorium's number one priority. If an organization other than one sponsored by a school in the Conway Public School District requests to use the facility it must first be approved by the Auditorium Supervisor. If the organization is a first time user, a Permit Application must be submitted prior to securing a hold.

Challenging A Hold

The following protocol is observed in the event another party opts to challenge the holder of a specific date: 1) The first holder is notified of the challenge and given the opportunity to secure the date by submitting the Facility Request form and \$200 security deposit within two (2) days; 2) If the challenge is met by the first holder and the form and security deposit are received, no further action can be taken; 3) If the challenge is not met by the first holder, the other party must immediately sign and submit the form and deposit.

Permit Application

First time users (District schools and school-groups exempt) are required to complete a Permit Application establishing identity and a degree of experience prior to securing a date. Any organization that is unknown or of questionable reputation will be screened as to eligibility for using the facility. A committee composed of the Superintendent, a Board of Education member (appointed by the President of the Board), and any other individuals deemed necessary by the Superintendent, will conduct the screening. The Board of Education reserves the right to cancel any agreement that it deems detrimental to the well-being of the District.

Insurance

A Certificate of Insurance (COI) for a policy of public liability insurance, issued by a rated insurance company, including the minimum amounts and additional named insureds as specified in the License Agreement, must be submitted within fifteen (15) days prior to the event. Contact the Auditorium Supervisor for details and minimum policy limits.