



National Park College Facility Use Policy

- Priority and consideration for all facilities will be given to NPC academic and continuing education courses, College-affiliated groups, and programs sponsored by the State of Arkansas, its agencies and institutions.
- All organizations and/or individuals must complete a signed facilities use contract with the College to confirm a date. Requests for events are required to be submitted a minimum of two (2) weeks before the event is to take place to determine whether facilities are available. Completion of the contract must be done in advance of the event and payment of fees must be received prior to or on the day of the scheduled event.
- The user should understand that the College, including the campus, facilities and property, is owned by National Park College. Use of the facilities and property must be made in full compliance with existing local, state, and federal laws. No tobacco use is allowed in any building or on campus (See Section 8.100). The sale, distribution, promotion or consumption of alcohol is also prohibited anywhere on campus.
- The user assumes, in advance, full responsibility for any misuse or damage to the facilities, and if deemed necessary, insurance coverage for programs, events, meetings or other uses. Any clean-up needed, following completion of use by outside groups, is the responsibility of the user and additional charges and/or fees will be billed accordingly by the Vice President of Financial Affairs.
- Any use of the NPC logo or name must be approved by the Vice President of External Affairs.
- Users of NPC facilities will comply with all rules relating to use. Non-compliance or misuse shall result in immediate termination of use, forfeiture of all fees, and preclusion of use in the future.
- Any activity, proposed or planned by any group or organization which is not in full and complete keeping, in both spirit and fact, with the Board of Trustees Affirmative Action Policies (See Section 1.100) shall not be permitted
- The user shall indemnify and hold and save National Park College harmless for any and all claims, demands, suits, etc., that may arise by reason of any act of the renting organization during the course of this contract, whether or not it was caused by the renting organization's negligence.
- Under no circumstances will the capacity of any part of the facility be exceeded.

- In accordance with Act 226 of 2013 and Arkansas Code § 5-73-306(14), the possession, carrying, storage or use of any handgun or firearm of any type is prohibited (a) on the NPC campus, (b) in any building owned or controlled by the College, and (c) at any College event (See Section 8.120).