

**City of Ward, Arkansas  
Facility Rental Agreement**

**Date(s) of Use:** \_\_\_\_\_

**Organization:** \_\_\_\_\_  
(If applicable)

**Contact Person(s):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact Number(s):** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Purpose of Rental:** \_\_\_\_\_

**Estimated Time In:** \_\_\_\_\_ **Estimated Time Out:** \_\_\_\_\_

**FACILITY TO BE RENTED**

- \_\_\_\_\_ Cafeteria \$125.00 total = \$75.00 rent + \$50.00 Clean up fee - refundable if room is cleaned;  
-Payments will need to be paid in 2 separate checks.
- \_\_\_\_\_ Field 1 - Large Ball Field (300') - \$25.00 for up to 2 hours
- \_\_\_\_\_ Field 2 - Small Ball Field (200') - \$20.00 for up to 2 hours
- \_\_\_\_\_ Sports Complex \$200.00 per field, per day
- \_\_\_\_\_ City Gym for practice \$25.00 for 2-hour
- \_\_\_\_\_ City Gym for event \$50 for a 4-hour rental or \$100 for an 8-hour rental
- \_\_\_\_\_ Busby Lake or Sports Complex Pavilion \$50.00 total (\$25.00) refundable if pavilion is cleaned  
Fee can be replaced or reduced with **APPROVED** in-kind contribution.

**CITY RENTAL RULES, PLEASE READ & INITIAL**

- \_\_\_\_\_ **1. NO Alcohol and or Illegal Drugs will be used on ANY City Property. NO Tolerance.**
- \_\_\_\_\_ **2. Peace and Order shall be maintained at all times.**
- \_\_\_\_\_ **3. Please ensure any music or noise levels are kept to a level not to bother our neighbors.**
- \_\_\_\_\_ **4. Please ensure all fixtures and furnishings are replaced to proper positions (tables, chairs, etc.)**
- \_\_\_\_\_ **5. Please ensure you leave the facility as clean as or cleaner than you found it. Failure to do so may result in the Cleanup Fee not being refunded. **GLITTER IS NOT ALLOWED!****
  - A. Please vacuum and or sweep and mop – if needed.**
  - B. REMOVE ALL TRASH THAT YOUR FUNCTION CREATED FROM CITY PROPERTY.**
- \_\_\_\_\_ **6. Keys (A.) Keys may be signed out the day of the event during regular business hours (8-4:30) the building will be closed for lunch 12:00-1:00. If the event is on the weekend or holiday, the key may be signed out the day before. (B.) Keys are the property of the City of Ward. Duplication IS NOT authorized and may result in prosecution if done. (C.) After normal business hours, keys may be dropped in the Night Drop Box in front of City Hall.**

**Contact Person Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**City of Ward Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Key Number:** \_\_\_\_\_ **Date Key Returned:** \_\_\_\_\_