



Sammie Gail Sanders Children's Learning Center
Resource Center
1802 Franklin Street
North Little Rock, AR 72114
(501) 907-5716
www.aeddinc.org

Contact: Toccara McGee for more information
501-907-5719 or toccara.mcgee@aeddinc.org

Location

Corner of Franklin and 18th Street; across from the Sammie Gail Sanders Children's Learning Center.

Amenities

- Event area seats approximately 100 people
- Separate Kitchen Area
- Refrigerator
- Multi-media equipment including: drop down screen, projector, A/V system, P/A system
- Podium
- Separate Conference Room

Parking

Parking is available at no charge. Parking lot is located on the south side of the building and will accommodate 20 cars. Additional parking will be curbside.

Facility Use Fees

Fees apply Monday through Saturday

- **\$50 per hour (minimum 2 hours)** - 8:00 a.m. to 8:00 p.m. (Summer hours only)
- **\$50 per hour (minimum 2 hours)** - 8:00 a.m. to 5:00 p.m. (Fall hours only)
- **\$200 full day** - 8:00 a.m. - 5:00 p.m.
 - The fees include use of the facility and all amenities (including kitchen)
- **\$50.00 security deposit** is due at signing of rental contract (**non-refundable**)
- **\$50.00 cancellation fee** is non-refundable and is withheld from the security deposit upon cancellation of a reservation

Training or Seminar Supplies

- General training supplies are available. (A/V equipment, markers and pens) All other supplies will be furnished by the renter.

Kitchen

- **NO COOKING**

DEPOSIT DUE BY: _____ AMOUNT DUE: _____

(GL Acct. 2013)

FINAL PAYMENT DUE: _____ AMOUNT DUE: _____

(GL Acct. 4110-500)



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1802 Franklin Street

North Little Rock, AR 72114

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Lakesia.buckley@aeddinc.org

RESERVATION REQUEST

Reservation Date Requested _____

Reservation Time Requested: **From** _____ am/pm **To** _____ am/pm

Type of Meeting/Event _____

Number of Attendees _____ /Number of Chairs _____ /Number of Tables _____

Contact Name _____

Address _____

Phone _____ Driver's License # _____

<i>Rental Fees</i>		
Rental Fee	\$ _____	Security Deposit \$ _____

Method of Payment

____ Cash ____ Check ____ Visa ____ MasterCard ____ Discover ____ Invoice

Credit Card Number _____

Expiration Date ____/____/____ CVV (3 digit security code) _____

Full Name on Card _____

Signature _____ Date _____

By signing above I hereby agree that additional fees and/or penalties will be charged to the above credit card



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RENTAL AGREEMENT

This rental agreement dated _____ is between Arkansas Enterprises for the Developmentally Disabled Inc., 105 East Roosevelt Road, Little Rock, Arkansas herein referred to as OWNER, and _____ herein referred to as RENTER,

Group Name: _____

Responsible Person: _____

Address: _____

Phone: (Home) _____ (Mobile) _____ (Work) _____

For and in consideration of the amount of \$ _____ the owner hereby rents the Resource Center to the renter.

The following conditions are hereby agreed to:

1. The facility will be rented on _____ between the hours of _____ am/pm and _____ am/pm.
2. This agreement covers use of the activity room, kitchen and foyer/reception areas and conference room.
3. Consent is given for use of rented space for the sole purpose of a _____ and that no other uses are allowed.
4. No other times, dates, or uses are covered in this agreement.
5. The renter will not leave the facility unattended or unlocked, and will not open any exterior door of the building other than those covered by the rental agreement and the door to the space rented during the use of the facility. The renter will not admit, or permit to be admitted onto the premises, any person not a member or guest of the undersigned organization.
6. Prior to leaving the facility, the renter will insure that all debris, trash, and similar items are picked up and deposited in property receptacles and the facilities are in the same condition they were prior to the renters use thereof. The facility and furnishings should be found in the same condition as prior to rental.
7. The renter, in addition to the rental agreement, will promptly pay the owner the full amount required to repair or replace any property, real or personal, which was damaged during the use of the facilities, whether or not said damages were caused by the renter or his/her guests.

8. The renter will indemnify and hold harmless SGSCLC, and any and all employees and/or volunteers for said entity, from any claims or judgments, including attorney's fees and cost incurred in defense thereof made or entered against any of the above bodies or individuals by any of the undersigned's members or guests for damages or injury arising by reason of the use of such facilities by the undersigned organization or individual.

9. Minimum Insurance Requirements

Renter agrees to maintain insurance coverage and provide a certificate of insurance to SGSCLC as proof of the minimum coverage as follows:

- Workers Compensation/Employers Liability: Statutory limits.
- General Liability: Minimum \$1,000,000 per occurrence limits to include products and completed operations; also, AEDD shall be named as an Additional Insured.

10. **No candles should be used.** Scheduled penalty charges for violation of set rules and property damage are as follows:

- \$100.00 for lost building keys
- \$25.00 for glitter, confetti, rice or birdseed inside or outside of building
- **Any damage incurred will be billed to the renter at the actual cost of repair or replacement. This includes damage to floor, chairs, tables, walls and/or windows.**

13. Hiring a security guard is at the sole discretion of the renter.

Security deposit is due when the rental contract is submitted, and within 7 days of a verbal rental request. Full payment of all fees is due 14 days prior to the date of the scheduled event. Cancellation at any time will result in a \$50.00 cancellation fee.

Date

Name (Please Print)

Signature

Name of Organization _____

SGSCLC Representative

Date



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**SUPPLEMENTAL RENTAL AGREEMENT FOR
 FOOD AND BEVERAGE**

As a part of the Rental Agreement for utilization of the SGSCLC Resource Center, the following supplement is made in conjunction with the provision and consumption of food or beverages on site.

- The sponsor (renter) of the event agrees to accept full responsibility for the quality and content of food or beverages consumed on site. It is expressly understood that SGSCLC is herewith held without liability, concerning food and/or beverages by the renter or their agents or attendees.
- **ALCOHOL: NO ALCOHOL IS PERMITTED ON THE PREMISES.**
- All costs and delivery associated with catered or brought-in food is the sole responsibility of the renter or their agents.
- No food or beverage shall be left at the SGSCLC Resource Center after the event.

I hereby agree to the above requirements and further agree to hold SGSCLC and its staff harmless in any liability that may occur in conjunction with the event scheduled and with respect to the agreement. I further agree to indemnify the above mentioned persons or entities in any action arising from agreement.

 Signature

 SGSCLC Representative

 Date

 Date



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FACILITY USE INSTRUCTIONS

1. All food and beverages **MUST** be removed from the building following the event.
2. Smokers are required to smoke outside the building and place all cigarette butts in the appropriate receptacles. Please do not throw cigarette butts on the grass, sidewalk, or parking lots.
3. Lights should be shut off prior to leaving the facility.
4. The thermostat is automatic and should only be adjusted by the renter. The thermostat should be appropriately set for the season. Thermostat should be between 68 and 72 degrees.
5. Checking and locking all doors, and setting the security system is the responsibility of the party renting the facility. Instructions for proper lock-up are included in the rental packet that should be picked up by the responsible party prior to the event.

I hereby agree to the above requirements and further agree to hold SGSCLC and its staff harmless in any liability that may occur in conjunction with the event scheduled and with respect to the agreement. I further agree to indemnify the above mentioned persons or entities in any action arising from agreement.

Signature

SGSCLC Representative

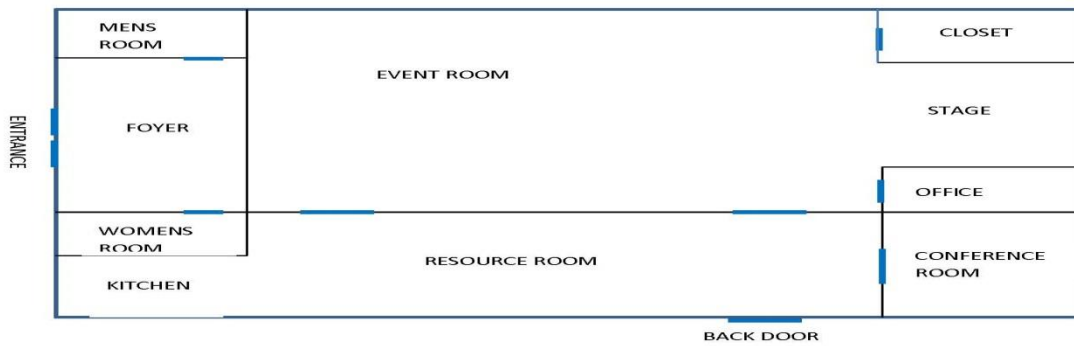
Date

Date



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ROOM DIAGRAM



Tables and Chairs

- 1 60" Round Table (located in conference room)
- 10 5' Rectangular tables
- 2 3' Rectangular tables

- 70 Folding chairs

ADDITIONAL INFORMATION

IMPORTANT - RENTAL PACKET FOR EVENTS

The responsible party for renting the building should pick up a rental packet the day before the event prior to 4:00 p.m., or the morning of the event. The packet will include keys and security lockup instructions. The rental package must be turned in the day after the event no later than 12:00 p.m., noon.

All rental packages should be picked up and returned to:
Sammie Gail Sanders Children's Learning Center
1300 W. 18th Street
North Little Rock, AR 72114
(501)907-5716

EMERGENCY CONTACT INFORMATION

In case of an emergency call: 911.

For facility needs or when an SGSLC staff member needs to be contacted, please call:

**The Office @501-907-5716 or
Toccarra McGee @ 501-907-5719**

AV EQUIPMENT

Instructions for the use of AV equipment, the audio cable and the VGA cable will be provided with your rental package. If wireless connection is needed, please request information at the time the contract is signed.

PARKING

Parking is available at 1802 Franklin Street parking lot next to Resource Center. SGSLC is not responsible for vehicles parked in the lot.