



SEARK@Seabrook Facility Use Agreement

General Guidelines

Laws. All parties agree to follow all federal, state, and local laws on premises and in regards to this agreement/rental.

Concession - If the agreeing party desires to sell food & beverages, SEARK@Seabrook will concessionaire have the first right of refusal to provide food & beverage service. Contact the SEARK@Seabrook staff for additional information to plan accordingly.

Restrooms. SEARK@Seabrook will provide access to permanent or portable restroom facilities and perform trash collection at all fields. While SEARK@Seabrook will make every effort to ensure restroom facilities, there may be circumstances where restroom facilities are not available or must be closed temporarily.

Parking: No motor vehicles are allowed in parks or on playing fields at any time for any reason. Parking is restricted to designated areas.

Marketing/Advertising: SEARK@Seabrook reserves the right to any multiyear fence style sign posting. Temporary signage or dug out banners may be permitted on a case-by-case basis as determine by SEARK@Seabrook.

Adult requirements for Youth Events. Any youth activity is required to have a minimum of one (1) adult chaperone (aged 21 or older) for every 15 youths (aged 1-18).

Sale of Goods – Vendors wishing to sell product at the facility must get permission of SEARK@Seabrook and have all requirement city, county and state permits.

No Glass Containers – no glass containers are allowed at SEARK@Seabrook.

Right to Refuse - SEARK@Seabrook reserve the right to refuse, cancel or bump any and all use contracts, where it is deemed that such action is necessary for the best interest of the facility and the general advancement of the mission and values of SEARK College.

Misuse of Facility - Misuse or abuse of the facilities or surrounding may constitute grounds for immediate cancellation of current and future reservations.

Drug / Alcohol – SEARK@Seabrook has a zero tolerance policy concerning the use and/or possession of illegal drugs and/or alcohol. In the event that an individual is believed to have violated this rule or us under the influence law enforcement will be contacted immediately.

Smoke Free Campus - Smoking and tobacco, including e-cigarettes, use is prohibited in or on all facilities, areas, and equipment of the Southeast Arkansas College campus with no exception. This includes, but is not limited to, all indoor and outdoor areas and properties. Indoor areas and properties include, but are not limited to, all common work areas, hallways, college-owned or -leased vehicles, garages, restrooms, cafeteria or dining areas, employee lounges, conference and meeting rooms, and all other enclosed areas in the workplace. Outdoor areas include, but

are not limited to, parking lots, grounds, rooftops, courtyards, entrance and exit ways, and any other areas of the College campus. This policy applies to all students, faculty, staff, consultants, contractors, and visitors

Right to Close Facility. SEARK@Seabrook reserves the right to close any facility without notice to protect the public or the facility.

Cancellation Due to Weather. SEARK@Seabrook maintains the right to make all decisions regarding the availability of fields. If it rains within 24 hours prior to scheduled field use, the undersigned agrees to be responsible for checking with SEARK@Seabrook administrative staff to confirm the availability of the field. No person shall use or remain on a field, which has been either posted and/or closed. Failure to stay off a closed field may result in fines, loss of field privileges, and/or financial responsibility by the undersigned for the cost of repairs. The undersigned accepts financial responsibility for damage caused by use in adverse conditions.

Weekend or Tournament Events: For any Weekend or tournament style events arrangements must be requested and arrangements provided for general operational issues such as (but not limited to):

- a. Parking/Transportation Plan
- b. Field Prep Plan
- c. Trash Removal Plan
- d. Event Diagram/Tent Plan (To protect irrigation lines & asphalt, no tent stakes are permitted in the park. Concrete blocks or water barrels must be used to weight tents.)
- e. Schedule of Officials, Staff & Volunteers for Event or Tournament.

Reservations: Every effort should be made to submit facility use reservations as early as possible. No reservations will be accepted with less than one week notice unless filling such a request does not cause any undue burden for the SEARK@Seabrook staff.

Rates: Hourly and Daily Fees (prices are per field and apply to ALL fields regardless of type) – all rentals are in 1 hour increments. No partial hour rentals are available. Rates are the same for reservations for games and practices.

Payment - To guarantee your reservation, submit the contract, and make payment within 15 days of your Scheduled date. Reservations made within 15 days of the date of use must be paid in full immediately.

Group Contracts – SEARK@Seabrook reserves the right to make specific contracts with leagues or groups that may differ from the details outlined in the general facilities contract.

Priority of field / gym usage: When possible SEARK@Seabrook will not double book space. However, in the event a conflict in scheduling occurs SEARK@Seabrook will have the right to make final decisions concerning field usage. As a general rule sanctioned games will have use-privilege over practices regardless of when the reservation is submitted. Events that are similar in nature (ie practice or game) will be awarded on a first reservation basis unless part of a league and then fields will be scheduled based on a rotating use basis.

Outside Field / Facility Usage

Field Maintenance, Equipment & Lining. Fields and equipment will be maintained by SEARK@Seabrook with safety as the number one priority in accordance with the items below. Any item that requires additional attention, apart from this agreement, such as weekend events, must be submitted to the SEARK@Seabrook a *minimum of one month prior to need.*

- A. Significant field prep issues including re-leveling, surface scraping, plugging will be scheduled for early spring and fall to avoid field usage conflicts. Depending on weather fields will be ready for play by April 1st each year.
- B. Fields will be prepped each game day (weather permitting). Field prep will include base placement, batter box marking and field dragging.

- C. Score boards and Public Address systems will be available. In the event that scoreboards are inoperable manual options will be made available.
- D. Lighting will be maintained for night games.
- E. Sprinkler heads will be at the same level as the playing surface whenever possible, to the best of our ability.
- F. Any potholes in field surfaces will be filled and repaired as needed. Periodic repairs to high traffic areas will also be filled and repaired as needed.
- G. Mowing of fields will be performed once or twice a week (as conditions permit) at our current standard height of 2 ½ “. Fields may be mowed to a lower level as requested by the user group.

Indoor Gym / Facility Usage

Gym Areas: The gyms and associated equipment will be maintained by SEARK@Seabrook with safety as the number one priority in accordance with the items below. Any item that requires additional attention, apart from this agreement, such as weekend events, must be submitted to the SEARK@Seabrook a *minimum of one month prior to need*.

- A. Gym equipment including volleyball nets, temporary youth goals and unique sporting equipment are available and should be reserved/scheduled with the coordinator of the Seabrook Facility.
- B. Score boards and Public Address systems will be available. In the event that scoreboards are inoperable manual options will be made available.
- C. Lighting will be maintained appropriate for specific areas of the facility.
- D. Floors will be maintained, and dust mopped daily or as needed.
- E. The coordinator or designee should be made aware of any issues immediately.

Game Room / Concession Area: The game room / concession area includes 2 pool tables, 2 ping pong tables, 2 fooseball tables and 8 big screens with a variety of gaming systems and games. The concession area provides a large area for food storage and serving. Food prep options are limited and dependent on the kind and type of event.

- A. Basic gaming equipment is provided. Personal gaming systems are welcome and are the responsibility of the individuals. Any damage to any equipment will be the responsibility of the user.
- B. All equipment for pool or ping pong can be checked out at the front desk and should be returned.
- C. Food or drink should not be on the pool or ping pong tables.
- D. WiFi Access is available upon request.
- E. The coordinator or designee should be made aware of any issues immediately.

Class Room Area: A single classroom are is available. The classroom includes several table chair units and a video projector is available.

Facility Rental Rates

Rental rates listed below are ONLY estimates. Specific rates are established with each partner program depending on the complete needs of the organization.

Outdoor

Fields:

Youth Fields / Green Spaces - \$25.00 per hour per space

Daily Youth Fields / Green Spaces - (4–6 hours any reservation beyond 6 hours is subject to negotiation): \$75.00

Event/Tournament staffing fee: \$100.00 (subject to approval and change)

Field Lights (per day/use): \$15.00

Large Field Rates will be determined based on event.

Indoor

Gym:

Gyms: \$25.00 per hour

Daily: Daily Youth Fields / Green Spaces - (4–6 hours any reservation beyond 6 hours is subject to negotiation): \$75.00

Event/Tournament staffing fee: \$100.00 (subject to approval and change)

Game Room:

With use of gaming equipment: \$75 for 3 hours (no single hour rate) \$25 for each additional hour

Without use of gaming equipment: \$25 per hour up to \$75 dollars for 6 hours.

Classroom: To be determined based on the event