

MAGNOLIA REGIONAL MEDICAL CENTER
LIFESMART COMMUNITY CENTER
1005 NORTH JACKSON
MAGNOLIA, ARKANSAS 71753

COMMUNITY CENTER GENERAL BUILDING AND PROPERTY USE

- Any person or organization wishing to reserve the Community Room should submit a LifeSmart Community Room Reservation Request (attachment A) to the Marketing Director.
- The Marketing Director will prioritize all requests based on the utilization guidelines below.
- Once the Marketing Director has placed the event on the facility calendar, and invoice will be sent to the individual listed as the responsible person.
- Payment is due prior to the date of the event unless special permission has been received from the Chief Executive Officer.
- Reservations are not considered confirmed until payment has been made in full.
- The Marketing Director will mail a receipt of payment and confirmation of reservation to the individual listed as the responsible person.

POLICY:

- Employees and non-employees are expected to abide by all guidelines at all times.
- Normal hours of operation are Monday – Friday, 8:00am – 5:00pm. Special arrangements may be made to utilize the Community Room outside of those hours.
- Magnolia Regional Medical Center accepts no liability for persons, property or groups using the facility.
- No smoking, use of tobacco products or alcoholic beverages is allowed in the building or on the grounds. Magnolia Regional Medical Center complies with Arkansas Code Title 20, Chapter 27, Subchapter 7.
- The Community Room is furnished with tables and chairs for approximately 50 persons. These tables and chairs are not to be removed from the Community Room for any reason.
- Kitchen equipment, audio-visual equipment and other property may be used only with written approval by the Chief Executive Officer or Marketing Director.
- Magnolia Regional Medical Center has the right to refuse use to any person or group.
- Persons found to be in violation of usage guidelines will not be permitted future use of the facility.

UTILIZATION:

- Magnolia Regional Medical Center has established a priority utilization as follows:
 - First – Magnolia Regional Medical Center sponsored groups and activities
 - Second – Non-profit health and community organizations.
 - Third – For-profit organizations and individuals

FEES:

- Organizations and individuals utilizing the Community Room during normal hours of operations will be charged as follows:

Organization Type	Half Day <i>(less than four hours)</i>	Full Day <i>(four hours or more)</i>
Non-Profit	\$25	\$50
For-Profits and Individuals	\$100	\$150

- All events will require a \$100 cleaning deposit. The deposit (or partial deposit) will be returned to the responsible party after the event should additional cleaning services not be required.

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KEY:

- For events taking place outside of normal business hours, the responsible individual will need to obtain a key for accessing the building.
 - The key should be picked up from the Marketing office before 4:00pm on the day of the event (on Friday for events taking place on the weekend).
 - The key should be returned to the Marketing office by noon on the next business day following the event.
 - Failure to return the key in a timely manner will result in a \$50 per day charge for each day the key is not returned.
 - If the key has not returned within five (5) business days following the event, it will be assumed that they key has been lost and the responsible individual will be charged \$500.
 - If the building is found to not have been locked following an event, the responsible individual will be charged \$150 and will not be allowed to utilize the Community Room in the future.

CATERING SERVICES:

- Catering for events may be arranged through Magnolia Regional Medical Center Nutrition Services Department.
 - Full meal service requires five business day notice
 - Coffee breaks and light refreshments require three business day notice
 - Catering services will be invoiced separately from the facility rental fees

I have read the above usage guidelines for the MRMC LifeSmart Community Room. I am acknowledging that I am the responsible person for the event listed and will ensure that any person(s) at the event will abide by the usage guidelines. I also understand that outstanding fees associated with the LifeSmart Community Room usage will be billed to me as a hospital account and is subject to collections practices of Magnolia Regional Medical Center.

Name of Event: _____

Responsible Person: _____

Phone (Main #): _____

Phone (Alternate #): _____

Signature of Responsible Person

Date

Signature of Magnolia Regional Medical Center Employee

Date



LifeSmart Reservation Request

To request the use of the MPMC LifeSmart Center for your meeting needs, please complete this form and return to Karen Weido in MPMC Administration, or mail to: Karen Weido, PO Box 629, Magnolia AR 71754. If you have any questions, please contact Karen at 870-235-3212.

Event Name: _____

Event Description: _____

Date Requested: _____ Time Requested: _____

Expected Attendance: _____

MPMC Catering: Yes No

Type of Organization:

Hospital Non-Profit Profit

Responsible Person: _____

Mailing Address: _____

Phone: _____ Email: _____

Do not write below line; for MPMC use only

Date Received: _____ By: _____

Approved: Yes No

Fee: _____ Paid: _____ Received by: _____

Key Picked Up: _____ Returned: _____

Notes:
