

**APPLICATION FOR USE OF AREND ARTS CENTER**  
**BENTONVILLE PUBLIC SCHOOLS**  
**Attention: Managing Director**  
**1901 S.E. "J" St.**  
**Bentonville, AR 72712**  
**479-254-5161**

All requests for the use of the Arend Arts Center must be submitted on this form. (School presenters only) This request must be received at least ten (10) working days prior to the date of the proposed event. Incorrect, incomplete or late requests may not be accepted.

Instructions:

1. Return the completed form to the AAC Managing Director and discuss your detailed needs.  
(Bold print items are required information)

**Organization Making Request** \_\_\_\_\_

**Purpose and type of Event** \_\_\_\_\_

**Number of Participants** \_\_\_\_\_ **Number expected to attend** \_\_\_\_\_

(If multiple dates are requested you must add all dates and times needed.)

**Program Date:** \_\_\_\_\_ **20** \_\_\_\_\_ **Time:** \_\_\_\_\_ **AM PM To:** \_\_\_\_\_ **AM PM**

Rehearsal Date: ( If needed) \_\_\_\_\_ **20** \_\_\_\_\_ **Time:** \_\_\_\_\_ **AM PM To:** \_\_\_\_\_ **AM PM**

Organization Representative in Charge of Activity

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

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

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Special Requirements: (Describe** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I, \_\_\_\_\_, do affirm that I have read the policies and procedures pertaining to the use of the Arend Arts Center and agree to comply with the fore mentioned policies and procedures as accepted and agreed upon by Bentonville Public Schools Board of Education. I understand that any charges pertaining to the use of the AAC, including facility, special equipment, personnel, etc. must be paid upon presentation of an invoice at the conclusion of the event. I agree to be responsible for any damages that may occur to the facility or equipment during such use.

I understand and accept any special services or accommodations required by Section 504 and Title II of the American with Disabilities Act, including all amendments, for the use of the Arend Arts Center by any individual or group directly or indirectly associated with the Lessee will be the full responsibility of the Lessee. All Beverages sold, distributed or offered for sampling (that is, distributed at no cost) on Campus will be Beverages purchased from Great Plains.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ 20\_\_\_\_

Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ 20\_\_\_\_

A fully completed and signed contract and technical requirements form for usage of the Arend Arts Center must be signed to make rentals official.

AAC Staff Completion only:

Date Received: \_\_\_\_\_ Application accepted: Yes \_\_\_\_ No \_\_\_\_

Explanation (if no) \_\_\_\_\_

AAC Managing Director: \_\_\_\_\_