

Rental Information Lusk Training Center



601 Wellington Village Road
Little Rock, AR 72211

501.664.8632
methodistfoundationar.org



Room Rental Information

Thank you for your interest in using the Lusk Training Center (LTC) space located within The Methodist Foundation for Arkansas' James B. Argue, Jr., Stewardship Center.

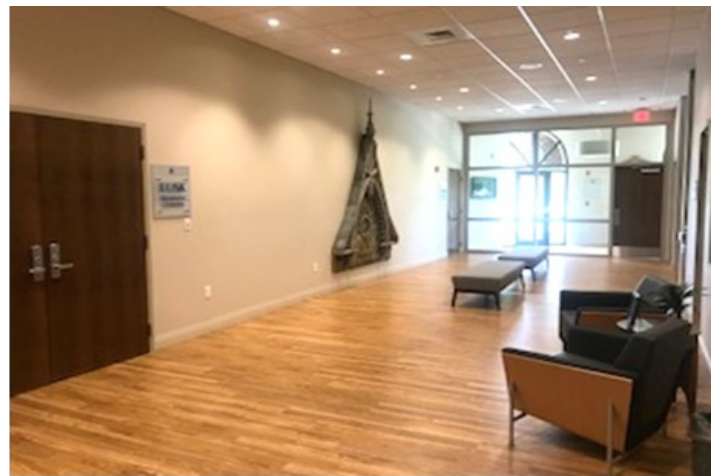
The Methodist Foundation for Arkansas is committed to being good stewards and helping others. This information is designed to assist you in determining whether our space and policies meet your needs and budget.

Please read this document carefully.

The James B. Argue, Jr., Stewardship Center

A large welcome area is available as guests arrive and can be used as a serving area for meals.

Large restrooms are located off of the welcome area.



Lusk Training Center



The (LTC) is 1,400 square feet and can accommodate up to 60 people in a classroom style format. The thirty, 5' x 2' tables and sixty chairs can be arranged in various layouts to accommodate smaller meetings. The LTC has electrical floor outlets for easy access to power laptops and cellphones. This large room faces a beautiful lake across the street with patio access out two French doors.

The LTC AV Equipment/Supplies

- Laptop
- Two presentation screens and one presenter screen
- Podium
- Camera for virtual events and presentations
- Connection for additional laptop
- Hand-held integrated clicker
- Microphone (podium—stationary)
- Lapel microphone
- One easel for the large note boards

(Groups will need to provide large note boards and markers.)

Lusk Training Center



Lusk Training Center

Use Policy

Our Board of Directors has determined that Methodist churches, organizations, and Methodist-affiliated groups may use designated space within the Lusk Training Center.

Additionally, other non-profit and for-profit organizations may request use of designated space within the LTC as long as their mission does not conflict with the Social Principles of the United Methodist Church. The LTC is not available to political organizations or for political events and may not be used for weddings or wedding receptions or other private functions.

General Policies

- Use of tobacco products of any kind is not allowed in the building or on the grounds.
- Use of alcohol is not allowed in the building or on the grounds.
- Illegal drugs are prohibited in the building or on the grounds.
- No weapons are allowed in the building or on the grounds.
- If groups include children under the age of 18, they must follow the United Methodist Safe Sanctuary policy.
- No overnight events will be allowed in the building or on the grounds.
- No tape, tacks, or anything that will damage the walls can be used.
- Helium balloons are permitted; however, they must be removed from the premises upon departure.
- Users will assure that all opened windows, patio doors, and exterior doors are locked before exiting the building.
- No animals other than service animals are allowed inside the building.
- Groups will not be allowed to book the space more than three months in advance.

Lusk Training Center

Insurance

To use the LTC, groups shall furnish a certificate of general liability insurance listing The Methodist Foundation for Arkansas as an “additional insured” with minimum limits of \$1 million per occurrence and \$2 million aggregate.

Kitchen

Kitchen space and appliances are available on a very limited basis (i.e. warming food).

Room Rental Fees

<i>Item</i>	<i>Charge Amount</i>
Lusk Training Center Use Fee	\$0
Clean-up fee (1)	\$100 refundable deposit
Set-up fee	\$0
AV fee (2)	\$25/per hour if staff time required
After Hours Fee (3)	\$25/per hour
Coffee/tea (4)	\$2/per person

1. A \$100 refundable deposit is required in advance to secure a reservation. A full refund will be made within 10 business day after the event if space is left in clean, undamaged condition and trash is taken to dumpster in the parking lot.
2. There is no AV charge if no staff time is required. If staff is required, there will be a charge of \$25/per hour or any portion of an hour.
3. A \$25/per hour fee will be charged for groups using the space after 5:00 p.m. and/or on the weekend.
4. Coffee/tea includes: access to coffee maker, hot water, paper cups, napkins, variety of teas, coffee, sweeteners, and creamer.

Lusk Training Center

Safe Sanctuaries Policy

The Methodist Foundation for Arkansas is committed to providing a safe and secure environment for all. The Foundation has a responsibility to uphold the April 1996 resolution adopted by the General Conference of the United Methodist Church establishing the ‘Safe Sanctuaries’ policy.

If your group/organization includes children under the age of 18 attending your event you will be required to execute a “Safe Sanctuaries Agreement” prior to your event. This agreement can be found in this packet.

Set-Up Options

The (LTC) is 1,400 square feet and can accommodate up to 60 people in a classroom style format. The thirty, 5’ x 2’ tables and sixty chairs can be arranged in various layouts to accommodate smaller meetings. Room set-up options can be found in this packet.

Room Reservation Form

To reserve space, please complete the reservation form and return to Cathy Hall at chall@methodistfoundationar.org or The Methodist Foundation for Arkansas, 601 Wellington Village Rd., Little Rock, AR 72211.

Reservation requests will be reviewed when the completed reservation request form is received. However, reservations cannot be confirmed until the \$100 deposit and certificate of insurance have been received.

Questions?

For additional information or to check availability of space, please contact Cathy Hall at (501) 664-8632 or chall@methodistfoundationar.org.



LU SK TRAINING CENTER RESERVATION FORM

Please fill out completely and return to:

- Cathy Hall
The Methodist Foundation for Arkansas
601 Wellington Village Rd., Little Rock, AR 72211
- via email, chall@methodistfoundationar.org at least two weeks prior to event date.

You may contact Cathy via email or via phone at (501) 664-8632.

ORGANIZATION INFORMATION

(Please Print)

Organization: _____

Organization Mailing Address: _____

Contact/Responsible Person's Name: _____

Contact Person's Email Address: _____

Contact's Cell Phone Number: _____

EVENT DETAILS

Type of Event: _____

Date of Event: _____ Estimated # of Participants: _____

Event Set-Up Start Time: _____ Event Start Time: _____

Event End Time: _____ Event Clean-Up End Time: _____

FOOD SERVICE

Will your organization be serving food? _____ yes _____ no

If yes, who is handling your catering? _____

Will the food be delivered? _____ yes _____ no If yes, what time? _____

Will you require use of the Foundation's kitchen space? _____yes _____no

Will you be using the Foundation's coffee/tea service? _____yes _____no If yes, for how many? _____

Mark All Requested Beverage Services (Please Note: Services will be handled by group and additional charges may apply):

- | | | |
|---------------------------------|--------------------------------------|----------------------------------|
| <input type="checkbox"/> Coffee | <input type="checkbox"/> Tea Bags | <input type="checkbox"/> Cups |
| <input type="checkbox"/> Water | <input type="checkbox"/> Cream/Sugar | <input type="checkbox"/> Napkins |

UMFA works to be environmentally friendly. Hot beverages will be served in recycled paper cups. Bottled water will need to be provided by your organization, if desired.

ROOM SET-UP

Will food/beverages be served in the Lusk Training Center, in the reception area, or both? _____

Number of tables requested in the Lusk Training Center? _____ In the reception area: _____

Number of chairs requested in the Lusk Training Center? _____ In the reception area: _____

Lusk Training Center room layout:

- | | |
|------------------------------|--|
| _____ Classroom | _____ Dining Table |
| _____ Modified Classroom | _____ Other layout style (explain below) |
| _____ Board Meeting | _____ |
| _____ Modified Board Meeting | _____ |

TECHNOLOGY

Mark All Requested Services:

- | | | |
|---------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> Sound System | <input type="checkbox"/> PowerPoint | <input type="checkbox"/> Floor Power Outlets |
| <input type="checkbox"/> Podium Mic | <input type="checkbox"/> Lapel Mic | <input type="checkbox"/> Easel |

Will A/V Tech coverage be required for this event? Yes No Not Applicable

UNDER AGE 18 PARTICIPANTS

Will there be participants attending your event under the age of 18? _____yes _____no

If participants are under the age of 18, please provide a copy of your Safe Sanctuaries policy.

ADDITIONAL COMMENTS & REQUESTS:

My organization agrees to abide by the terms outlined in the LTC Building Policies, Guidelines, and Fees document.

Name

Date



Safe Sanctuaries Policy Agreement

The Methodist Foundation for Arkansas ('MFA') is committed to providing a safe and secure environment for all. The following statement reflects the Foundation's responsibility to uphold the April 1996 resolution adopted by the General Conference of the United Methodist Church establishing the 'Safe Sanctuaries' policy.

The following signed agreement is required to use the Lusk Training Center (LTC) space within the James B. Argue, Jr. Stewardship Center, offices of The Methodist Foundation for Arkansas if your group/organization includes children under the age of 18. *

Confirmation Statement

I, _____, hereby attest, on behalf of
(Print Name)

(Organization name)

to the following assurances in order to comply with the United Methodist Church Safe Sanctuaries policy:

1. No adult who has been convicted of child abuse (sexual, physical, emotional) will be volunteering/working as paid staff at our event hosted at the MFA Lusk Training Center.
2. While at the MFA Lusk Training Center, adult workers will observe the two-adult rule at all times so that no adult is ever alone with one child or youth.
3. Any inappropriate or abusive behavior during our event hosted at the MFA Lusk Training Center will immediately be reported to the Foundation and proper legal authorities.
4. All volunteer and paid staff who work with children during our event at the MFA Lusk Training Center will be at least 18 years of age.

Signature

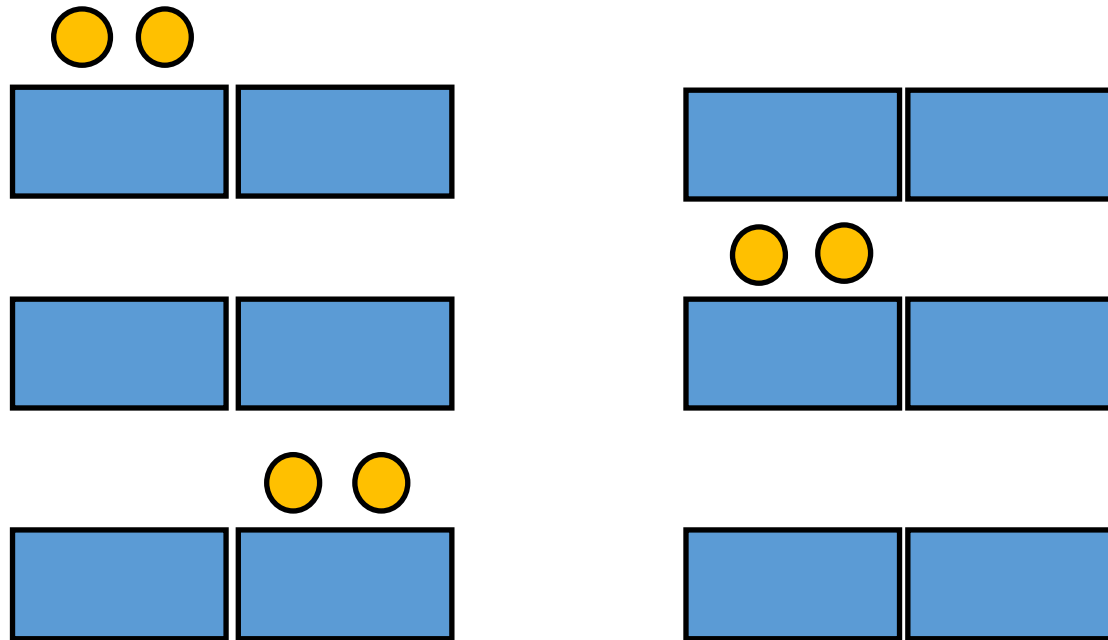
Date

Title/ Role in Organization

Lusk Training Center

Seating: 24

24 Chairs
12 Tables



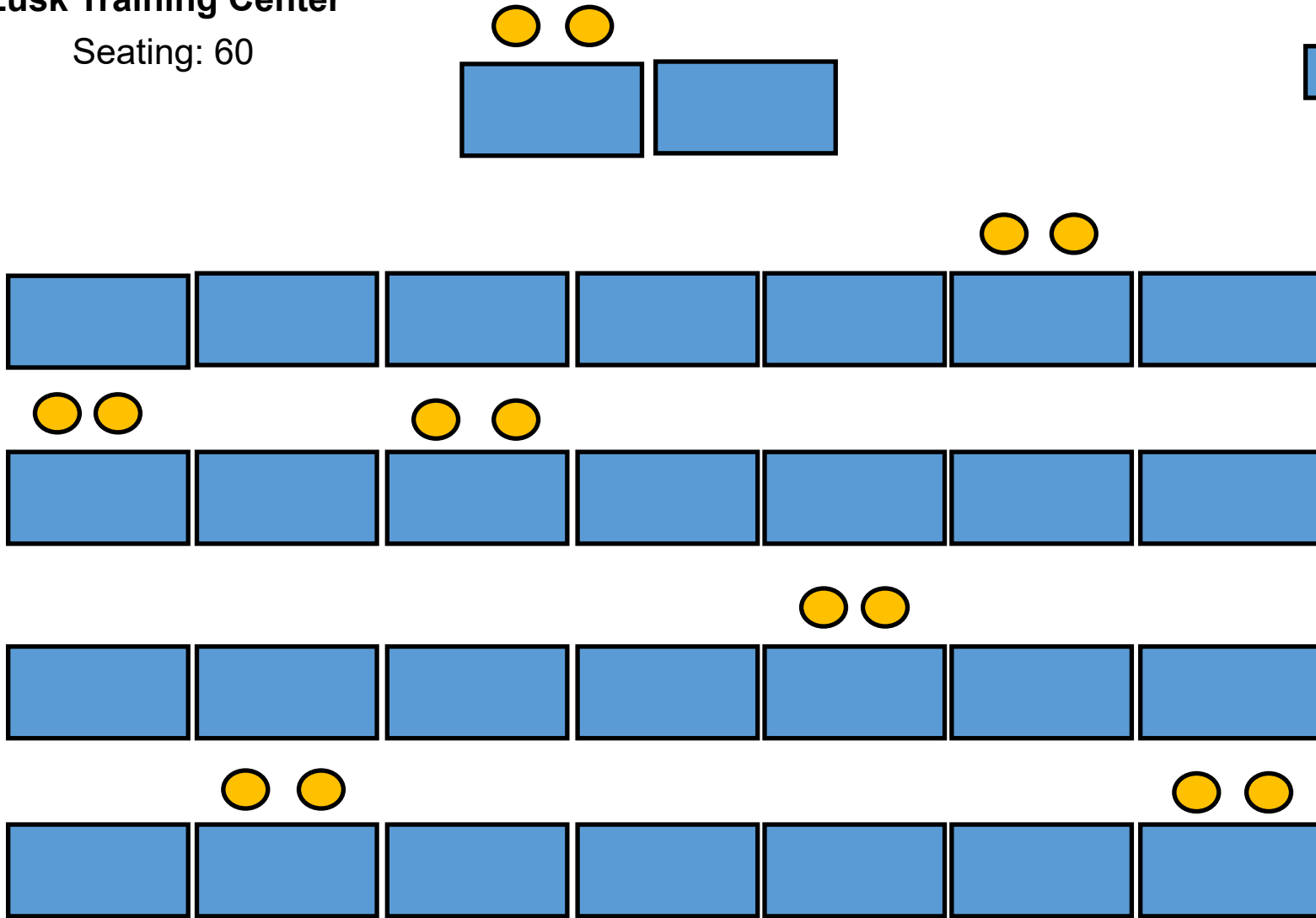
LAYOUT:
Modified classroom-style

Lusk Training Center

Seating: 60

60 Chairs

30 Tables



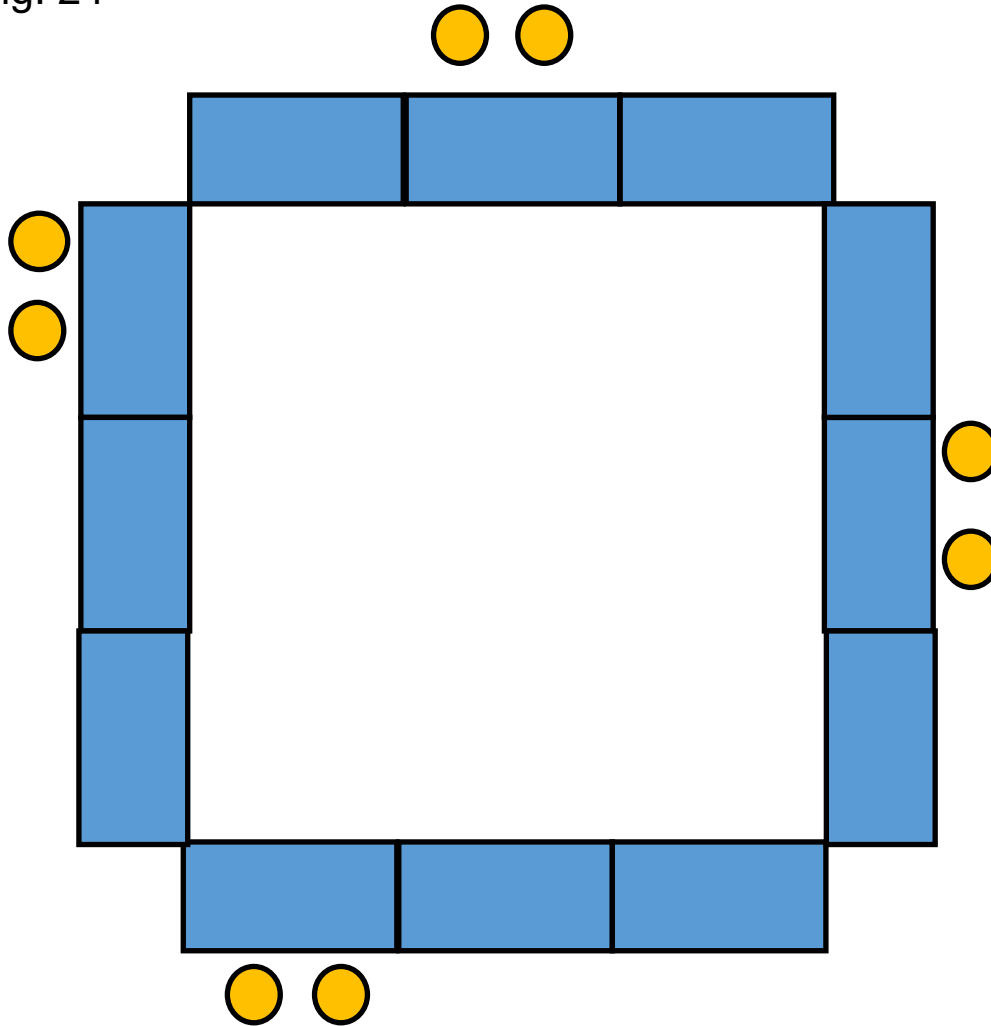
Podium

LAYOUT:
Classroom-style

Lusk Training Center

Seating: 24

24 Chairs
12 Tables



Refreshments

Podium

LAYOUT:
Boardroom-style

Lusk Training Center

Seating: 30

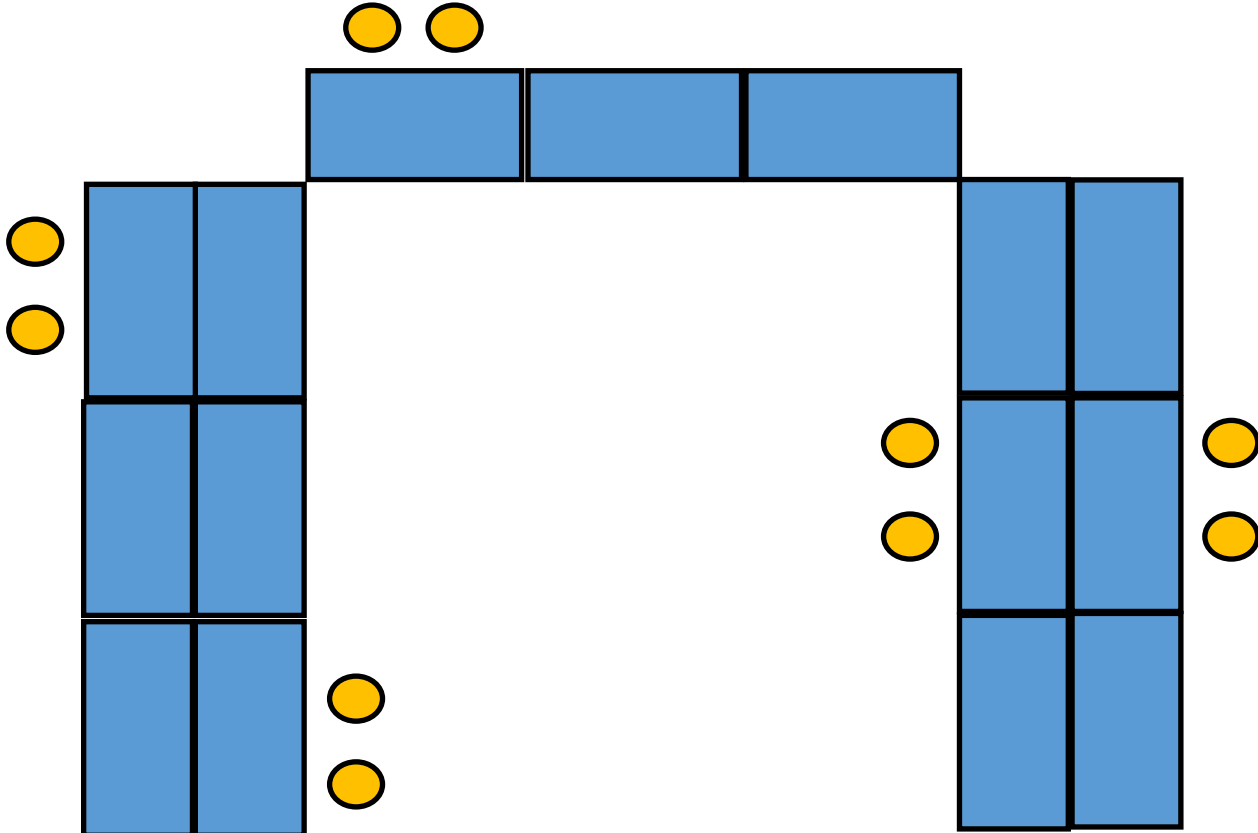
Refreshments

30

Chairs

15

Tables



LAYOUT:

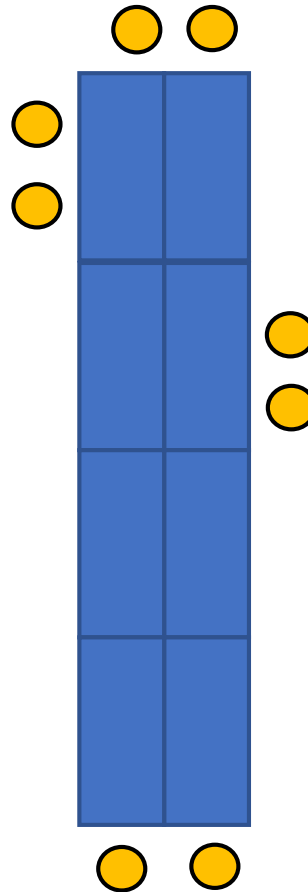
Modified boardroom-style

Podium

Lusk Training Center
Seating: 20

20 Chairs

8 Tables



LAYOUT:
Dining table- style

