



2026-04 Bid Clarifications

Please include event/set-up service for the Grand Prairie Center on the Stuttgart Campus in your proposal. Current maintenance staff will continue to handle the Hendrix Fine Arts Center on the Helena Campus.

Scheduled Events in 2024-2025:

Grand Prairie Center

Reported in Number of Days Used

Month	Conference Room	Meeting Room*	Classrooms*	Salons*	Auditorium	Other (Kitchens/Pavilion/Parking Lot/Grand Hall/Etc.)
Jul-24	4	1	11	2	5	5
Aug-24	1	0	6	3	1	3
Sep-24	5	2	6	12	3	5
Oct-24	4	4	5	12	3	12
Nov-24	4	29	5	10	3	12
Dec-24	2	6	3	6	4	6
Jan-25	4	2	6	14	5	14
Feb-25	5	0	5	11	3	12
Mar-25	0	0	7	12	1	13
Apr-25	4	1	7	7	5	8
May-25	0	0	5	16	9	16
Jun-25	2	1	6	10	4	15
TOTAL Room Use	35	46	72	115	46	121

* Requires room set-up

Example Month - Number of Individual Events

Nov-24	3	1	5	7	2	7
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One event rented out the entire building which are not in the individual event numbers.

The max capacity per room breaks down as follows:

Conference Room: 20

Meeting Room: 15

Classrooms: 40

Salons: 210 (Salon B) / 400 (Salon A) / 610 (Combined)

Auditorium: 668 (Floor) / 1,193 (Retractable Seating)

Hendrix Fine Arts Center

	Classrooms	Lily Peter Auditorium	Hendrix Gallery	FA150	Community Room	Lobby
# of Events	15	12	14	23	49	5

All rooms require set-up

Summer Children's Workshop in June lasts 16 days and utilizes the Auditorium, Hendrix Gallery, and FA150 but is not included in these totals.

The max capacity per room breaks down as follows:

Lily Peter Auditorium - 1138

Hendrix Gallery - 25

Community Room/FA150 - 400

Bonner Center - 50