

JACKSON RECREATION CENTER AGREEMENT

Upon your request, we have reserved the Jackson Recreation Center for you on the following date _____ Type of Function: _____
Reserved by: _____ Key # _____

We are happy to extend the use of the Jackson Recreation Center facilities to you and hope that it will give you and your group great pleasure. In order that the Jackson Recreation Center be used and maintained properly, the following rules and regulations have been established governing the reservation and maintenance during the time of your reservation.

1. Reservations may be made only by an adult 25 years of age or older who will be present at the function at all times. Driver's License or Picture ID is required to verify age.
2. Youth clubs reserving the Recreation Center must have their sponsor sign and pick up keys and all functions must be supervised at all times.
3. All school related functions must be approved by the principal.
4. The Recreation Center renter, at their own expense, will be required to pay for a policeman/security officer for security/safety purposes at private social functions that include alcohol on the premises. Security will be provided by an off duty Jackson Police Officer, at a rate of \$25.00 per hour with a minimum of \$100.00. Additionally, the renter shall provide security if the city determines that security is necessary for ANY event. All security fees must be paid in advance to City Hall.
5. It is required for any affair that has alcohol at the event have security. to be approved by the Jackson Police Department Chief's office. They must be on duty at all times during the function.
6. Payment and/or deposit for the use of the Recreation Center must be made in advance and in accordance with the fee schedule. Should it become necessary, a refund will be made accordingly.
7. So far as we know, the Jackson Recreation Center is turned over to you in good condition and the City of Jackson will expect to be compensated in full for any damage incurred by or during the use of the facility. It is suggested that you check the premises and report anything of an unusual nature as soon as possible. (246-2461) After hours 251-246-4484 Jackson Police Dept.
8. **Do not attach, by stapling or taping, anything (including decorations, etc.) to any surface. Only floor decorations are allowed. Also, DO NOT CHANGE OR MOVE FURNITURE FROM PRESENT LOCATION EXCEPT FOR FOLDING CHAIRS AND TABLES. DO NOT REMOVE PICTURES.**
9. We expect to perform routine cleaning, however, renters must make sure all areas that were used are clean and wiped down. This includes the kitchen, main room and bathrooms. **Any garbage or food must be removed from the building by the renter for proper sanitation maintenance.** The dumpster is located in front of the facility.
10. The Center cannot be rented on a regularly scheduled basis. After each meeting, it can be reserved for the next meeting. Special cases will be considered on their merit.
10. Activities of a strictly religious nature are excluded. This is to avoid the facility being used in lieu of a regular church building. Socials of a religious group are not excluded.
11. Please do not allow doors to remain open while running the air conditioning and heating systems.
12. Keys must be returned to City Hall immediately or no later than the next business day. If City Hall is closed, drop keys in the night drop around back. The deposit will not be refunded until keys are returned.
13. Renters are not allowed use of the pool unless arrangements are made with the supervisor.
14. No tables or chairs are to be removed from the Center. A count of the tables and chairs will be taken after every event. The renter is responsible for replacing any tables or chairs that are damaged or come up missing.

15. FIRE CODE CAPACITY IS 75 PEOPLE!!!

- 16. There are to be NO deep fryers or cookers of any type inside the building. This includes the kitchen area.
- 17. **NO smoking inside the building and no loitering outside. IF THERE IS A SMOKE ODOR IN THE BUILDING THE DEPOSIT WILL NOT BE REFUNDED.**
- 18. All functions must end no later than 12:00 a.m. You must have all of your belongings out of the building and all your cleaning done that night also.
- 19. A cover charge/admission cannot be charged at the door or tickets sold before the event unless you have purchased a business license for a Special Event. The application for a business license must be completed and purchased at least a week in advance. If you are found to be charging admission/selling tickets without a license you can be charged with operating a business without a license and have to appear in court. The fine can be up to \$500.00.
- 20. **Alcohol cannot be sold at any function at the Recreation Center unless you have a Special Events Alcohol License to sell alcohol. (This includes serving alcohol at events that charge admission.) This is a lengthy process so you would need to apply for it several months in advance. If you are caught selling alcohol without a license, you will be arrested and your event closed down immediately. This is a violation of the Alcohol Ordinance. NO REFUND WILL BE ISSUED!!!**
- 21. In order for your deposit to be refunded you must adhere to all the rules stated in this agreement and all other paperwork you were given regarding the rental of the Recreation Center.
- 22. The Jackson Police Department has a schedule of events for the Recreation Center and will enter the facility to determine if all Municipal Ordinances and Recreation Center rules are being followed. If they determine the function to be in violation of ANY Ordinances or Rules, they will shut down the event. No money will be refunded, including the deposit.

I have read the above instructions and Jackson Recreation Center Fee & Deposit Schedule and understand them. I agree that conditions regarding reservations and use of the Jackson Recreation Center will be met, and that instructions concerning maintenance will be followed. I accept full responsibility for any loss or damage during my reservation and agree to pay the City of Jackson for any such damage. I understand that failure to abide by any of the rules set forth in this agreement or any laws or ordinances of the City of Jackson will result in the forfeiture of my deposit.

NAME

DATE

CITY EMPLOYEE

DATE

****In the event you or any of your guests have an accident or are injured during your event you will not be covered under the City's insurance. By signing below you are agreeing that you have read and understand this.**

RENTER

DATE