

## **2023 USER GUIDELINES**

### **FEES & CHARGES**

- ✓ Fees are due as indicated on Reservation Confirmation form.
- ✓ Payments not made in a timely manner will result in date/space not being held.
- ✓ Deposit is due when the reservation is made to secure the date.
- ✓ Security/Damage Deposit amount is based on type of event and is required of all groups.

### **CANCELLATION POLICY**

- ✓ Less than 60 calendar days notice\* 75% refund (\* includes day of event )
- ✓ Less than 45 calendar days notice\* 50% refund
- ✓ Less than 30 calendar days notice\* 25% refund No refund → for Saturday events Less than 15
- ✓ calendar days notice\* No refund

(CLEANING/DAMAGE/DECORATIONS)

Initial Here



### **SECURITY DEPOSIT**

A separate payment is to be submitted for **Security Deposit** prior to the event, **along with a signed and dated User Guidelines**. This is not a part of the reservation fee. The designated amount will be refunded if the responsible person/group does all the following:

1. Area is cleaned up & everyone GONE BY 11:00 p.m. Failure to do so will jeopardize future usage.
2. **NO ALCOHOL or tobacco products at any time before, during or after the event**
3. **NO tampering with thermostats. Air Conditioner & Heater temperature will be set by staff only.**
4. **NO use of RED-based refreshments, punch, etc.**
5. **Candles MUST have a container under/around them to catch wax.**
6. **Room is vacuumed** for crumbs, glitter, litter, etc. (vacuum provided in closet)
7. **Tables are wiped clean** of spills, crumbs, etc.
8. **No usage of push pins, nails, tacks, duct tape, staples etc. used on any surface**
9. Area is left clean and orderly, including restrooms. No decorations, dishes, etc. left in room after event.
10. Trash is all put into receptacles
11. Nothing was hung from lights or sprinkler heads
12. Nothing happened to trigger fire alarms or security alarms
13. All tape is removed from stage floor and edges (no duct tape)
14. No damaged, missing, or adjusted equipment, props, decorations, furniture, during any event.  
*Notice: Christmas Decorations will be displayed Thanksgiving – January 5<sup>th</sup> of each year.*
15. No pets are brought onto premises or into building
16. All outside doors are closed and locked when leaving
17. In case of an emergency or unexpected cancellation, Jacksonville Parks and Recreation is not liable for any payments made to outside vendors/planners/decorators.
18. Events that are centered on YOUTH (ages 13-21) must have at least one ADULT (ages 21 and older) with a valid driver's license in order to make the reservation. This person is responsible for the event and will accept any and all liability. It is required that there is at least one adult for every ten (10) youth. *Youth events may be required at the discretion of the Jacksonville Parks and Recreation staff to hire on uniformed security.*

Responsibility is also accepted for damage/vandalism, etc., that might occur in building as a result of unsecured entrances. Damage repairs that exceed the amount of deposit will be charged to person/group responsible. Future use

by the renter will also be in jeopardy. **Security deposits paid by Credit Card must be refunded back on the Credit Card. JPR staff is not responsible for breaking down or setting up equipment for Sunday events.**

### **A/V EQUIPMENT AVAILABLE**

A/V equipment is available for your use at nominal rates. Just let us know what you will need when making your arrangements. If we do not have what you need, we will be happy to make those arrangements for you at the rates charged by the provider.

Lectern Only	\$10.00 per event
Cordless Microphone	\$10.00 per event (Only available in
C/D) PA (Ceiling system)	\$15.00 per event (Only available
in C/D) Lavalier (lapel mic)	\$45.00 per event, (Only
available in C/D)	
Projector Screen	(5ft.) \$5.00/ (8ft.) \$10.00 per event
Projector	\$65.00 per event, <b><u>plus \$100 separate refundable Damage Deposit</u></b>

### **SPECIAL NEEDS**

Our staff is committed to helping make your event a success and to assist in meeting your event's requirements. Discuss your needs when making arrangements. Expanded meeting planning services are available for an additional service charge. The Jacksonville Community Center meets all ADA guidelines.

### **USE OF FITNESS AREAS & POOL**

Event participants may enjoy any of our fitness areas by simply paying the daily user rate or presenting their membership pass. Groups of 25 or more should give advance notice to assure availability and staffing. To schedule a pool party call Lisa or to reserve the gym, call Darla at (501) 982-4171.

### **COMMUNITY CENTER NORMAL BUSINESS HOURS**

Clients renting the facility need to be aware of our Community Center Business Hours:

- Monday: 6am-9pm
- Tuesday: 6am-9pm
- Wednesday: 6am-9pm
- Thursday: 6am-9pm
- Friday: 6am-6pm
- Saturday: 8am-5pm
- Sunday: 12pm-5pm

During these hours, the North Hall Events Center Doors will be open for use. However, they will be locked by Center Staff when the Community Center is closed for the evening. Please make sure that you are in your room for your event prior to the doors locking (unless you have made other arrangements with Darla), and keep in mind that they will lock behind you when you leave. If you have to go outside, make sure that someone is inside the building or you prop the door open.

When leaving for the evening, you are responsible to make sure that the doors close completely behind you and nobody is left inside. Failure to do so may prevent you from future rentals in our facility.

### **PHOTO RELEASE**

I hereby consent to the use, reproduction, editing and/or broadcast by the City of Jacksonville, Arkansas of any and all photographs, video recordings and audio recordings of me and/or my family, taken by or on behalf of the Jacksonville Parks & Recreation department, without any compensation to me. All negatives and positives prints video-recorded images and audio recordings shall constitute the property of the City of Jacksonville solely & completely.

**In case of emergency after hours call police dispatch at (501) 985-2802.**

***By signing, you have read, understood and agree to comply with all of the above regulations and directives from the JPR team.***

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date of Reservation**