

2019 USER GUIDELINES

(Updated 8.17)

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 within 10 days from 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

SECURITY DEPOSIT

(CLEANING/DAMAGE/DECORATIONS)

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 5th 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.

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. The Credit Card must be presented to the Community Center Front Desk to process the refund. 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)
Lavaliere (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, <u>plus \$100 separate refundable Damage Deposit</u>

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 Megan at (501) 982-4171.

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