

# City of Jacksonville

Recreation & Parks Department

## Indoor Facility Rental Reservation Application

Phone 910 938-5312 • Fax 910 938-9520 • JacksonvilleNC.gov/Recreation



### Reservation Instructions:

1. Review the **Facility Rental Guide** for complete details on rental reservations, fees and guidelines.
2. Complete the Facility Rental Reservation Application and submit to JRPD Administration Office.
3. Applications are reviewed on a first-come, first-served basis, with walk-in reservations processed first.

Name of Applicant:		Contact Name: (if different)	
Day Phone:		Cell Phone:	
Street Address:		City, State:	Zip Code:
Email Address:			

### Facilities Rental Selection:

(Fee Structure: Non-profit/Non-profit (money collected)/for profit)

#### ~~Jack Amyette Recreation Center (1825 South Drive) CLOSED DUE TO STORM DAMAGE~~

~~Entire Building • Capacity: 125 • Base Fee (2 hrs) \$60/\$120/\$180 • Each Addtl Hour \$30/\$60/\$90~~

#### Jacksonville Commons Recreation Center (100 Recreation Lane) Please Note: capacity is prior to tables & chairs being added

- Meeting Room • Capacity: 50 • Base Fee (2 hrs) \$40/\$80/\$120 • Each Addtl Hour \$20/\$40/\$60
- Gym • Capacity: 750 • Base Fee (2 hrs) \$100/\$200/\$300 • Each Addtl Hour \$50/\$100/\$150
- Entire Building • Capacity: 800 • Base Fee (2 hrs) \$120/\$240/\$360 • Each Addtl Hour \$60/\$120/\$180

\*\*Rental of the concession stand is an additional fee

#### Jacksonville Commons Adult Center (100 Recreation Lane) Please Note: capacity is prior to tables & chairs being added

Entire Building • Capacity: 55 • Base Fee (2 hrs) \$80/\$160/\$240 • Each Addtl Hour \$40/\$80/\$120

#### Kerr Street Recreation Center (36 Kerr Street) Please Note: capacity is prior to tables & chairs being added

Entire Building • Capacity: 40 • Base Fee (2 hrs) \$40/\$80/\$120 • Each Addtl Hour \$20/\$40/\$60

#### Northwoods Recreation Center (621 Henderson Drive) Please Note: capacity is prior to tables & chairs being added

Entire Building • Capacity: 40 • Base Fee (2 hrs) \$40/\$80/\$120 • Each Addtl Hour \$20/\$40/\$60

#### Youth Center (804 New Bridge Street) Please Note: capacity is prior to tables & chairs being added

Entire Building • Capacity: 65 • Base Fee (2 hrs) \$60/\$120/\$180 • Each Addtl Hour \$30/\$60/\$90

### Rental Information:

Meeting  Party/Shower  Reception/Dinner  Dance  Other \_\_\_\_\_

Expected Attendance:	Date Requested:
Start Time: (must include set up time)	End Time: (must include clean up time)

Are food, beverage and/or goods being sold? Yes  No  Will food be served? Yes  No

Is admission being charged? Yes  No  (If yes, a sales tax certification must be provided)

I hereby certify that I have received the **Facility Rental Guide**, and fully understand and agree to abide by all of the material, rules and policies outlined herein. Failure to comply may result in my facility rental reservation being cancelled or terminated. RELEASE OF LIABILITY: I waive all rights and release all claims that might be had against the City of Jacksonville Recreation & Parks Department, its hired or contracted instructors, and their employees and agents, for any and all injuries or losses which may be suffered because of my participation, my child's/children's and/or guests participation in the above rental event. I give my permission to have my photo, my child's/children's, or guests taken during programs/events, used for publicity purposes by the City of Jacksonville Recreation & Parks Department.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# City of Jacksonville

Recreation & Parks Department

## Indoor Facility Rental Guide & Reservation Agreement

Phone 910 938-5312 • Fax 910 938-9520 • JacksonvilleNC.gov/Recreation



The Jacksonville Recreation and Parks Department (JRPD) permits the use of City facilities to individuals, organizations and groups wishing to rent the facilities. Rental of facilities or property is done at the Jacksonville Recreation Administration Office. Rental requests and confirmations will fall under the general supervision of the Recreation Operations Coordinator. The Recreation Operations Coordinator, and other staff as directed will be responsible for taking reservations, confirming the appropriateness of proposed use, verifying availability, determining and collecting fees, and issuing receipts. Center Supervisors will check calendars, assign staff as required for rentals, provide follow up with renters regarding details, and provide supervision of facilities during rentals. Should you have additional questions, please consult with the Recreation Operations Coordinator and/or Recreation Administration Staff.

Reservations are accepted up to one year in advance, and on availability basis. Reservations are processed on a first-come, first-served basis. JRPD requires a **three week minimum** notice for facility reservations. These guidelines are set so that we may ensure we are prepared for your event. It is best to inquire about reserving a facility as soon as possible.

**NOTE:** Reservation requests cannot conflict with and/or interfere with current City of Jacksonville core programs, activities or scheduled administrative use.

Rental fees charged will be based upon an appropriate fee for that facility, as designated by the current City of Jacksonville Fees Schedule. A receipt will be issued for all funds received. Facility rental payment may be made by cash, check (personal, cashier or money order) or credit card (VISA or MasterCard). A \$25 NSF service fee will be charged for returned checks.

**NOTE:** JRPD reserves the right to charge additional rental fees when a renter requires additional time for damages to the facility to be repaired, clean-up of the facility or storage of equipment, which exceeds the original hours agreed upon and paid for. Additional fees will be based upon the number of additional hours needed, and/or for hours or days needed until such time as the building is repaired, cleaned up, or equipment is removed. Fees will be charged either at the hourly or daily rental fee, or by direction of the Director of Recreation Services. The storage of items or equipment required for events that cannot be delivered or picked up the same day of the event will be stored at the owner's risk.

A complete Special Events Request Form must be submitted and signed by the legally responsible party if a reservation is considered a "special event." Examples of special events are fundraisers, jamborees, tournaments, or any event with an expected head count of 100 or more.

**Rental Payment** The requested date(s) is/are not secure until an initial payment is received. 100% of the rental fee is due at the time of application unless the cost exceeds a total of \$200; at which time a deposit of \$50 is **required**. Facility reservation must be paid in full 14 business days prior to the event date. Non-payment will result in cancellation of reservation.

**Change/Modification/Cancellation** If the renter initiates a cancellation, in order to receive a refund, the cancellation notice must be given to the JRPD Administrative Office no less than 3 business days prior to the scheduled rental to ensure a refund. A \$25 Administrative Fee will be assessed for **all** refunds. If a cancellation notice is not given, the JRPD shall retain the rental fees paid and/or deposit. If a rental is cancelled by the JRPD because the renter has failed to provide all the necessary information as instructed, the JRPD shall retain the rental fees paid and/or deposit. The JRPD shall make every effort to open a facility when a rental is scheduled. However, if severe inclement weather or other acts of God, or national emergency prohibits the opening of a facility, the renter will be notified as soon as possible. The renter will be provided the opportunity to reschedule to another available date or have the rental fees refunded in full. The JRPD assumes no other financial or other obligations to the renter as a result of any cancellations.

Each individual in the group must obey all applicable City of Jacksonville, County, State and Federal rules, ordinances, laws and regulations. Failure to do so may result in the rental contract being cancelled or terminated, and all guests being asked to leave the premises and/or be subject to legal action.

The renter is responsible to provide general supervision and control over all activities and people to prevent injury or damage. A designated point of contact must be named, identified and on-site for the entire rental which includes set-up and tear down.

Renter must provide general clean-up of rental facility related to their use of facility. Renter is responsible for removal of all personal belongings and/or left-over food from the premises. The facility should be left in the same condition it was in at the start of the rental period.

Please initial

\_\_\_\_\_ **Facility Usage** If renter leaves prior to designated time, rental fees paid for this time will be forfeited. If the rental goes beyond the designated contract time, additional fees will apply. Only restroom facilities and areas designated are available for usage. Renter must provide general clean-up of facility as directed in the enclosed post rental checklist. The facility should be left in the same condition it was at the start of the rental period.

Please initial

\_\_\_\_\_ **Set-Up** Setup and clean-up time is included in rental times and the renter is solely responsible.

Any damage to JRPD facilities or property (i.e. light poles, parking lots, landscaping) caused by the renter or as a result of the renter's event or participants of the renter's event will be the financial responsibility of the renter. Any costs incurred for damages must be paid within 14 days to the Jacksonville Recreation and Parks Department.

A certain number of tables and chairs are available at each facility. If additional/different tables or chairs are needed, arrangements must be made with an outside rental company (who will be required to provide a certificate of liability insurance) by the renter.

Room Capacity determines the maximum number of guests allowed either seated or standing. By fire code the listed capacity cannot be exceeded at any time, and will be enforced by staff on duty. Violation of the capacity will result in loss of the rental fees paid and termination of the event.

No Person shall use obscene, loud, violent or profane language while on JRPD property, nor shall anyone conduct themselves in a disorderly or obscene manner or commit any nuisance upon JRPD property.

Please initial

\_\_\_\_\_ **Alcohol** The use of alcoholic beverages or illegal use of drugs is **strictly prohibited** on JRPD property (to include all buildings and parks). Renters assume responsibility for the conduct of all participants of their event. Any incident(s) of anyone having alcohol or drugs, or who is under the influence of such, is grounds for JRPD and Jacksonville Public Safety to end the event and have the renter and participants vacate the premises. Under these circumstances there will be **no refund**. Any repercussions resulting from a cancellation or closure of an event, such as any issues with the public, who may have paid an admission fee, or are due a refund, are the sole responsibility of the renter.

Please initial

\_\_\_\_\_ **Security** Depending on the intended use of the facility, JRPD may require the renter to contact Jacksonville Public Safety Department to make arrangements for an off duty police officer(s) to provide security at the scheduled event.

**Security required:**  Yes  No

**Parking** Renters will be responsible for providing parking lot attendants. It will be the renter's responsibility to direct participants to authorized parking areas. The renter will be responsible for providing egress and ingress to the event. Emergency vehicle access must be kept open at all times. Renters will be held responsible for damage caused from parking in unauthorized areas. Towing will be enforced. Parking or driving on grass or sidewalks is strictly prohibited unless prior approval is received from JRPD.

**Permits** JRPD, along with Jacksonville Public Safety reserves the right to determine the need for permits needed for events held in its facilities and require permits to be provided by anyone using its facilities.

The safety and security of any property brought onto City property is at the risk of the renter. It is the renter's responsibility to provide for the safety and security of any participants they permit at their event.

A certificate of insurance is required for company/organization rentals. The certificate must provide insurance coverage of at least \$1,000,000 of General liability cover per occurrence with a \$2,000,000 aggregate. **It must name City of Jacksonville as an additional insured and be issued by a company licensed by the NC Dept of Insurance.** The certificate must be emailed directly to a member of the Administration Division from the insurance company. **This certificate is required no less than 14 business days prior to the event date.**

JRPD assumes no liability for damage, loss, or responsibility for any items or equipment required for events that are left attended or unattended in JRPD facilities, or which have been delivered or picked up prior to the scheduled time of the rental.

**Liability/Insurance**

Please initial

\_\_\_\_\_ **Certificate of Insurance** A certificate of insurance is required for company/organization rentals; details of requirements are listed in the Facility Rental Guide. Required  Waived

\_\_\_\_\_ **Caterer** If using a caterer, please provide their insurance certificate and following info:

Company Name:	Phone #:
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Please initial

\_\_\_\_\_ **Music/Sound** Will you have:  DJ  Bluetooth Speaker Other: \_\_\_\_\_

\*Music should be kept at a reasonable noise level. These services **may require** that a certificate of insurance be provided.

\_\_\_\_\_ **Photographer/Performer** Will you have:  Photographer  Performer

\*These services **may require** that a certificate of insurance be provided.

The renter is responsible for any required permits not covered in JRPD Policies, and may be required to show proof of permits as required, i.e. vendor licenses, health department proof of inspection, and certifications of food handlers, checking for proper insurance and current proof of inspection. Information on how to obtain the proper permits from Jacksonville Public Safety will be provided.

Any violation of JRPD Policies, City ordinances or laws may result in the renter's event being immediately shut down, and may prevent the renter from future use of JRPD facilities, and may be subject to prosecution depending upon the nature of the violation.

\_\_\_\_\_ **Decorations** are only permitted on tables. No decorations are permitted on the walls or ceilings.

**Smoking is strictly prohibited in all City of Jacksonville facilities and parks** (including parking lots).  
**The City of Jacksonville is not responsible for lost, damaged, or stolen items.**

I hereby certify that I fully understand and agree to abide by all of the material, rules and policies outlined herein. Failure to comply may result in my facility rental reservation being cancelled or terminated. **RELEASE OF LIABILITY:** I waive all rights and release all claims that might be had against the City of Jacksonville Recreation & Parks Department, its hired or contracted instructors, and their employees and agents, for any and all injuries or losses which may be suffered because of my use of an indoor facility.

**Renter Name (Print):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Renter Signature:** \_\_\_\_\_

Staff Initials:	Date Received:
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**Post Rental Facility Clean Up Checklist**

Lobby/Meeting Rooms/Hallway:

- All tables and chairs stowed properly (on racks)
- Floor swept
- Trash removed if necessary
- Spot mopped (spills or sticky spots)

Bathrooms: (When rental exceeds two hours in time, bathrooms need to be cleaned every hour)

- Floor swept
- Spot mopped (spills or sticky spots)
- Toilets flushed
- Toilets wiped (only if necessary)
- Counters wiped (remove excess water or soap)

Gymnasium (Commons Recreation Center & Jack Amyette Recreation Center):

- All tables and chairs stowed properly (on racks)
- Bleachers Cleaned out (all trash removed)
- Retracted (staff member responsibility)
- Floor swept
- Spot mop spills (WATER ONLY) (staff member assistance)