

# City of Jacksonville

Recreation & Parks Department

## Indoor Facility Rental Reservation Application & Agreement

Phone 910 938-5312 • Fax 910 938-9520 • JacksonvilleNC.gov/Recreation • recreation1@jacksonvillenc.gov



### Reservation Instructions:

1. Complete the Facility Rental Reservation Application completely and submit to JRPD Administration Office.
2. Applications are reviewed on a first-come, first-served basis, with walk-in reservations processed first.

First Name: <input type="text"/>	Organization Name: <input type="text"/>
Last Name: <input type="text"/>	Address: <input type="text"/>
Address: <input type="text"/>	City: <input type="text"/> State: <input type="text"/> Zip Code: <input type="text"/>
City: <input type="text"/> State: <input type="text"/> Zip Code: <input type="text"/>	Email Address: <input type="text"/>
Phone: <input type="text"/>	Organization Phone: <input type="text"/>

Non-Profit:  No  Yes

Type of Event/Activity: <input type="text"/>	Estimated Attendance: <input type="text"/>
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Food/Beverages: <input type="checkbox"/> Yes <input type="checkbox"/> No	Caterer: <input type="checkbox"/> Yes <input type="checkbox"/> No	Photographer: <input type="checkbox"/> Yes <input type="checkbox"/> No
Open to Public: <input type="checkbox"/> Yes <input type="checkbox"/> No	Admission fee: <input type="checkbox"/> Yes <input type="checkbox"/> No	DJ/Performer: <input type="checkbox"/> Yes <input type="checkbox"/> No

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|---|--|---|
| <input type="checkbox"/> Jack Amyette Recreation Center | <input type="checkbox"/> Jacksonville Commons Adult Center | <input type="checkbox"/> Jacksonville Commons Recreation Center   |
| <input type="checkbox"/> Kerr St Recreation Center      | <input type="checkbox"/> Jacksonville Youth Center         | <input type="checkbox"/> Jacksonville Commons Recreation-Gym      |
| <input type="checkbox"/> Northwoods Recreation Center   |  | <input type="checkbox"/> Jacksonville Commons Recreation-Mtg Room |

Date Requested: <input type="text"/>	Set Up Start Time: <input type="text"/>	Event Start Time: <input type="text"/>	Event End Time: <input type="text"/>	Clean Up/Exit Time: <input type="text"/>
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I hereby certify that all information provided on this application are accurate and I have read the Indoor Facility Rental Information & General Rules for Use, 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:**

**FOR OFFICE USE ONLY:**

Application Received by:

Received Date:

Hourly Rate:

Total Rental Hours:

Total Rental Fee:

Balance Due:

Due Date:

COI required:  Yes  No

Reservation in RT:  Yes  No

Fees Paid:  Yes  No

<b>APPLICATION</b>	<b>INITIAL:</b>
<ul style="list-style-type: none"> <li>Application must be submitted at least twenty-one (21) business days prior to date requested. Applications are accepted on a first come/first served basis. Reservations may be made up to 12 months in advance.</li> <li>Reservation requests cannot conflict with and/or interfere with current City of Jacksonville core programs, activities or scheduled administrative use.</li> <li>A \$25 NSF service fee will be charged for returned checks.</li> </ul>	

<b>RENTAL PAYMENT</b>	<b>INITIAL:</b>
<ul style="list-style-type: none"> <li>Rental fees charged will be based upon the appropriate fee for that facility, as designated by the current City of Jacksonville Fee Schedule.</li> <li>The requested date(s) 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.</li> <li>Facility reservation fee must be paid in full 14 business days prior to the event date. Non-payment will result in cancellation of reservation and not refund being issued.</li> </ul>	

<b>CHANGE/CANCELLATION</b>	<b>INITIAL:</b>
<ul style="list-style-type: none"> <li>If you initiate a cancellation, the notice must be given to JRPD Administration staff no less than 3 business days prior to the scheduled rental to ensure a refund.</li> <li>All refunds will have a \$25 Administrative fee deducted from it.</li> <li>If notice of cancellation is not given, the JRPD shall retain the rental fees paid. If the rental is cancelled by JRPD due to rental failing to provide required documentation or information, JRPD shall retain the rental fees paid.</li> <li>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 fees refunded in full. The JRPD assumes no other financial or other obligations to the renter as a result of any cancellations.</li> </ul>	

<b>RENTER'S RESPONSIBILITIES</b>	<b>INITIAL:</b>
<ul style="list-style-type: none"> <li>Renters assume full responsibility for their party and guests in case of damage, theft or disturbances during their event.</li> <li>Renter must be present for the entire rental use time, which includes set-up and take-down.</li> <li>No person shall use obscene, loud, violent or profane language while on JRPD property, no shall anyone conduct him/herself in a disorderly or obscene manner or commit any nuisance upon JRPD property.</li> <li>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 will result in the rental contract being terminated and all guests being asked to leave the premises and/or be subject to legal action.</li> <li>Renter is responsible for general clean-up of the facility related to their use. Renter is responsible for removal of all personal belongings and/or left-over food from the premises.</li> <li>The facility should be left in the same condition it was found in at the beginning of the reservation period.</li> <li>Renters will be responsible for directing participants to authorized parking areas, for providing egress and ingress to the event and maintaining emergency vehicle access 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 <b>strictly prohibited</b> unless prior approval is received from JRPD.</li> <li>The City of Jacksonville or JRPD are not responsible for lost, damaged, or stolen items.</li> </ul>	

<b>FACILITY USAGE</b>	<b>INITIAL:</b>
<ul style="list-style-type: none"> <li>Hours listed on the application must include set-up and tear-down time. Facility use outside of the reserved hours is not permitted.</li> <li>The renter will be billed for any unreserved time used. This fee will not be prorated for portions of an hour used.</li> <li>If the renter leaves prior to the designated time, rental fees paid for this time will be forfeited.</li> <li>Any costs incurred for damages must be paid with 14 business days to JRPD.</li> <li>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 or the renter risks removal from the facility and loss of fees paid.</li> </ul>	

<b>ALCOHOL</b>	<b>INITIAL:</b>
<ul style="list-style-type: none"> <li>The use of alcoholic beverages or illegal drugs is <b>strictly prohibited</b> on JRPD property. Renter assumes responsibility for anyone in attendance at their event. Incident(s) of anyone having prohibited items or is under the influence of such, is grounds for JRPD and Jacksonville Public Safety to end the event and have everyone removed from the premises, which will result in the loss of fees paid.</li> </ul>	

<b>INSURANCE &amp; PERMITS</b>	<b>INITIAL:</b>
<ul style="list-style-type: none"> <li>JRPD along with Jacksonville Public Safety reserves the right to determine the need for additional permits for some facility usage.</li> <li>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.</li> <li>A Certificate of Insurance is required for usage of facilities by a company/organization, as well as for any individual/organization/company providing services during the facility usage such as, but not limited to, photographers, DJ, caterers, rental companies, etc.</li> <li>COI requirements are: 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.</li> </ul>	

<b>PROHIBITED ITEMS</b>	<b>INITIAL:</b>
<ul style="list-style-type: none"> <li>Decorations are only permitted on tables. No decorations can be placed on walls, ceilings or windows.</li> <li>Decorations or items already in place in the facility are not to be removed for any reason.</li> <li>Smoking is strictly prohibited in all JRPD facilities, including parking lots.</li> </ul>	

**ONLY SERVICE ANIMALS ARE PERMITTED, no other animals are permitted at JRPD facilities.** **INITIAL:**

**AGREEMENT**  
 I hereby certify that I full understand and agree to abide by all of the material, rules and policies outlined herein. Failure to comply will result in my facility 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 staff and their employees and agents, for any and all injuries which may be suffered because of my use of an indoor facility.  
**Renter Name printed**

**Renter Signature**

**Date**