

Jonesville Civic Center Rental Agreement

We are delighted you are considering hosting your event at the Jonesville Civic Center located at 121 Delos Martin Drive, Jonesville, NC 28642.

Applications must be submitted a minimum of three business days before the event. Applications can be submitted to Jonesville Town Hall at 1503 NC Hwy 67, Jonesville, NC 28642.

Jonesville Community Center Rental Fees

Facility rentals require a minimum 4-Hour Block

Rental of One Room

Residents:		Non-Residents:	
Deposit:	\$150.00	Deposit:	\$150.00
<u>Rental Fee:</u>	<u>\$125.00</u>	<u>Rental Fee:</u>	<u>\$175.00</u>
Total:	\$275.00	Total:	\$325.00

\$25.00 per each additional hour

\$100.00 additional for use of kitchen area

To rent the entire facility the Rental Fee is double the amount listed above.

Public Facility Rental Policy and Regulations

Town owned facilities are intended for the use and benefit of community members and organizations. Programs sponsored or jointly sponsored by the Town of Jonesville have priority over other uses. Certain time periods may be reserved on a regular basis for town programs, meetings, and/or uses. Organizations and individuals may use facilities subject to the regulations of these policies.

Reservations:

1. The Town of Jonesville shall maintain a calendar of scheduled uses of Town facilities at Town Hall. Reservations are accepted at Town Hall on a first come first served basis. Therefore, reservations should be made as far in advance of the meeting as possible. A reservation will not be considered complete until a completed application is returned to Town Hall and deposit and fees (if applicable) are paid.
2. Please note, if a group or an individual schedules regular meetings, either on a weekly or monthly basis to conduct a business activity or to derive a financial gain or profit, programs sponsored or jointly sponsored by the Town of Jonesville have priority over other uses.

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3. Town staff is authorized to deny anyone the use of the facilities if he/she believes that use might cause damage to the building, cause a disturbance, or violate any federal, state, or local laws or policies, or if use is deemed inappropriate, excessive, or if an individual or organization has previously violated the Town of Jonesville rental policies and regulations.
4. Town staff may require proof of general liability insurance in the amount of one million dollars (\$1,000,000) listing the Town of Jonesville 1503 NC Highway 67, Jonesville, NC 28642 as additional insured be presented prior to rental of the Community Center.
5. The designated renter, also referred to as the responsible party, as it appears on the rental form, is responsible for monitoring the conduct of all guests and enforcing room rental policies. The renter must be present the entire time of the rental. It is the designated renter's responsibility to advise any and all "co-hosts" of the rules and policies as set forth in this document.

Community Center Rental Policies:

1. All rentals are on a first-come, first-serve basis. The full payment (including deposit and all fees) must be received in order to place a reservation on the calendar.
2. The reservation time must include all time required for setup and cleanup. The renting party will be billed \$50.00 per hour for each hour over the rental schedule. Overage fees will be accessed at the beginning of each hour.
3. The Community Center must be cleaned, locked and unoccupied by 10 pm.
4. A notice of cancellation of a reservation must be provided to Town Hall at least seventy-two (72) hours or three (3) business days prior to the reserved date of use to facilitate a full rental and deposit refund. Failure to comply with this cancellation policy will result in forfeiture of your rental fee.
5. Key/Key Code will be provided for entry by Town Hall.
6. Turn out all the lights and lock the doors. Exit through the entry door.
7. Deposit will be refunded by mail within 14 business days, if facilities require no cleanup or repair. If there is excessive damage or the renting party has not met the cleaning requirements (trash not discarded, floors cleaned, etc.), the renting party forfeits the deposit and may incur a bill for the difference.
8. The rental party will be billed for damages that exceed the amount of the deposit.

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9. The rental party shall indemnify and hold the Town harmless from any damages or injuries incurred during, or as a result, of such use.
10. Maximum building occupancy per room:

Unity Hall – 130 people
Harmony Room - 72 people
11. The following items and activities are prohibited:
 - a. Alcoholic beverages, drugs, tobacco products anywhere on the premises (inside or outside).
 - b. Weapons of any kind, with the exception of law enforcement officers in execution of their duties.
 - c. No fans, portable heaters, smoke machines or dry ice.
 - d. No illegal gambling.
 - e. No animals of any type inside or outside of the facility unless it is a service animal accompanying a person with a disability. Owner of service animal may asked if the animal is required because of a disability and what work or task has the animal been trained to perform.
12. No drinks or food in the restrooms or storage areas.
13. Do not take down any pictures, artwork or documentation that have been posted by the Town.
14. At no time should anything be glued to the walls or windows of the facility. With the exception of the chairs and tables, no attempt should be made to move or in any way alter the original position of any item in the facility.
15. Only Town of Jonesville’s employees should change, adjust, or modify equipment.
16. Community Center items (kitchen utensils, cleaning items, tables & chairs, etc.) should not leave the facility.
17. Confine your group to the room within the building that has been rented.
18. We reserve the right to have multiple rentals on any given day.
19. We reserve the right to withhold deposits based on the discretion of town staff.
20. All activities must be under appropriate adult supervision. No person under the age of eighteen (18) is permitted to rent or use Town facilities without adult supervision.
21. All vehicles must be parked in designated areas only.

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Cleaning Requirements:

1. All trash must be bagged, tied and placed in the dumpster in the parking lot.
2. Floors swept and mopped.
3. If there is staining and it requires special cleaning or if there is permanent damage, your deposit may be forfeited, and you may incur a bill for the difference.
4. The kitchen must be cleaned and returned to its starting condition.
5. All items removed from refrigerator and all spilled food or liquids cleaned.
6. The restrooms must be cleaned and returned to their starting conditions.
7. All tables and chairs must be returned to their designated area.
8. Brooms and mops must be returned to their designated area.
9. All decorations removed.
10. All items the rental party brings must be taken with them at the end of the rental.
11. The Town of Jonesville is not responsible for items left behind.

The Responsible Party agrees that it shall defend, indemnify, and hold harmless the Town of Jonesville and its officials, employees, and agents from and against all losses, liabilities, claims, demands, suits, costs, damages, or expenses (including reasonable attorney’s fees) arising from or related to this agreement and/or services, including but not limited to bodily injury, death and property damage. The Responsible Party’s obligation under this section shall survive the termination of this agreement.

By signing below, I acknowledge that I have read, understand, and voluntarily agree to all terms and conditions of this Agreement.

_____(sign)
Signature of Responsible Party

Address: _____

Printed Name of Responsible Party

Phone: _____

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JONESVILLE CIVIC CENTER – PROOF OF RENTAL
(Must have with you on the day of rental.)

RESPONSIBLE PARTY:

NAME AS LISTED ON DRIVERS LICENSE: _____

ADDRESS: _____

CONTACT NUMBER: _____

CO-HOST:

NAME AS LISTED ON DRIVERS LICENSE: _____

ADDRESS: _____

CONTACT NUMBER: _____

To be completed by Town staff:

Room(s) Rented:

Unity Hall: _____

Harmony Room: _____

Entire Facility: _____

Date: _____

Time: begin: _____ end: _____

Deposit Paid: \$150.00

Rental Paid: \$ _____

Copy of Driver's License for Responsible Party: ___ yes ___ no

Staff Signature

Date

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