

JACKSON RECREATION CENTER FEE AND DEPOSIT SCHEDULE

These fees are for the use of Jackson Recreation Center only. This does not include use of the pool facilities.

CENTER FEES

*\$200.00 Fee-One Day-Start at 8:00 a.m. and end by 12:00 a.m. (midnight)

*\$350.00 Fee-Two days back to back-Start at 8:00 a.m. and end by 12:00 a.m. (midnight) each day.

DEPOSIT

In addition to the above fees a deposit is also required to be paid at the time of scheduling or within 10 days of making the reservation.

* \$150.00-Deposit must be paid at the time the reservation is made.

Fees must be paid in full before key may be picked up. If you are paying the deposit or fees within two weeks of the event, you must pay in cash. If it is at least two or more weeks prior to the event checks will be accepted. **Must be 25 years of age or older to rent the building. (ID required)**

**Deposits are refunded in full one week after scheduled event if there is no damage to the Recreation Center, proper clean-up is performed and all keys are returned.

**If reservation is cancelled at least 30 days prior to the event date a full refund will be issued.

**If reservation is cancelled less than 30 days but more than 1 week prior to the event half the deposit and all of the fee will be refunded.

**If reservation is cancelled less than one week from the event date NO deposit or fee will be refunded but rescheduling is acceptable.

**Renters may cancel Monday-Friday, 8:00 a.m. to 5:00 p.m. ONLY.

**Keys must be returned to City Hall immediately or no later than the next business day. If City Hall is closed, keys may be dropped in the night drop box beside the drive-thru window behind City Hall.

**Use of the facilities is restricted to the Recreation Center only. Renters are NOT allowed use of the pool unless the daily fees are paid to the supervisor on site.

**NO smoking in the building or loitering outside.

**No function is allowed to charge admission or sell alcohol unless proper license is purchased.

**City Police will patrol the facility area during functions to make sure City Ordinances and Recreation Center rules are complied with. They have the right to enter the building during a function if needed. If the police are called and/or the event has to be closed down by the police no money will be refunded.

If you have any questions regarding the use of the Jackson Recreation Center, please give us a call at City Hall, (251) 246-2461. Our mailing address is: P.O. Box 1096 Jackson, AL 36545

JACKSON RECREATION CENTER INFORMATION

An inspection of the Jackson Recreation Center will be done following your function. Renter will be responsible for any damage incurred to the building or property.

The Jackson Recreation Center has a total of 2 fire extinguishers throughout the building. These extinguishers cost \$55.00 and up. If any are missing after your event you will be responsible for replacing them. As soon as you are given the key to the building it is best to take the time to inspect the building yourself for any damage (broken windows, doors, etc.) or missing extinguishers. If you find a problem, notify City Hall (Mon.-Fri.) or the Police Department (Sat. or Sun.) so that we can have someone check on it and you will not be held responsible for it.

A count of the tables and chairs is done after every event, so make sure that caterers or others helping you do not mistakenly remove items that belong to the City. Please make sure all water and lights are turned off before you leave the building.

NO smoking inside the building and no loitering outside. **No function is allowed to charge admission or sell alcohol** unless the appropriate license is purchased from the City. If alcohol is on the premises it must stay inside the building. City Police will patrol the facility area during functions to make sure rules are complied with. They have the right to enter the building during a function if needed. If the Police are called to the building for any reason the function will be shut down and no money will be refunded.

In case you have a problem with anything at the Jackson Recreation Center and City Hall is closed, you may call the Police Department, 246-4484, and they will contact a City Hall employee for you to see if something can be done to correct the problem.

After your function is over, you are responsible for cleaning up all food, paper products, and garbage. You will also need to sweep, clean up the kitchen (to include floors and counters), get up any spills on the floor and put the tables and chairs up that you used. (Please make sure they are wiped down.) You must have all of your things, including decorations, removed from the building the same night. The City is not responsible for loss of items due to fire or theft.

The use of the facilities is limited to the Jackson Recreation Center only.
The rent does not include fees for swimming.

If you have any additional questions or concerns, please call City Hall at 251-246-2461.