

## **ASSEMBLY HOUSE MEETING ROOM RULES & FEE SCHEDULE**

**Monday-Thursday, 8:00 a.m. to 8:00 p.m.**

**Friday, Saturday or Sunday, 8:00 a.m. to 8:00 p.m. Only if there is not a function in the main part of the building/ballroom reservations can be made within two weeks just prior to the date.**

**The Meeting Room can be used for retirement parties, birthday parties, business meetings or other small functions. NO ALCOHOL IS ALLOWED!!!**

**The use is restricted to the meeting room and restrooms only. The other parts of the building are not for use including the main kitchen. Rental does include use of the tables and chairs. They are located in the area behind the kitchen. They must be put back after use. **If it is detected upon inspection that you or your guests have used the large kitchen/ballroom area, your deposit will NOT be refunded. Make sure your guests and caterers are aware of this.****

**Deposit - \$100.00 To be paid within 10 days of the date the reservation is made.**

**Rental Fee - \$200.00 Due before the event.**

**If the deposit or rental fee is paid within the 2 weeks prior to the event date it must be paid with cash or money order.**

**The deposit is refunded within 10 days after the event if all rules are followed, there is no damage and proper clean-up is performed.**

## PEARCE MEMORIAL PARK ASSEMBLY HOUSE MEETING ROOM RENTAL AGREEMENT

Upon your request, we have reserved the Meeting Room for you on the following date:

Name \_\_\_\_\_ Date: \_\_\_\_\_

Type Function: \_\_\_\_\_ Key #: \_\_\_\_\_

We are happy to extend the use of the Assembly House Meeting Room to you and hope that it will give you and your group great pleasure. In order that it be used and maintained properly, the following rules and regulations have been established governing the reservation and maintenance during the time of your reservation.

1. Reservations may be made only by an adult 25 years of age or older who will be present at the function at all times. (Driver's License or picture ID Required)
2. Youth clubs reserving the room must have their sponsor sign the agreement and pick up the keys. The entire function must be supervised at all times.
3. All school related functions must be approved by the principal.
4. Any fees for the use of the room must be made in advance and in accordance with fee schedule. Should it become necessary, a refund will be made according to the fee schedule.
5. Activities of a strictly religious nature are excluded. This is to avoid the facility being used in lieu of a regular church building. Socials of a religious group are not excluded.
6. The room cannot be rented on a regularly scheduled basis. After each meeting, it can be reserved for the next meeting. Special cases will be considered on their merit.
7. Use of the facilities is restricted to the Meeting Room and restrooms only. Renters are not allowed use of the other parts of the building or the pool & park facilities. **If it is detected upon inspection that you or your guests have used the large kitchen/ballroom area, your deposit will NOT be refunded. Make sure your guests and caterers are aware of this.** The pool/park area and golf course will be open during your function for its members only.
8. Keys must be returned to City Hall immediately or no later than the next day. If City Hall is closed you may drop the keys in the night drop around back.
9. **Maximum capacity of 65** people in the room. (FIRE CODE!!!)
10. As far as we know, the Meeting Room is turned over to you in good condition and the City of Jackson will expect to be compensated in full for any damage incurred by or during the use of the facility. It is suggested that you check the premises and report anything of an unusual nature as soon as you go into the building. (246-2461)
11. Do not attach, by stapling, taping, nailing or attaching in any way anything (including decorations, lights, etc.) to any surface. Only floor decorations are allowed. Also, **DO NOT CHANGE OR MOVE FURNITURE FROM PRESENT LOCATIONS EXCEPT THE FOLDING TABLES AND CHAIRS. DO NOT REMOVE PICTURES OR MIRRORS.**

- 12.No tables or chairs are to be removed from the building. When you set the tables/chairs up and put them away do not drag them across the floor. The floor will be checked after each function for scuffs and scratches. A count of the tables and chairs will be taken after every event. The renter is responsible for replacing any tables or chairs that are missing or damaged.
- 13.The windows and doors throughout the building will be checked after every function for any type damage including cracks. If any windows are cracked or broken we will have them repaired and you will have to reimburse the City for the cost. These windows are very expensive and you will be required to pay the full amount for the cost of replacement. **The smallest one is \$500.00.**
- 14.Deep fryers/cookers are not allowed in the building. **DO NOT** pour any type grease down any of the sinks in the building. You are responsible for bottling up your own cooking grease in a sealed container and disposing of it properly. It cannot be dumped onto the ground at the facility. Inspections will be done to check after each function.
- 15.If there are scuff marks or marks of any kind on the walls in any part of the building you will be responsible for paying the City the cost of having them repaired and/or repainted.
- 16.The City will perform routine cleaning such as sweeping and mopping, but any garbage, trash, decorations or food must be removed from the building by the renter for proper sanitation maintenance. The tables/chairs must also be wiped off. This is to be done the same day of the function not the next day. The dumpster is located behind the facility.
- 17.If the building is left with trash and/or food and proper clean-up is not performed the same day of the function your deposit will not be refunded.
- 18.Alcohol cannot be served/sold at any function at the Assembly House Meeting Room. If you are caught serving or selling alcohol your function will be closed down immediately. This is a violation of the Alcohol Ordinance. **NO REFUND WILL BE ISSUED!!!**
- 19.A cover charge/admission cannot be charged at the door or tickets sold before the event.
- 20.Please do not allow the doors to remain open while running the air conditioning and heating systems.
- 21.No sliding is permitted on the big hill behind the Assembly House.
- 22.**NO SMOKING ALLOWED IN THE BUILDING. IF THERE IS A SMOKE ODOR IN THE BUILDING THE DEPOSIT WILL NOT BE REFUNDED.**
- 23.**NO** coolers of any kind are allowed inside the building due to them possibly leaking.
- 24.Open flames of any kind are not permitted for safety reasons. All candles must be set inside glass containers where the flame is lower than the glass.
- 25.All functions must end no later than 8:00 p.m. You must have all of your belongings out of the building and all your cleaning done that day also.
- 26.There are to be no changes to any electrical or mechanical components at the Assembly House. This includes the fuse box and outside breaker box.

27. In order for your deposit to be refunded you must adhere to all the rules stated in this agreement and all other paperwork you were given regarding the rental of the Assembly House Meeting Room.

28. The Jackson Police Department has a schedule of events for the Assembly House Meeting Room and will enter the facility to determine if all Municipal Ordinances and Assembly House Meeting Room rules are being followed. If they determine the function to be in violation of **ANY** Ordinances or Rules, they will shut down the event. No money will be refunded, including the deposit.

29. Any businesses hired to provide services for your function are required to obtain a City of Jackson Business License before the function. (Caterers, florists, decorators, bands, DJ's, etc.) Any business that you enlist needs to be informed of all the rules and regulations of the Assembly House. If any damage is done by any business that is hired by you, you are responsible for that damage.

**I have read the above instructions included in the Assembly House Meeting Room Agreement, Information Sheet, Fee & Deposit Schedule instructions and understand them. I agree that conditions regarding reservations and use of the Assembly House Meeting Room will be met, and that instructions concerning maintenance will be followed. I accept full responsibility for any loss or damage during my reservation and agree to pay the City of Jackson for any such damage. I understand that failure to abide by any of the rules set forth in this agreement or any laws or ordinances of the City of Jackson will result in the forfeiture of my deposit.**

\_\_\_\_\_  
NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CITY EMPLOYEE

\_\_\_\_\_  
DATE

\*\*\*\*In the event you or any of your guests have an accident or are injured during your event you will not be covered under the City's insurance. By signing below you are agreeing that you have read and understand this statement.

RENTER: \_\_\_\_\_

DATE: \_\_\_\_\_

\*\*\*\*If there is a natural disaster or power outage that is beyond the control of the City of Jackson, you will not hold the City of Jackson responsible. This also means that you understand that we will not refund your fee back to you.

RENTER: \_\_\_\_\_

DATE: \_\_\_\_\_