

Jackson Area Community Center



FACILITY RENTAL PACKET

The Jackson Area Community Center is made available for use by all groups through the generosity of the residents of the Village & Town of Jackson. The Jackson Area Community Center is a 26,000 square foot building consisting of rooms of varying sizes and capacities. Reasonable rules and guidelines have been established to assure the maximum enjoyment of this facility. Reservations are accepted on a rolling 12 month calendar from the reservation date. and after that, on a first come first served basis. (Special requests made for ongoing long term rentals may be an exception.)

General Hours of Operation:

Monday - Friday 8:00am - 8:00pm
 Saturdays 8:00am - 11:00am
(The building is open when classes are in session)

For additional rental information or to make a reservation please call the Jackson Parks & Recreation Department at (262) 677-9665 x102.

GENERAL ROOM DESCRIPTIONS

GATHERING HALL

This multipurpose room is large enough to accommodate gatherings and meetings up to 120 people. This room may be used for dances, receptions, showers, classes, meetings etc... There are 15, 72 inch round tables, which seat 8-10 people. The chairs are padded banquet style chairs. There is the availability of a full kitchen, which can also be rented with the Activities Room..

GENERAL MEETING ROOMS

The Tech Room and Dance Studio, although they have their intended purposes, are open for meetings and small gatherings.

ALL RENTALS ARE ON A FIRST COME, FIRST SERVED BASIS.

Building Supervisors CANNOT pencil reservations into the rental calendar without application & payment.

GAMES ROOM/LOUNGE

This room is designed for casual meeting space. There are sofa's, coffee tables and chairs. There are also pool tables, ping pong tables, T.V.'s etc.. The room can hold approximately 100 people. Due to use by the Jackson Parks & Recreation Department and the Boys & Girls Club, it has limited rental hours.

CATERING KITCHEN

The kitchen may be rented for personal use, by a utilized contracted caterer or contracted by the Parks & Recreation Department for events and gatherings. It includes: a refrigerator, freezer, stove, oven, microwaves and ample counter space. Prepared food CANNOT be sold on or off premise.

GYMNASIUM

The gymnasium has one full size basketball and volleyball court. It can also be divided into 2 smaller basketball courts. It's a multipurpose area that can be utilized for many activities.

FOOD SERVICE

A variety of options are available to our renters.

- Food can be prepared at home and brought into the center at no additional charge to the renter. No Sales Permitted.
- Our catering kitchen is also available to our renters at an additional cost. No Sales Permitted.
- All professional caterers must be preapproved and provide proof of certification/insurance.

ALCOHOL POLICY

- Renters are allowed to serve alcohol to their guests without an additional permit as long as the alcohol is provided free of charge to your guests.
- The Jackson Parks & Recreation Department may be contracted to cater the cash bar of malt beverages for an event or gathering. Please call (262) 677-9665 x102 for details.

Jackson Area Community Center



Jackson Area Community Center Rental Fee Table

Page 2 of 8

Priority use is as follows: 1. Jackson Parks & Recreation Programs and Events, 2. Jackson Boys & Girls Club, and 3. Long-Term Contracted Rentals. All other rentals will be on a first-come, first-served basis. NOTE: that although every effort will be made, rental groups may be bumped to accommodate the above groups. Proof of residency required with a photo I.D. or current utility bill.

RESERVATION CANNOT BE HELD WITH OUT FORM AND PAYMENT.

Building Supervisors CANNOT pencil dates in the master calendar.

When making your reservation include: The completed application, a \$100.00 deposit (separate check) and all fees.

	Weekdays	Weekends
	Monday - Thursday 6:30am to 10:00pm *Up to Two Hours	Friday Evening - Sunday 8:00am to 11:00pm *Up to Four Hours
Jackson Village or Town Residents: *Must have drivers license with a Village or Town of Jackson address	Lounge/Games Room after 7:30pm \$80.00 <hr/> Gymnasium \$50.00 per hour Gathering Hall with Kitchen \$94.00 All Other Rooms \$50.00	Lounge/Games Room \$120.00 <hr/> Gymnasium \$75.00 per hour Gathering Hall with Kitchen \$125.00 All Other Rooms \$75.00
Non - Resident Users:	Lounge/Games Room after 7:30pm \$120.00 <hr/> Gymnasium \$75.00 per hour Gathering Hall with Kitchen \$140.00 All Other Rooms \$75.00	Lounge/Games Room \$180.00 <hr/> Gymnasium \$113.00 per hour Gathering Hall with Kitchen \$190.00 All Other Rooms \$113.00
Jackson Non Profit Community Groups: (Eligability must be approved by Operation Manager)	Jackson Community Groups will be individually contracted by the Parks & Recreation Dept., at a \$10.00 per hour rate as long as the building is already open and staffed. If "CO" groups request non-staffed days/times, full-resident rates apply. "CO" rates are limited to (2) hrs. max. *Community Group discount excludes gymnasium - full rental fees apply.	
Additional Hours & Holidays:	There is a \$25.00 per hour per room fee for each additional hour booked in advance. Be sure to include your setup and cleanup time in your rental time frame. *\$100.00 deposit will be automatically retained for groups coming in before their reserved time and/or staying past reservation time. *On Village Holidays, rentals fees will be doubled, approval based on available staff.	
Concessions/Catering:	All concessions for resale will be administered by the Jackson Parks & Recreation Department. All outside caterers for non resale events must be approved by the Jackson Parks & Recreation Department. (Proof of Insurance & Health Dept. Licensing required)	
Additional Fees:	Additional fees/paperwork may apply for groups serving alcohol to their guests, requiring the use of Jackson Area Community Center Equipment or storage of items in our facility. Please inquire.	
Special Long Term Rental Requests:	All long term rental requests will be contracted on a per user basis with Jackson Parks & Recreation Department approval, and reviewed annually by the Parks & Recreation Department	

Please read the following terms and conditions of agreement carefully!

TERMS AND CONDITIONS OF JACKSON AREA COMMUNITY CENTER

RENTAL AGREEMENT

The Jackson Parks & Recreation Department reserves the right to change, adjust, or delete any rules or regulations found in this contract. The Department also reserves the right to close down any event, which poses a threat to the safety of the participants or the facility or violates any of the conditions stated.

RESPONSIBILITY

1. You are responsible for all accidents or injuries to any person(s) or property resulting from the use of the community center and its facilities and grounds.
2. You are responsible for returning this signed application, ALL FEES and the \$100.00 separate deposit to the Jackson Parks & Recreation Department to ensure that your date(s) are reserved.
3. A building attendant will open and close the facility at the times stated on the form. Be sure that the times you request include all the time you will need to set up tables and chairs, put up and take down decorations, prepare any food planned, and clean up if you don't wish to lose your security deposit.
4. ***It is your responsibility*** to point out any damage or conditions prior to your event to the Building Supervisor so they can make a note on your permit. All conditions for any cleaning and/or damage have to be cleared through the attendant before he/she can sign off your clearance to receive your cleaning/damage refund, which will be mailed to you within 30 calendar days after your event.
5. Because this building is used by various community groups, some of the rooms may be off-limits for safety, storage, and program reasons. Please respect signage by other user groups.

RENTAL CONDITIONS

1. Rental requests and dates are accepted on a **first-come, first-serve basis**.
2. **Tables and chairs may not be removed from the building premises .**
3. Smoking is prohibited inside the building. If guests smoke outside, the butts must be picked up.
4. You provide food, beverage service, dishes, silverware, cooking utensils, tablecloths, dishtowels, etc.
5. Applications will not be approved for applicants under the age of 21.
6. Applications cannot be transferred, assigned, or sublet.
7. Animals are not permitted inside the building (except seeing eye dogs).
8. Parking availability is not guaranteed and on any occasion may be limited.
9. Young children must be under direct supervision/control of an adult 18 years of age or older.
10. After the event, you are responsible for:
 - a. The removal of all decorations and all other items brought in.
 - b. Being sure tables and chairs are wiped down and clean.
 - c. The removal of trash from the building and parking area and the placement of all trash in the large dumpster located outside the rental building.
 - d. Sweeping floors in all rooms approved for use for your event, and mopping if necessary.

RESERVATIONS, FEES, DEPOSITS & REFUNDS

1. For your rental to be saved, ALL FEES and A **\$100.00 deposit (separate check)** must accompany this application. The \$100.00 deposit is non-refundable if:
 - a. Any time within 15 calendar days from your reservation the event is cancelled.
 - b. Renters coming in prior to their reservation time and/or staying past reservation time.
 - c. This fee will also be used to cover expenses incurred due to unacceptable cleaning and/or damage. You will be billed for any damage not covered by this fee. If damage to the building or its premises exceeds \$100.00, you will be charged the difference so that we may maintain the quality of the building.
 - d. Please note if you are a Community Organization and damage is done to the building during your event, you will be charged the amount of the damage.

2. All Cancellations made prior to the 15 day reservation refund cutoff are subject to a 50% cancellation fee (again, there are NO refunds when cancelled 15 days prior to reservation).
3. Applicants must be 21 years of age to reserve this facility. Application may be revoked if the intended facility use is misrepresented.
4. The Jackson Parks & Recreation Department and Community Center representatives are always willing to negotiate terms of this agreement with Jackson Community Organizations, for the interest of all parties involved.
5. For all **LONG TERM APPROVED RENTALS**, 60 days notice must be given by both the Parks & Recreation Department and the Renter to terminate and/or alter the rental agreement. Each LONG TERM AGREEMENT shall be reviewed annually by the Jackson Parks & Recreation Department.
6. **NONPROFIT COMMUNITY GROUPS**: must provide a copy of the letter showing not for profit/ tax exempt status. Full deposits are still required and will be refunded as long as the checklist criteria is approved.

POLITICAL MEETINGS/PURPOSES OF SOLICITATION AND FUNDRAISING

1. ***POLITICAL MEETINGS*** - this includes gatherings for the purpose of furthering the candidacy of a person or persons.
 - a. Any political meetings must be a bona fine public information meeting held strictly for the purpose of informing constituents or providing constituents with an opportunity to meet and ask questions of their elected officials or candidates. This must be sponsored by local organization that is recognized by the state.
 - b. ALL Political Meetings must be approved by the Village Clerk and be within the rules of the State Elections Board.
2. **Gatherings for the Purpose of advertising, sales, solicitations, or the display of articles for sale.**
 - a. It is the policy of the Jackson Area Community Center that renting space for the purpose of advertising, sales, solicitation or the display of arcticles is not permitted.
3. **Fundraising Activities**
 - a. Fundraisers are only permitted on behalf of sanctioned groups or on behalf of benevolent, philanthropic, patriotic, charitable organizations.
 - b. Every charitable organization intending to conduct a fundraising activity must complete a rental form including their tax-exempt number/status and provide it to the Jackson Parks & Recreation Department at the time of application.
 - c. All fundraising rentals must have final approval by the Jackson Village Board.

BASIC RENTAL FEES: Are listed on Page #2 of the Rental Packet.

(General clean up includes take down of decorations, sweeping, mopping, disposal of trash, and the general cleaning of tables and chairs. This does not include the repair of any damages made to the building. The repair for damages will come out of the deposit made at the time of application or, in the case of Community Organizations, etc, will be billed. See "Reservation and Fees")

**JACKSON AREA COMMUNITY CENTER
RENTAL CLEAN UP/SECURITY CHECK LIST**

DATE OF EVENT: _____/_____/_____

GROUP: _____

ADDRESS: _____ CELL PHONE: (_____) _____

WE, THE UNDERSIGNED, AGREE TO THE FOLLOWING CONDITIONS:

_____ ADHERED TO RESERVATION TIMES AS LISTED ON AGREEMENT

KITCHEN

_____ FLOORS HAVE BEEN SWEEPED AND WASHED (if needed)

_____ WALLS HAVE BEEN CLEANED, NO SPLATTERED GREASE

_____ REFRIGERATORS AND FREEZERS ARE CLEANED INSIDE AND OUT

_____ STOVES, MICROWAVES, SINKS, COUNTERS AND ALL USED EQUIP. ARE CLEAN

_____ USED DISHES & UTENSILS ARE WASHED, DRIED AND PUT AWAY

_____ TABLES, CHAIRS AND RACKS ARE CLEAN AND NEATLY PUT AWAY

_____ ALL GARBAGE AND RECYCLABLES ARE PICKED UP AND PLACED IN PROPER
RECEPTACLES (dumpsters outside)

_____ ALL DOORS, WINDOWS, AND PARTITIONS CLOSED AND LOCKED

_____ PLEASE CHECK TO BE SURE EQUIPMENT THAT IS IN USE IS STILL WORKING
(FREEZERS ETC...)

ALL MEETING ROOMS

_____ ALL DECORATIONS HAVE BEEN REMOVED (no staples, tacks or use of duct tape allowed)

_____ FLOORS HAVE BEEN SWEEPED OR VACUMMED

_____ ALL USED EQUIP. IS PUT AWAY/TURNED OFF AND IN THE CONDITION IT WAS FOUND

_____ ALL GARBAGE AND RECYCLABLES ARE PICKED UP AND PLACED IN PROPER
RECEPTACLES (dumpsters outside)

TOILET FACILITIES

_____ CLEAN AND ORDERLY

SMOKING

_____ Smoking is prohibited inside the building. If guests smoke outside, the butts must be picked up.

**RENTERS PLEASE NOTE: PLEASE LIST ANY EQUIPMENT THAT IS NOT FUNCTIONING PROPERLY
OR ANY OTHER DAMAGE YOU MAY HAVE NOTICED:**

After each rental, the **Building Supervisor on duty** will inspect the area rented and check the above list. If any of the above items are not taken care of by the rental group, the JPR will provide this service. A cost of \$100.00 per hour will be charged to the individual or group that has rented the facility. The JPR will retain the deposit and bill the group and/or individual who signed for the facility. If the bill is not paid, the group or individual will not be allowed to rent the facility in the future.

Please clean up and secure the area properly to save you and the JPR any unnecessary work. Please be respectful of all equipment. Thank you for using The Jackson Area Community Center and we hope you have a successful event.

Inspected By: (Building Supervisor Signature):

Date _____/_____/_____

Deposit to be Returned: Y or N

Jackson Area Community Center

N165 W20330 Hickory Lane, Jackson, WI 53037

Jackson Jt. Parks & Recreation Department





Jackson Parks & Recreation Department
Jackson Area Community Center
 N165 W20330 Hickory Lane, Jackson, WI 53037
 Phone: (262) 677-9665

Date of Reservation : ___/___/___

Rental Agreement

- Check Here if this is a **LONG TERM**, annually renewing rental. (Note: these must be pre-approved and pre-negotiated by the Jackson Parks & Recreation Department).
- Check here if "Additional Insured Certificate" is required.

Name of Applicant (or Organization): _____

Applicant's Address (Street, City, State, Zip): _____

Phone and/or Cell Number: (_____) _____ Email: _____

Event Date: _____

Purpose of Event: _____ Is the Event a Fundraiser? Yes No

* Will any of your guests require special accommodations? Yes No

If Yes please explain: _____

* Tickets Sold or Admission Charged? Yes No (May require Village Board Approval)

* Will there be decorations? Yes No

* Will Alcoholic Beverages be Served? Yes No (May require Village Board Approval)

(Renters are allowed to serve alcohol to their guests without an additional permit as long as the alcohol is provided free of charge to guests. Alcoholic beverages are not permitted to be sold without the proper permits and licenses. A rental wishing to sell malt beverages may contract with the Jackson Park & Recreation Department to provide that service. (The Jackson Parks & Recreation Dept./Village Board reserves the right to refuse the reservation).

Estimated Number of Persons to Attend Event: _____

Rental StartTime: _____ Rental EndTime: _____

(Be sure to include setup and cleanup time to ensure return of your security deposit)

Please List The Rooms Being Rented & Rate:

Room Name		Number of hours		Room Rate	=	Total Room Cost
1. _____	X	_____	X	_____	=	_____
2. _____	X	_____	X	_____	=	_____
3. _____	X	_____	X	_____	=	_____

Black table skirts and black or white 120" round table clothes are available to rent at \$5.00 per.

SKIRTS _____ and/or # CLOTHS _____ X \$5.00 = _____

Total Rental Fees (not including \$100.00 deposit):	\$ _____
--	----------

Person Responsible for Walk Through with Building Attendant Before and After Event:

Phone: _____

Person Responsible for Cleaning after Event:

Phone: _____

ARE THERE OTHER WAYS WE CAN MAKE YOUR COMMUNITY CENTER RENTAL PERFECT FOR YOUR EVENT?

Tell us what you would like. We may or may not be able to accommodate you but we want your event to be successful. If we can't help you, we'll try to direct you to someone who can help you.

Please Circle How You Heard of the Jackson Area Community Center:

Previous Customer Activity Guide/Event/Program Facebook Newspaper None

SETUP REQUESTS: Tables, Chairs and general layout may be made at the time of reservation.

TOTAL FEES

Rental Deposit/Cleaning/Damage/Rental Reservation Time Violation: \$ _____

Rental Fee: \$ _____ Long Term Rental Fees: Monthly Bi-Annually

Additional Charges: \$ _____ Description of Additional Charges: _____

TOTAL: \$ _____

PAYMENT: Check #: _____ Cash Total: _____ Credit Below

The applicant hereby agrees to save, secure, and keep harmless the Jackson Area Community Center/Jackson Parks & Recreation Department/Village of Jackson and its officers, employees, agents, and the Village of Jackson against claims of action, liability, judgments, costs, and expenses, including attorney fees, and in all things strictly comply to the conditions of this agreement.

I certify that I have read all the **TERMS & CONDITIONS** as provided and shall accept responsibility on behalf of my group for any damage or theft sustained by the community center (i.e. premises, furniture, equipment, or supplies) because of the occupancy of said premises by our group.

Please initial after reading _____

I have read and agree with the terms and conditions of the entire contract.

Signature of responsible party: _____ Date: _____

JPR Community Center Representative: _____ Date: _____

CREDIT CARD AUTHORIZATION		Amount: \$ _____	
Name on Card (print) _____			
<input type="checkbox"/> Billing Same as above or please list			
AMEX	<input type="text"/>	<input type="text"/>	Sec. Code <input type="text"/>
VISA/MC or Discover	<input type="text"/>	<input type="text"/>	<input type="text"/>
	CVV Code <input type="text"/>	Exp. Mo. <input type="text"/>	Exp Yr. <input type="text"/>
I authorize the Jackson Jt. Parks & Recreation Dept. to charge my credit card for the above fees. If the Jackson Jt. Parks & Recreation Dept. is unable to process my payment, I will be responsible for an alternate payment arrangement.			
Signature _____		Date ____/____/____	
(A convenience fee will be added for credit cards.)			

<p>When paying with a credit card, the cardholder agrees to pay the rental fee immediately on the provided card.</p> <p>We will hold the card information on file and it will be considered and used as a security deposit.</p>
