

# JACKSON COMMUNITY CENTER



## FACILITY RENTAL PACKET

*The Jackson Community Center is made available for use by all groups through the generosity of the residents of the Village of Jackson. The Jackson 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 ensure 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.)*

**Building Supervisors and JPR Staff reserve the right to close any event, which poses a threat to the safety of the participants or the facility or violates any laws.**

### General Room Descriptions



#### GATHERING HALL

This versatile room accommodates up to 120 people and is ideal for receptions, showers, dances, classes, and meetings. It includes 12 round tables (72") with padded banquet chairs and access to a full kitchen.



#### GENERAL MEETING ROOMS

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

#### AUDITORIUM

Our auditorium offers a spacious setting with a capacity of up to 160 people, ideal for meetings, presentations, or special events. The room includes access to tables and chairs for flexible seating arrangements, along with a small kitchenette for light food service.

#### GYMNASIUM

The gymnasium features one full-size basketball and volleyball court, which can be divided into two smaller courts. It also accommodates three pickleball courts, making it a versatile space for a variety of activities.

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

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

#### General Hours of Operation:

Monday - Friday 8:00am - 8:00pm

Saturdays 8:00am - Noon

*(The building may be 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  
parkrec@villageofjacksonwi.gov**

#### FOOD SERVICE

A variety of options are available to our renters.

- Food can be prepared at home and brought into the center for rental guests, at no additional charge to the renter. 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, within the confines of the law, without an additional permit as long as the alcohol is provided free of charge to your guests. No sales permitted.
- 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 for details.

## Jackson Community Center Rental Fee Table

Priority use is as follows: 1. Jackson Parks & Recreation Programs and Events

2. Contracted Partner Groups Rentals. All other rentals will be on a first-come, first-served basis.

**NOTE:** Although every effort will be made, rental groups may be bumped to accommodate the above groups.

Building Supervisors CANNOT pencil dates in the calendar. Proof of residency required with a photo I.D. or utility bill.

**RESERVATION CANNOT BE HELD WITHOUT FORM AND PAYMENT.**

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
<b>Jackson Village Residents:</b> <i>*Must have driver's license with a Village address or current utility bill.</i>	<b>Auditorium</b> after 7:00pm \$225 <hr/> <b>Gymnasium</b> \$50 per hour <hr/> <b>Gathering Hall with Kitchen</b> \$100 <hr/> <b>All Other Rooms</b> \$60	<b>Auditorium</b> \$275 <hr/> <b>Gymnasium</b> \$100 per hour <hr/> <b>Gathering Hall with Kitchen</b> \$150 <hr/> <b>All Other Rooms</b> \$75
<b>Non - Resident Users:</b> As of 5/1/2022, Town of Jackson Residents are considered "Non-Resident" users.	<b>Auditorium</b> after 7:00pm \$275 <hr/> <b>Gymnasium</b> \$100 per hour <hr/> <b>Gathering Hall with Kitchen</b> \$150 <hr/> <b>All Other Rooms</b> \$110	<b>Auditorium</b> \$325 <hr/> <b>Gymnasium</b> \$150 per hour <hr/> <b>Gathering Hall with Kitchen</b> \$200 <hr/> <b>All Other Rooms</b> \$125
<b>Jackson Non-Profit Community Organizations:</b> <i>(Eligibility must be approved by Operations Manager)</i>	Jackson Community Organizations will be individually contracted by the JPR, at a \$20.00 per hour rate if 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. <b>*Community Group discount excludes gymnasium - full rental fees apply.</b>	
<b>Additional Hours &amp; Holidays:</b>	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. <b>*\$100.00 deposit will be automatically retained for groups coming in before their reserved time and/or staying past reservation time.</b> <b>*On Village Holidays, rentals fees will be doubled, approval based on available staff.</b>	
<b>Concessions/Catering:</b>	All concessions for resale will be administered by the JPR with profit sharing. All outside caterers for non-resale events must be approved by the JPR. (Proof of Insurance & Health Dept. Licensing required) Privately prepared food cannot be sold on or off premises.	
<b>Additional Fees:</b>	Additional fees/paperwork may apply for groups serving alcohol to their guests, requiring the use of Jackson Community Center Equipment or storage of items in our facility. Please inquire.	
<b>Equipment Charge:</b>	Volleyball Nets, Pickleball Nets, Scoreboard, Projector & Laptop - \$50 equipment charge	
<b>Special Contracted Long Term Rental Requests:</b>	All long-term rental and contracted partner group requests will be contracted on a per user basis with JPR approval and reviewed periodically by the JPR, JPR Director, Commission and Village Board.	

# **Please read the following terms and conditions of agreement carefully!**

## ***TERMS AND CONDITIONS OF JACKSON 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 and/or contact authorities if needed.*

### **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 supervisor 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 do not 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 must be cleared through the building supervisor 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.

Please initial after reading \_\_\_\_\_

### **RENTAL CONDITIONS**

1. Rental requests and dates are accepted on a **first-come, first-served 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 or put in proper receptacle.
4. You provide food, beverage service, dishes, silverware, cooking utensils, 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 service animals).
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 following the attached "Rental Cleanup/Security Checklist", which includes but is not limited to:
  - 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, mopping, vacuuming of floors in all rooms approved for your rental as needed.

Please initial after reading \_\_\_\_\_

### **RESERVATIONS, FEES, DEPOSITS & REFUNDS**

1. For any rental to be saved, including "CO" rentals, ALL FEES and A **\$100.00 deposit (separate check or cc number on file)** must accompany this application. The \$100.00 deposit is nonrefundable 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.
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 or less 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, within reason.
5. For all **LONG-TERM APPROVED RENTALS**, 60 days' notice must be given by both the Jackson Parks & Recreation Department and the Renter to terminate and/or alter the rental agreement. Each LONG-TERM AGREEMENT shall be reviewed during renewals or 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.

Please initial after reading \_\_\_\_\_

### **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 bonafide 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 a 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 Community Center that renting space for the purpose of advertising, sales, solicitation, or the display of articles for sale is not permitted.
3. **Fundraising Activities**
  - a. Fundraisers are only permitted on behalf of sanctioned groups or on behalf of benevolent, philanthropic, patriotic or 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.
  - d. Only non-profit, public service organizations, with prior approval from the Jackson Parks & Recreation Commission and Jackson Village Board, are permitted to use the facility for sales, raffles, or other fundraising activities. (Must provide a copy of raffle license.) Concession services for these groups are contracted out through the Jackson Parks & Recreation Dept. with profit sharing.

Please initial after reading \_\_\_\_\_

### **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 be the full responsibility of the renter. (Initial \$100 will come out of the deposit made at the time of application and the renter will be billed for additional costs. See "Reservation and Fees")

Please initial after reading \_\_\_\_\_

## JACKSON COMMUNITY CENTER RENTAL CLEAN UP/SECURITY CHECK LIST

DATE OF EVENT: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

GROUP: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PHONE: ( \_\_\_\_\_ ) \_\_\_\_\_

### **WE, THE UNDERSIGNED, AGREE TO THE FOLLOWING CONDITIONS:**

#### **\*GOLDEN RULE: LEAVE SPACE BETTER THAN YOU FOUND IT!**

- \_\_\_\_\_ ADHERED TO RESERVATION TIMES AS LISTED ON AGREEMENT
- \_\_\_\_\_ 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 ARE WIPED CLEAN AND UNDAMAGED
- \_\_\_\_\_ ALL GARBAGE AND RECYCLABLES ARE PICKED UP AND PLACED IN PROPER  
RECEPTACLES (dumpsters outside)
- \_\_\_\_\_ 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 or put in proper receptacles.

**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 as well as the cost for any excessive damage. 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 Community Center and we wish you a very successful event.

Signature of responsible party: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

*Inspected By: (Building Supervisor Signature): \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_*  
*Deposit to be Returned: Y or N*



The floor plan of the second floor includes the following rooms and features:

- Early Childhood** (Capacity: 60/room)
- Art Studio** (Cap. 52)
- Gathering Hall** (Cap. 153)
- Fitness Center**
- Gymnasium** (Cap. 434)
- Auditorium** (Cap. 164)
- Library**
- Dance Studio** (Cap. 81)
- Conference** (Cap. 50)
- Game Room** (Cap. 55)
- Exit #1** (located near the front/main entrance)
- Exit #2** (located near the game room)
- Exit #3** (located near the auditorium)
- Exit #4** (located near the gymnasium)
- Exit #5** (located near the early childhood room)
- Exit #6** (located near the art studio)
- Exit #7** (located near the dance studio)
- Exit #8** (located near the library)

**Jackson Parks & Recreation Department**  
**Jackson Community Center**  
N165W20330 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: Long Term Agreements 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  
(\*Fundraisers require Village Board approval & tickets sold or admission charged is not permitted.)

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

If yes, please explain: \_\_\_\_\_

\* 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: \_\_\_\_\_

\*If the rental is over 150 guests a 2nd Building Supervisor is required at a rate of \$25/hr. additional charge to renter.

Rental Start Time: \_\_\_\_\_ Rental End Time: \_\_\_\_\_

**(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.

# TABLE SKIRTS \_\_\_\_\_ and/or # TABLE CLOTHS \_\_\_\_\_ X \$5.00 = \_\_\_\_\_

Additional Equipment Charge:

☐ Volleyball Nets ☐ Pickleball Nets ☐ Scoreboard ☐ A/V(Screen/Projector/Mic) X \$50.00 = \_\_\_\_\_

**Total Rental Fees with Additional Options (not including \$100.00 deposit): \$ \_\_\_\_\_**

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

*Tell us what you would like, including setup requests. Tables, Chairs, and general layout may be made at the time of reservation. (A diagram to assist in setup needs can be provided upon request.) 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 Community Center:**

Previous Customer    Activity Guide/Event/Program    Facebook    Newspaper    Other: \_\_\_\_\_

### **TOTAL FEES**

Rental Deposit/Cleaning/Damage/Rental Reservation Time Violation: \$ \_\_\_\_\_ ☐ check ☐ cc

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 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: \_\_\_\_/\_\_\_\_/\_\_\_\_

Jackson Parks & Recreation Credit Card Authorization	
Name: _____ <small>(as it appears on card)</small>	
Address: _____	City: _____ Zip: _____
<input type="checkbox"/> Check if Billing is the same or list:	
<b>Visa/MC/Discover</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Exp. Mo/Yr. <input type="text"/> <input type="text"/> CVV Code <input type="text"/> <input type="text"/>	
<b>AMEX</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Exp. Mo/Yr. <input type="text"/> <input type="text"/> Sec. Code <input type="text"/> <input type="text"/>	
I authorize the Jackson Parks & Recreation Dept. to charge my credit card for the above fees. If the Jackson Parks & Recreation Dept. is unable to process my payment, I will be responsible for an alternate payment arrangement. I understand there may be a fee associated with credit card processing.	
Signature: _____ Date: ____/____/____	



When paying with a credit card, the cardholder agrees to pay the rental fee immediately on the provided card.

We will hold the card information on file, and it will be considered and used as a security deposit.

Please note, there is a 3% convenience fee charged for Credit Card purchases.

9/2025