

JACKSON RECREATION DEPARTMENT BUILDING USE POLICIES

1. By City ordinance, NO ALCOHOLIC beverages are allowed in City owned buildings.
2. Any function which requires a city license must be cleared through the City Clerk's Office 30 days prior to date of use.
3. Applications for building use should be submitted to the Recreation Department ten days prior to requested date.
4. Recreation Department activities maintain building use priorities with no exceptions.
5. Each group must sign the City's hold harmless agreement .
6. Groups are responsible for setting up and taking down of tables and chairs. Groups will be expected to leave the building neat and tidy after their function. If facilities are not left in good order, your groups future use of the facilities may be jeopardized.
7. Groups using the facilities are responsible for their personal properties and cannot store equipment at the facility.
8. Groups should not plan to hold meetings at the facilities on a regular basis or more than once a month.
9. Groups will be held responsible for damages to the buildings, furniture, fixtures, and equipment.
10. Each group will be charged a refundable security deposit of \$40.00

RATES (does not include staffing):

Martin Luther King Center Gym	\$75 for under 2hours
.....	\$100 for up to 6 hours
Martin Luther King Center Tony Dungy Lounge	\$40 up to 4hours
Martin Luther King Center Meeting Room	\$40 up to 4hours
Martin Luther King Center Flamingo Brown Room	\$40 up to 4hours
Boos Recreation Center Gym	\$75 for under 2hours
.....	\$100 for up to 6 hours
Boos Recreation Center Ted Lakomowski Room	\$40 up to 4hours
Boos Recreation Center Meeting Room	\$40 up to 4hours
Boos Recreation Center Multi-Purpose Room	\$40 up to 4hours
Fees for going over your arranged rental time	\$15.00 an hour

JACKSON RECREATION DEPARTMENT BUILDING USE APPLICATION

DATE _____

NAME OF ORGANIZATION _____

TYPE OF EVENT OR PROGRAM _____

NUMBER OF PERSONS EXPECTED TO ATTEND _____

BUILDING	ROOM REQUESTED	DATE REQUESTED	HOURS NEEDED	BUILDING COST	PERSONNEL COST

SERVICES NEEDED: -- No. OF CHAIRS _____ No. OF TABLES _____

KITCHEN OR KITCHENETTE _____ OTHER _____

SIGNATURE OF AGENT FOR ORGANIZATION _____

ADDRESS _____ PHONE _____ DATE _____

RENTAL FEE _____ OTHER CHARGES _____ TOTAL _____

TO BE PAID TO THE JACKSON RECREATION DEPARTMENT (161 West Michigan Avenue, 5th Floor, Jackson, Michigan 49201) ON OR BEFORE _____

DATE APPROVED _____ APPLICATION APPROVED BY _____

USE OF CITY FACILITIES
HOLD HARMLESS AGREEMENT

For and in consideration of the opportunity of being allowed to use the City of Jackson facilities as identified below, the undersigned agrees to indemnify, defend, and save the City of Jackson and its agents, officers, representatives, elected officials and employees (hereinafter "City") harmless from and against any and all liability, cost or losses resulting from any and all claims, demands, suits, actions, payments or judgments, including any and all expenses, legal or otherwise, incurred by the City in the defense of any claim or suit arising from personal injuries, death, property damage, bodily injury, or otherwise, brought or recovered against the City arising directly or indirectly by reason of any act or omission of the undersigned, the City, or any other third party present during the above referenced use of facilities. However, this provision does not indemnify for the sole negligence of the City.

Location of Facility: _____

Use Date(s): _____

Type of Use: _____

Date: _____

Signature

Type or Print Name

Witnessed By:

Signature

Date: _____

Type or Print Name