

# Jackson Community Center Rental Agreement

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The Town of Jackson will have the highest priority of the buildings' use, due to its need to provide essential town services.

All individuals, groups and organizations that are booking the hall, must pay the \$100.00 deposit at the time of booking to reserve the date and to cover any minor damages that may occur during the scheduled event. If no damages are found or additional cleaning required upon post inspection, the deposit will be returned. Everyone is subject to the \$25 "Winter" charge for events held between Nov. 1<sup>st</sup> and April 1<sup>st</sup>. Please also note the following:

- ✓ For-profit events must be approved by the Jackson Community Center Board.
- ✓ Some exceptions may apply upon Jackson Community Center Board approval.

## **1. CONTACT**

Contact the Town Office during regular office hours to schedule at 207-722-3439.

### **Town Office Hours**

Monday:	8:00 am to 1:00 pm
Tuesday:	3:00 pm to 7:00 pm
Wednesday:	CLOSED
Thursday:	12:00 pm to 5:00 pm
Friday:	8:00 am to 1:00 pm
3 <sup>rd</sup> Saturday:	8:00 am to 12:00 pm
Sunday:	CLOSED

## **2. FEES**

### **Kitchen, Dining Room & Dance Hall\***

Full Day Rental:	\$125.00 plus \$100.00 deposit
Hourly	\$25.00 plus \$100.00 deposit

\*Heat Fee of \$25.00 per day or portion thereof applies to rentals Nov 1-April 1.

### **Kitchen Only (Meeting Room Use, No Cooking)\*\***

Hourly:	
Summer:	\$5.00 per hour Mon-Thur.
Winter:	\$10.00 per hour Mon-Thur.

\*\* (no deposit, heat fee included)

## **Storage Days (Conditional Use)**

Daily Rental: \$20.00 per day, unheated

Conditions:.

- 1) Up to 6 Storage Days may be reserved in conjunction with each Full Day Rental subject to availability at the time of booking.
- 2) The Storage Days and Full Rental day or days constitute a contiguous block of days.
- 3) The entire cost is prepaid at the time of booking including the Full Rental day or days (including Heat Fee or Fees if applicable), all Storage days, and the \$100 deposit.
- 4) No extra heat is used during the storage days. The thermostat is left at the maintenance setting of 50 degrees.
- 5) The facility is maintained in a clean and orderly condition. For example, floors must be cleaned if there is any foot traffic on designated storage days. The checklist is still followed after each full day rental and at the end of the period.

### **3. TERMS**

- All individuals, groups and organizations will pay a \$100.00 deposit at the time of booking with the exception of Kitchen Only rentals. Deposits are to cover any additional cleaning required, cancellations, or minor damages to the facility. Deposit refunds will be determined after post-event facility inspection. All inspections will be performed by an inspector designated by the JCC Board. Cleaning will be charged at a rate of \$20.00/hr to be deducted from the deposit prior to refund. Decisions of the inspector are final.
- If additional storage days are not reserved, set-up and clean-up will be done on the same day as the rental/event.
- Capacity: 300 people, entire building.
- Please, no food or drinks on the dance floor.
- Deposits must be paid when booking the event to reserve the date or dates.
- All rentals and fees must be paid in full prior to picking up the keys.
- **Cancellation Policy:** If a reservation is cancelled prior to the scheduled event, 100% of the deposit will be retained by the Town.
- **ABSOLUTELY NO:**
  - Frying of food in the kitchen,**
  - or the use of Horses, Fireworks, or Bonfires.**

## **WHEN IS INSURANCE REQUIRED?**

### **Liquor Use and BYOB Events Only**

All individuals, groups, and organizations using/renting the Jackson Community Center with alcohol and/or, are holding BYOB event with liquor are required to provide the Town of Jackson with a certificate showing General Liability & Host Liquor Liability naming the Town of Jackson as “additional insured.”

- a. You may find your own insurance carrier, **or**,
- b. You may obtain your insurance through TULIP. **Tenant Users Liability Insurance Program (TULIP)** (<http://www.memun.org/rms/underwrit/cover.htm>) Contact the Town of Jackson for the Tenant User ID code.

Please note: **Minimum required liability insurance limit is \$1,000,000.**

### **B.Y.O.B. PERMIT REQUIRED (Bring your own alcohol events)**

A B.Y.O.B permit needs to be filed with the State of Maine Liquor Licensing & Inspection Division in Augusta prior to your B.Y.O.B. event. Cost is \$10 per day the function is to be held. See statute below. Print, fill out, and bring to the Town Office, or designee, for sign off.

#### **Maine Revised Statute (BYOB)**

##### 28-A §163. B.Y.O.B. FUNCTION PERMIT

1. Permit required. A person may not hold a B.Y.O.B. function unless a permit is obtained from the bureau. [ 1997, c. 373, §36 (AMD) .]

2. Application. A person must apply for a B.Y.O.B. function permit at least 24 hours prior to the proposed B.Y.O.B. function. The application must be on forms provided by the bureau and must be accompanied by a permit fee of \$10 for each day the function is to be held. The application must be signed by the B.Y.O.B. sponsor and must contain the following information:

A. Name and address of each person responsible for the B.Y.O.B. function; [1993, c. 266, §5 (NEW).]

B. The date and the beginning and ending time of the B.Y.O.B. function; [1993, c. 266, §5 (NEW).]

C. The location where the B.Y.O.B. function is to be held; [1993, c. 266, §5 (NEW).]

D. The seating capacity of the location; [1993, c. 266, §5 (NEW).]

E. Written approval of the municipal officers or a municipal official designated by the municipal officers, for the B.Y.O.B. function to be held at the location within the municipality; and [1993, c. 266, §5 (NEW).]

F. Proof that the B.Y.O.B. sponsor is at least 21 years of age. [1993, c. 266, §5 (NEW).] [ 1997, c. 373, §36 (AMD) .]

3. Charges and fees. Charges paid by the general public for admission, food, mixers or other supplies used with liquor or storage or handling of liquor that belongs to the general public are not sales or gifts.

*Here is a direct link to the State of Maine B.Y.O.B. permit application.*

[http://www.maine.gov/dafs/bablo/liquor\\_license/license\\_permit.htm](http://www.maine.gov/dafs/bablo/liquor_license/license_permit.htm)

**If the individual, group or organization hires a caterer or other entity to come in and serve alcohol, the certificate of insurance showing General Liability & Liquor Liability and naming the town as additional insured on both certificates is required.**

**ADDITIONAL RULES AND REGULATIONS**

1. You must be 21 years of age to rent the Jackson Community Center.
2. When booking the Jackson Community Center, all reservations and arrangements for use of the Jackson Community Center must be made and paid in full before receiving the key. Please make arrangements for key pick-up at Jackson Town Office. Drop key off at Jackson Town Office or to Donna Nickerson for post rental inspection. See office hours included in this handout. *(Please make checks payable to the Town of Jackson).*
3. The designated inspector will inspect the facility after the event. If there are no damages and the details on the check list have been followed to the satisfaction of the inspector, the deposit will be released and returned to the individual, group or organization.
4. The Individual, group or organization user/renter will be held responsible for seeing that the building rules and regulations are adhered to by their group.
5. Each responsible individual, group or organization is responsible for each of the following items:
  - a. Abiding by the policies governing the use of the building, including payment of property damages caused by their group or organization, including payment of fees.
  - b. All applicable items on the checklist. (Check sheet is enclosed. Check off each task as you complete it.)
6. Alcoholic beverages are not permitted without proper insurance.
7. Smoking is not permitted in the building and is prohibited within 20' of the building.
8. Each user/renter is responsible for immediately reporting ALL DAMAGES, RULE VIOLATIONS, AND DISCREPANCIES to the Town of Jackson Select Board.
9. Failure of the responsible individual, group or organization to abide by these rules and regulations may result in that individual, group or organization losing its building privileges.
10. The responsibility of enforcing the Town owned Jackson Community Center rules and regulations rest with the Town of Jackson select board.
11. *The Town shall indemnify and hold harmless the USER from claims, suits or liabilities resulting from the negligence of the Town, its officers, agents and employees. The USER shall indemnify and hold harmless the Town, its officers, agents and employees from claims suits or liabilities resulting from the negligence of the USER.*
12. *The USER shall hold harmless, indemnify and defend the Town against liabilities, expenses and losses imposed upon them as a result of the negligent actions or inactions of the USER related to its use or operation of the premises. The Town shall hold harmless, indemnify and defend the USER against liabilities, expenses and losses imposed upon them as a result of the actions or inactions of the Towns employees, officers or agents related to its ownership of the Premises. This obligation to indemnify shall not waive any defense immunity or limitation of liability, which may be available to the TOWN under the Maine Tort Claims Act pursuant to the provisions of 14 MRSA Section 8101 et seq. or any other privileges or immunities as may be provided by law.*
13. The USER shall provide the Town with all required Certificates and Permits.
14. This contract is a binding document for all purposes described above.

**Will there be alcohol? \_\_\_\_\_ YES, \_\_\_\_\_ NO.**

\_\_\_\_\_  
Signature of the Person in charge of the activity/event

Fee: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Check # \_\_\_\_\_

**Approvals (if needed)**

Approved: \_\_\_\_\_

Denied: \_\_\_\_\_

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

Reason(s) or exception(s):

Approved by (if needed)

\_\_\_\_\_  
\_\_\_\_\_

# Jackson Community Center Rental Checklist

## Instructions

1. Determine if your date is available by contacting the Jackson Town Office during office hours.
2. Schedule a rental by contacting the Jackson Town Office in person or by email, or by telephone during the following hours and at the following number:

***(207) 722-3439, or at [jacksonme@fairpoint.net](mailto:jacksonme@fairpoint.net)  
Building Emergences: Don Nickerson at 722-3373***

## **Town Office Hours**

Monday:	8:00 am to 1:00 pm
Tuesday:	3:00 pm to 7:00 pm
Wednesday:	CLOSED
Thursday:	12:00 pm to 5:00 pm
Friday:	8:00 am to 1:00 pm
3 <sup>rd</sup> Saturday:	8:00 am to 12:00 pm
Sunday:	CLOSED

3. Please utilize the following checklist when renting:

     Have you scheduled your rental, and paid your deposit? Please note that the **Cancellation Policy** can be found in the rental contract.

     Is your rental date between the dates of November 1<sup>st</sup> to April 1<sup>st</sup>? If so renters are required to pay an additional \$25.00 rental heat fee. See heating procedure later in this document.

     Will there be alcohol at your event? YES     , NO     . If so you will need liability insurance and possibly a B.Y.O.B permit. Refer to the rental agreement for details regarding alcohol policies.

     Have you made arrangements to pick up the key? When booking the Jackson Community Center, all reservations and arrangements for use of the Jackson Community Center must be made and paid in full before receiving the key. Please make arrangements for key pick-up at Jackson Town Office at 722-3439.

     When your event is over, have you properly cleaned the center per the checklist on the back of this form? If not please see deposit return regulations in the rental contract.

     Your signed and completed **Cleanup Checklist** (see over) must be returned with your key to the Jackson Town Office.

## **Winter Heat Procedure**

Turn up the thermostat in the kitchen on the left-hand wall. Open all floor vents in the dining area (along front wall of Kitchen). If heat is needed in the Dance Hall, open the cellar door next to the Dance Hall connecting doors. The light switch is on the right. Go down 3/4 of the way and open the duct by loosening the bolt, sliding the lever, and tightening the bolt. Instructions are posted near the lever. Open the ducts in the Dance Hall (one by each door) as needed. After the event, turn the thermostat down to 50° and make sure all floor vents are closed. Close the lever in the cellar stairs by reversing the process described above. Once everything is closed, check off the items on the **Cleanup Checklist**.

## **Key Pick-up & Drop-off**

*Key Pick-up:* Make arrangements to pick-up key at the Jackson Town office, after signing and delivering contract, including the payment of rental fee.

*Key Drop-off:* You may drop of your key and checklist at two locations:

1. Jackson Town Office, Moosehead Trail (RT 7)-722-3439
2. Donna Nickerson, Village Rd, Jackson-722-3373

Post Inspection will be completed after the rental, and once the key and checklist are returned.

## Jackson Community Center Cleanup Checklist

The following items should be checked after your event. It is the renter's responsibility to leave the Jackson Community Center as you found it: clean and ready for the next event. Review and check off items completed. Items marked N/A are not applicable to the designated area. Everything else should be verified and checked off. **This form must be signed below by the responsible party and be returned with the key.**

Task	Dance Hall	Dining Room	Kitchen	Ladies' Room	Men's Room	Outside
Remove all trash	___	___	___	___	___	___
Sweep floor	___	___	___	___	___	N/A
Close windows and doors including connecting doors and windows to kitchen	___	___	___	___	___	___
Wash floors and rinse*	N/A	___	___	___	___	N/A
Damp mop dance floor ONLY IF NEEDED	___	N/A	N/A	N/A	N/A	N/A
Shut off fans	___	___	___	N/A	N/A	N/A
Check toilets	N/A	N/A	N/A	___	___	N/A
Take out all rugs and shake	___	___	N/A	N/A	N/A	N/A
Wash tables and return tables and chairs as you found them**	N/A	___	N/A	N/A	N/A	N/A
Wash all dishes and put away	N/A	N/A	___	N/A	N/A	N/A
Wash kitchen counters and table	N/A	N/A	___	N/A	N/A	N/A
Leave all dish towels	N/A	N/A	___	N/A	N/A	N/A
Turn heat down to 50° and close all floor registers (see <b>Winter Heat Procedure</b> )	___	___	___	N/A	N/A	N/A
Turn off all lights	___	___	___	___	___	___
Lock exterior doors	___	___	N/A	N/A	N/A	___

\*Mops, supplies, and equipment are in the kitchen closet.

\*\*Please be careful with tables and chairs. Do not slide or scrape them over the floors.

**Do NOT drag tables or chairs!** Thanks.

**If you have a building problem or emergency and the town office is closed please call Don Nickerson at 722-3373**

I affirm that the items checked above have been completed and verified by me.

\_\_\_\_\_  
(Signature of responsible party.)