

JACKSON COUNTY

RENTAL GUIDELINES & CONTRACT

CHAMBER OF COMMERCE ANNEX MEETING ROOM

IT IS THE RESPONSIBILITY OF THE RENTER TO PICK UP THE KEYS AT THE EXTENSION OFFICE DURING REGULAR BUSINESS HOURS:

MONDAY – WEDNESDAY 8:00 A.M – 5:00 P.M. CLOSED 1:00-1:30P.M.

THURSDAY 8:00 A.M.-5:30 P.M. CLOSED 1:00-1:30P.M.

FRIDAY 8:00 A.M. - 1:30 P.M.

The Jackson County Chamber Annex Meeting Room is for the use of county residents with the express intent to supply a facility that is accommodating to use.

We rent the building to a **Capacity of 50 people.**

Any and all Government Elections will take precedence over scheduling of both facilities.

Certain guidelines must be followed in order to rent these facilities. Your cooperation in abiding by these guidelines will greatly assist in proper administration of these facilities.

For availability or rental information contact the
Texas AgriLIFE Extension Office, 411 N. Wells, Room 111, Edna, Texas 77957
Telephone Number: (361) 782-3312
For after hour emergencies you can reach Maintenance Supervisor Bruce Airhart @ 361-782-1830

CHAMBER RENTAL FEES AND SECURITY DEPOSIT:

	<u>DEPOSIT</u>	<u>RENT</u>
1. Personal/Profit Making	\$ 75.00	\$ 65.00
Personal/Profit Making (for each additional day before or after rental day)	\$0	\$32.50
2. Non-Profit Entities	\$ 25.00/yr	\$ 20.00
3. Exempt	\$ 25.00/yr	EXEMPT
4. Jackson County Departments	EXEMPT	EXEMPT

The Deposit must be paid within 72 hours of making the reservation. The Rental fee is due on or before time of key pick up. Payment shall be made to the Jackson County Treasurer.

To qualify for non-profit, exempt status, a **501C3** certification or a **Non-Profit Status** from the Jackson County Commissioner's Court is required to be on file in the Extension Office.

Annual deposits will roll-over to the next year unless it is deemed necessary by the Commissioner's Court that the deposit has to be retained for violating the contract agreement.

REFUND OF DEPOSITS will be conditional upon receipt of key and inspection of facilities. All deposits will be sent to the County Treasurers Office and deposited into the County Funds. Refund reimbursement will be approved by Commissioner's Court.

CANCELLATIONS: Must be made forty-eight (48) hours in advance, otherwise rent will be charged as per contract.

IF ALCOHOL IS AVAILABLE, one (1) licensed, uniformed, certified police officer or security guard **MUST** be provided by the user, at the user's expense. User must turn in the name of the

officer or security guard one week in advance of your event, to Texas AgriLIFE Extension personnel. **The officer or security guard may not be a part of the invited guests.** **RESPONSIBLE ADULTS MUST BE PRESENT AT ALL FUNCTIONS SUCH AS PARTIES, DANCES, MEETINGS, ETC. WHICH INVOLVE UNDERAGE INDIVIDUALS.**

RENTAL GUIDELINES

Normal care for furnishings and facilities will be expected. **The room must be restored to pre-meeting condition.** (If the facility is not clean upon arrival be sure and contact the Extension office immediately, 782-3312)

Decorations may not be hung from the walls or ceilings. **DO NOT** use nails, staples, tape, or other materials that may permanently mar the surfaces. Any structural damage that occurs will be your obligation to return to the original condition.

The user is responsible for setting up and arranging needed tables and chairs.

Please **DO NOT** stand on the tables. Any tables or chairs that are damaged or removed must be restored to original condition or replaced at the users expense.

Remove trash and food items. Trash bags will be provided. There is a dumpster located outside for placing such items. **If the kitchen is used, it should be left clean and all items removed from the refrigerator. RENTERS ARE EXPECTED TO:**

- Dust mop floors, clean up any spills, clear off tables and wipe off tables and chairs
- TURN OFF Air conditioning/heating switches and all light switches when leaving
- LOCK and secure all doors
- REVIEW the outside of the facility for trash
- SECURITY is the responsibility of the user

Any damage or loss caused to the facility or equipment is the responsibility of the user and the County **must** be reimbursed for any such expense. Failure to return the room to its original condition, including floors and walls, may result in loss of deposit and refusal for future usage.

Restrooms are not wheelchair accessible.

SECURITY LIABILITY

Failure of the following infractions will decrease your deposit refund.

1. Failure to lock and secure the Chamber building, \$15.00
2. Failure to **return the key later than 24 hours after the event** (or immediately the first business day following the event) \$20.00/day.
3. Failure to turn off air conditioning and/or lighting, \$15.00/day
4. Failure to remove trash, \$25.00

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I, _____ HEREBY ACKNOWLEDGE THAT I HAVE READ THIS AGREEMENT IN ITS ENTIRETY AND WILL ABIDE BY ALL PROVISIONS HEREOF.

I HAVE REQUESTED THE CHAMBER OF COMMERCE BUILDING TO BE RESERVED FOR THE DATE(S) OF _____ FOR USE DURING THE HOURS OF: _____

6:00 AM ON THE DAY OF THE RENTAL UNTIL 1:00AM IN THE MORNING.

***** YOU MUST BE OUT OF THE BUILDING BY 1:00AM*****

\$75.00 Deposit Paid: _____

\$65.00 Rent Paid: _____

\$32.50 Extra Day: _____

Non-Profit Rates Paid: _____

SIGNATURE OF RESPONSIBLE PARTY

Name of Organization (if applicable)

Address

City

State

Zip

Telephone Number

Alternate Phone Number

If there is to be alcohol served or brought on the premises, you must have at least 1 Security Officer.

Security Officer: Contact Name _____

Phone # _____