

JACKSON COUNTY

RENTAL GUIDELINES & CONTRACT

SERVICES BUILDING AUDITORIUM

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 Services Buildings is for the use of county residents with the express intent to supply a facility that is accommodating to use. **Maximum Capacity is 400 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

SERVICE BUILDING RENTAL FEES AND SECURITY DEPOSIT:

	<u>Deposit</u>	<u>Rental Fee</u>
1. Personal/Profit Making	\$100.00 per use	\$350.00
Personal/Profit Making (for each additional day before or after rental day)	\$0	\$175.00
2. Non-Profit Entities (must provide a 501 (c) (3)	\$100.00 yearly	\$100.00
3. Exempt-Federal/State/County Departments	\$75.00 yearly	\$75.00
4. Jackson County Departments	EXEMPT	EXEMPT

The Security Deposit must be paid within 72 hours of making the reservation.

The Auditorium Rental Fee is due on or before time of key pickup.

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.

THE HALLWAY OFF THE KITCHEN IS AVAILABLE ONLY FOR A SERVING LINE.

At no time should it be used as a play area.

CANCELLATIONS: Must be made 30 days prior to the date reserved to receive full refund.

Cancellations made 14 days prior to rental date will receive refund of one-half of rental fee.

NO REFUND WILL BE GIVEN TO CANCELLATIONS MADE LESS THAN 14 DAYS OF RENTAL DATE.

IF ALCOHOL IS AVAILABLE, two (2) licensed, uniformed certified police officers or security guards **MUST** be provided by the user, at the user's expense. One guard must patrol inside the facility and one must patrol the exterior of the facility at all times. User must turn in

names of officers or security guards one week in advance of your event, to The Texas AgriLIFE Extension personnel. **Officers or Security Guards may not be a part of the invited guests.**

RESPONSIBLE ADULTS MUST BE PRESENT AT ALL FUNCTIONS, SUCH AS PARTIES, DANCES, MEETINGS, ETC. THAT 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)

SET UP: If desired, Jackson County will set up tables and chairs. The renter must provide a set up arrangement 24 hours or more prior to the rental date. The fee will be \$75.00 for this service.

BREAK DOWN: If desired, Jackson County will break down tables and chairs. There is a fee of \$75.00 for this service. This break down service includes the following: County staff will remove tables and chairs, sweep, and mop the facility. You are responsible for cleaning off tables, spot mopping of spills, removing all food and putting all trash in dumpster provided in the rear parking lot of the auditorium. Trash bags will be provided.

Unless a set up fee has been paid, 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.

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. **ABSOLUTELY NO CONFETTI OR FLOWER PETALS OF ANY KIND WILL BE ALLOWED TO BE SCATTERED ON THE FLOOR.**

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**
- **STACK CHAIRS ON STANDS (9 PER STAND); LEAVE TABLES**
- **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.**
- **CLEAN KITCHEN (refrigerator, stove, counter tops, floor, etc)**
- **No DRINKS on the Dance Floor**

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.

A key to the building may be picked up at the Extension office the day of or the day before the rental day. **KEYS MUST BE RETURNED TO THE EXTENSION OFFICE IMMEDIATELY!** If usage is complete before 5:00 p.m. weekdays the key should be returned to the Extension Office before closing, otherwise it should be returned the morning of the following business day

SECURITY LIABILITY

Failure of the following infractions will **decrease your deposit refund**.

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

6:00AM ON THE DAY OF THE RENTAL UNTIL 1:00AM IN THE MORNING.
YOU MUST BE OUT OF THE BUILDING BY 1:00AM

County of Jackson **Auditorium/Services Building** **Facility Inspection Guidelines**

Thank you for renting the Auditorium/Services Building. Below are the inspection guidelines of the facility we use to determine the amount of refund returned or refund denied. If refund is decreased or denied, you will find the reason(s) marked below. We appreciate your business and look forward to helping you in the future. Refunds are refunded within 30 days of the rental date.

Full Refund

YES/NO	DESCRIPTION	Amount Refunded/ Forfeited
	Facility was restored to pre-meeting condition; nothing was found to be damaged or misused-full refund requested	\$100.00

Refund Decrease or Refund Denied

YES/NO	DESCRIPTION	Amount Forfeited
	Were all doors locked and the building secure?	\$25.00
	Was key returned no more than 24 hours after event?	\$25.00/day
	Was the air conditioning/heater turned off?	\$25.00/day
	Was all lighting turned off?	\$25.00/day
	Was all trash removed from building?	\$50.00
	Were all chairs stacked up on chair stands? (9 per stand)	\$25.00
	Was the kitchen cleaned?	\$25.00
	Did the floors get cleaned of any spills and dust mopped?	\$25.00
	Were decorations taped, hung, stapled or nailed to walls or ceilings?	\$100.00
	Were flower petals or confetti present?	\$100.00

Thank you for your business! If you have any questions, please feel free to contact us at the Texas AgriLIFE Extension Office, (361) 782-3312.

CONTRACT

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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.

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

I HAVE REQUESTED THE SERVICES BUILDING AUDITORIUM TO BE RESERVED FOR THE DATE(S) OF: _____ FOR USE DURING THE HOURS OF: _____ 6:00AM ON THE DAY OF THE RENTAL UNTIL 1:00 AM IN THE MORNING. YOU MUST BE OUT OF THE BUILDING BY 1:00AM

Mail or bring payments to:
Jackson County Extension Office
411 N. Wells Room 111
Edna, TX 77957
Make checks payable to:
Jackson County Treasurer

SIGNATURE OF RESPONSIBLE PARTY

Name of Organization (if applicable)

\$100.00 Dep. Paid: _____

\$350.00 Rent Paid: _____

\$75.00 Set Up Fee Paid: _____

\$75.00 Break Down Fee Paid: _____

\$175.00 Extra Day Fee Paid: _____

Non-Profit Rates Paid: _____

Address

City State Zip

Telephone

Alternate Telephone

If there is to be alcohol served or brought on the premises, you must have at least 2 Security Officers.

Security Officer: Contact Name _____

Phone # _____

Security Officer: Contact Name _____

Phone # _____