

CITY OF JAL  
COMMUNITY CENTER-RENTAL RESPONSIBILITIES



**1. Reservation Rules:**

- A. Must be 21 years of age and provide proof of residency to reserve facility.
- B. Must have security for dances.
- C. A copy of liability insurance may be required for some activities.
- D. ALCOHOLIC BEVERAGES, ILLEGAL DRUGS, WEAPONS AND SMOKING ARE PROHIBITED IN THE COMMUNITY CENTER.**
- E. Activities for minors shall be sponsored by an adult and properly chaperoned.
- F. The City of Jal reserves the right to inspect the premises during an activity.
- G. The rental group may begin set-up at 7:00 am and all activities shall cease and clean-up must be completed by 2:00 am. Pick-up key at the Jal PD between 7:00 am- 3:00 pm.
- H. City property shall not be removed from building or premises.
- I. The City of Jal is not responsible for items left on the premises.
- J. Damage restitution may be required as a result of damage to any City property.
- K. In case of an emergency that affects your rental please contact the City as soon as possible.
- L. Application must be submitted not less than 21 days in advance of the desired reservation date for rentals outside normal operating hours.
- M. Violations of any of these rules may result in the termination of the rental.

**2. Deposits and Fees:**

- A. A reservation fee of \$50.00 must be submitted with application.  
Does not apply to city sponsored rentals.
- B. No refund of fees will be made for cancellations less than 14 days prior to the reserved date. Checks are payable to the City of Jal.
- C. A security/damage deposit of \$150.00 will be required and will be returned if the responsible party complies with the requirements for equipment storage and clean-up, is out by the agreed upon time, and no damage occurs. Applicant accepts responsibility for damage/loss of City property as a result of facility use.

**3. Room Set Up:**

- A. Rental groups are responsible for their own table and chair setup arrangements.
- B. Tables and chairs are not to be dragged across the floor.
- \*\* NOTHING IS ALLOWED TO BE HUNG FROM THE CEILING.\*\*

**4. Take Down:**

- A. All (10) original tables and (60) chairs should be placed back in the original setup-chairs on top of the tables. The extra tables and chairs are to be taken down and placed in the designated storage area.
- B. Chairs are to be stacked or placed in chair dollies.
- C. Tables are to be leaned on their side neatly against the wall or stacked on table caddies (No more than 8 per caddy). (Do not allow children to play on caddies.)

**5. Clean Up:** Supplies will **NOT** be provided.

- A. Rental groups are required to clean room(s) after use which includes:
  - \*Table tops, counter tops, chairs, and appliances must be wiped down
  - \*Doors, mirrors, toilets, walls, etc. should be wiped down/cleaned.
- C. Clean floor – sweep and mop as necessary.
- D. Deposit trash bags in the dumpster and insert new bags.
- E. Remove all decorations including tape and string.
- F. Clean outside premises of any trash.

**CITY OF JAL**  
**COMMUNITY CENTER RENTAL AGREEMENT**



I, undersigned, do hereby apply for the use of Community Center on \_\_\_\_\_, 20\_\_\_\_

from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm.

Estimated participants: (#) \_\_\_\_\_

Intended Use: \_\_\_\_\_

Name of Individual/Organization/Group \_\_\_\_\_

**RULES APPLICABLE TO ALL USERS**

1. Must be 21 years of age and provide proof of residency to reserve facility. Initial \_\_\_\_\_
2. Security must be provided for dances. Initial \_\_\_\_\_
3. A copy of liability insurance may be required for some activities.
4. No refunds for cancellations less than 14 days prior to the reserved date. Initial \_\_\_\_\_
5. Alcohol, illegal drugs and weapons are prohibited. Initial \_\_\_\_\_
6. Smoking only permitted in outdoor facilities. Initial \_\_\_\_\_
7. Activities for minors shall be sponsored by an adult and shall be properly chaperoned. Initial \_\_\_\_\_
8. The City of Jal reserves the right to inspect the premises during an activity. Initial \_\_\_\_\_
9. May begin set-up at 7:00am and all activities shall cease and clean-up must be completed by 2:00am. Initial \_\_\_\_\_
10. NO CLEANING SUPPLIES PROVIDED. Initial \_\_\_\_\_
11. A \$150.00 security deposit is due the day of the rental. Initial \_\_\_\_\_
12. Security Deposit Checks will be held for 1 month following the rental date then Destroyed. Initial \_\_\_\_\_
13. City property shall not be removed from building or premises. Initial \_\_\_\_\_
14. The City of Jal is not responsible for items left on the premises. Initial \_\_\_\_\_
15. Damage restitution may be required as a result of damage to any City Property. Initial \_\_\_\_\_
16. In case of an emergency you may call (name & #) \_\_\_\_\_
17. I, undersigned, am responsible for any guest/attendees. Initial \_\_\_\_\_
18. Other (specify): \_\_\_\_\_

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

Address: \_\_\_\_\_ City Zip: \_\_\_\_\_

Telephones: Home: (\_\_\_\_\_) \_\_\_\_\_, Cell: (\_\_\_\_\_) \_\_\_\_\_

**Total Due:** \$50.00      Paid by: Cash  Check (ck# \_\_\_\_\_)

**Deposit Amount:** \$150.00      Check # \_\_\_\_\_      Rental booked by \_\_\_\_\_ (Staff Initials)

**RISK ACKNOWLEDGEMENT/HOLD HARMLESS:**

**I, the undersigned, acknowledge that I am aware of and understand the potential risks associated with being the responsible party for any and all activities conducted during this facility reservation. I and/or the organization being represented further agree that I/we shall indemnify and hold harmless the City of Jal, its officials, employees, agents and assigns from and against any and all claims, damages, losses, actions, liabilities and expenses, including but not limited to reasonable attorney's fees, arising from or in connection with the undersigned's access to and use of the reserved facility.**

**I understand the stipulations of this reservation and agree to abide by all facility rules and policies. I have received a copy of the "Rental Responsibilities", "Check List", "Table Placement Guide" and have been advised of the fees.**

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

Organization (If Applicable): \_\_\_\_\_



## COMMUNITY CENTER RENTAL CHECKLIST

(Areas below will be inspected)

### KITCHEN

- |              |                |                          |
|--------------|----------------|--------------------------|
| Sink         | (Fregadero)    | <input type="checkbox"/> |
| Oven         | (Horno)        | <input type="checkbox"/> |
| Refrigerator | (Refrigerador) | <input type="checkbox"/> |
| Counters     | (Contadores)   | <input type="checkbox"/> |
| Cabinets     | (Gabinetes)    | <input type="checkbox"/> |
| Sweep        | (Barrido)      | <input type="checkbox"/> |
| Mop          | (Aljofifar)    | <input type="checkbox"/> |
| Trash        | (Basura)       | <input type="checkbox"/> |
| Microwave    | (Microoorda)   | <input type="checkbox"/> |

### BATHROOMS

- |             |             |                          |
|-------------|-------------|--------------------------|
| Toilets     | (Tocadores) | <input type="checkbox"/> |
| Mirrors     | (Espejos)   | <input type="checkbox"/> |
| Check Walls |             |                          |
| Trash       | (Basura)    | <input type="checkbox"/> |
| Sweep       | (Barrido)   | <input type="checkbox"/> |
| Mop         | (Aljofifar) | <input type="checkbox"/> |

### DINING AREA

- |              |                     |                          |
|--------------|---------------------|--------------------------|
| Chairs       | (Sillas)            | <input type="checkbox"/> |
| Tables       | (Tablas)            | <input type="checkbox"/> |
| Glass Door   | (Puerta de cristal) | <input type="checkbox"/> |
| Sweep        | (Barrido)           | <input type="checkbox"/> |
| Mop          | (Aljofifar)         | <input type="checkbox"/> |
| Furniture    |                     |                          |
| Sofa         | (Asiento)           | <input type="checkbox"/> |
| Love Seat    | (Asiento del amor)  | <input type="checkbox"/> |
| Coffee Table | (Table de café)     | <input type="checkbox"/> |
| End Tables   | (Table del extreme) | <input type="checkbox"/> |

### OUTSIDE

- |             |                   |                          |
|-------------|-------------------|--------------------------|
| Parking Lot | (Estacionamiento) | <input type="checkbox"/> |
| Gated Area  | (Dentro puertas)  | <input type="checkbox"/> |

Check inside all of the tables and inside the sofas. Remove any decorations or trash, etc. from the window ledges

**\*\*\*\*\* INDIVIDUALS MUST PROVIDE ALL CLEANING SUPPLIES \*\*\*\*\***

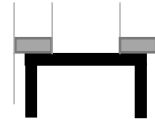
**\*\*\*\*\* (LOS INDIVIDUOS PROPORCIONO TODAS LAS FUENTES DE LA LIMPIEZA) \*\*\*\*\***

**CITY OF JAL COMMUNITY CENTER RENTAL  
TABLE PLACEMENT GUIDE**

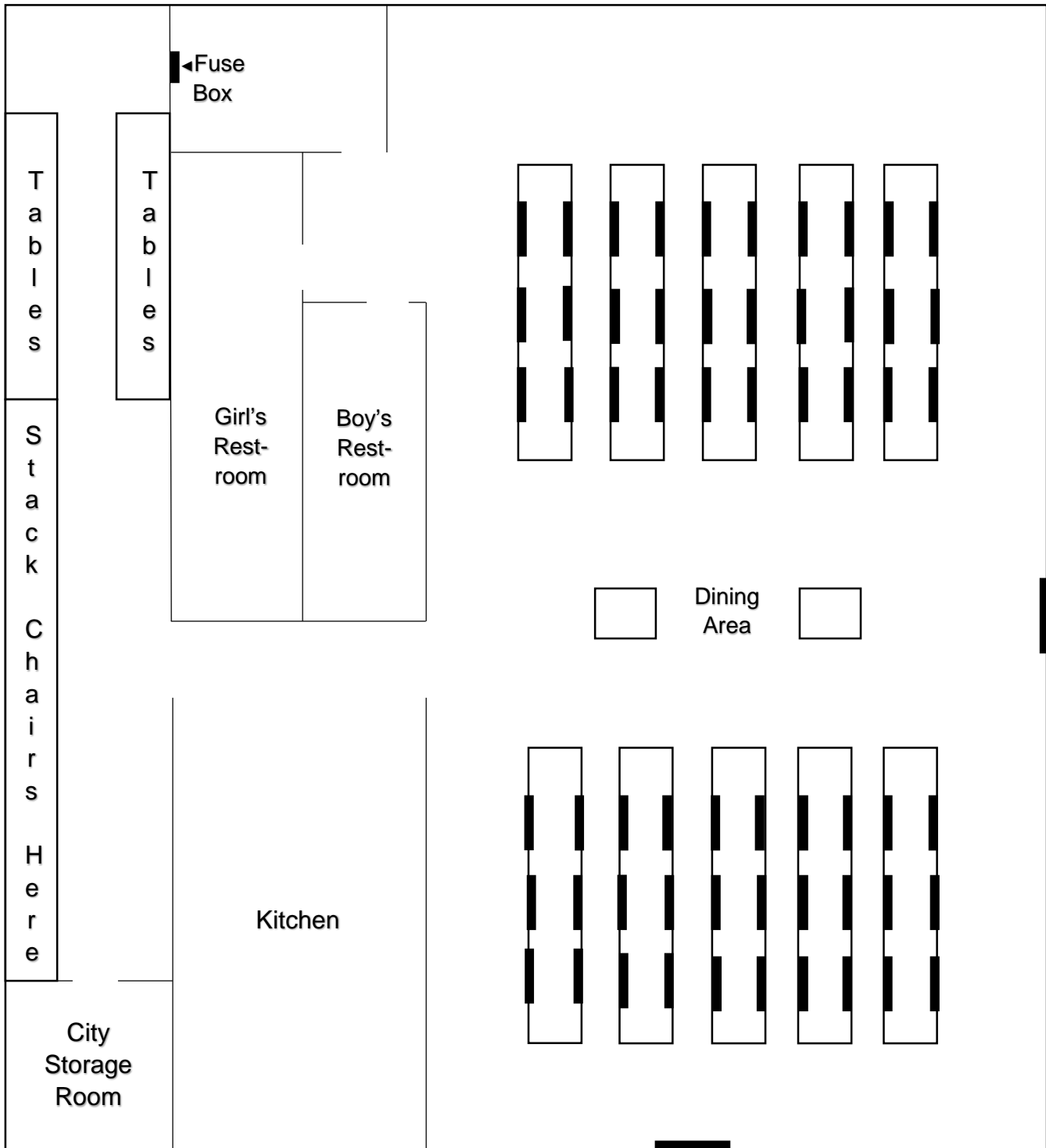


Leave no more than 10 chairs on each roller/caddy.  
Leave no more than 8 tables on each roller/caddy.

Place chairs on table ▶



There should be a total of 10 tables and 60 chairs left out.



Gated Area

Parking Lot