

Rental Agreement
Dr. Charles H. Garrett Community Center

THIS AGREEMENT, made this DD day of MONTH, YYYY,
between **THE JACKSON PARISH POLICE JURY**, *Lessor*, hereinafter referred to as

DR. CHARLES H. GARRETT COMMUNITY CENTER

And

FIRST LAST NAME/ORGANIZATION

As *Permittee*, whose address is STREET ; CITY, STATE ZIP CODE .
and whose telephone number is (XXX) XXX - XXXX , For and in consideration of the
\$ 000.00 the **Dr. Charles H. Garrett Community Center** grants to the Permittee
the use of the following facilities located at 182 Industrial Drive; Jonesboro, LA 71251:

■ Community Room with Kitchen

RENTAL FEE & SECURITY DEPOSITS PAID:

RENTAL:	<u>\$ 000.00</u>
BASIC SECURITY DEPOSIT:	<u>\$ 000.00</u>
ALCOHOL SECURITY DEPOSIT:	<u>\$ 000.00</u>
TOTAL:	<u>\$ 000.00</u>

DATE OF EVENT: DAY, MONTH, DD, YYYY .

TIME OF EVENT: 00:00 AM/PM (Access 7:30 am) .

TYPE OF EVENT: _____ .

If event is to be catered,
please complete the
following:

List of Local Caterers

Caterer's Name: _____ .

Caterer's Mailing Address: _____ .

City, State, Zip Code: _____ .

Telephone Number: _____ .

The Community Center will be available for access no earlier than 7:30 AM.

All events must end by 12:00 AM. Nothing can be temporarily attached to walls or ceiling.

IN WITNESS WHEREOF the parties have affixed their signatures as follows:

Permittee: _____ **Community Center:** _____

By: _____ ✓ **By:** _____

Date: _____ **Date:** _____

THIS CONTRACT IS VOID UNLESS PAYMENT OF ALL
APPLICABLE FEES AND DEPOSITS IS MADE WHEN SIGNED.

EVENT DATE REQUESTED: DAY, MONTH DD, YYYY TIME: 00:00 AM/PM .

Notice: Original rental contract and all fees and security deposits must be returned and paid before date requested is reserved.

Dr. Charles H. Garrett Community Center
(Located at 182 Industrial Drive)

500 East Court Street Room 301

Jonesboro, LA 71251

(318) 259-2361

(318) 259-5660 Fax

E-Mail: Jacksonparishpolicejury.org

WITNESSETH

For and in consideration of the sum hereinafter specified, the **DR. CHARLES H. GARRETT COMMUNITY CENTER** grants to the Permittee the use of the following facilities:

■Community Room with Kitchen

The permittee agrees to pay to the Jackson Parish Police Jury as rent for the

DR. CHARLES H. GARRETT COMMUNITY CENTER the following:

Rent (\$ 350.00) + Setup (\$ 60.00) + Deposit (\$ 300.00) + Alcohol (\$ 200.00).

1. The rental includes the established electric lights, heat and water needed for presentation of attraction. Air conditioning equipment will be operated if conditions warrant its use. Mechanical defects and temperature may prohibit the operation of such equipment.
2. The janitorial staff of the Dr. Charles H. Garrett Community Center will clean the facilities before and after use, and will be available at the Dr. Charles H. Garrett Community Center during your event.
3. The rental does not include stage hands, ticket sellers, special police, doormen, porters, license fees, taxes on food, admission, etc.
4. The Dr. Charles H. Garrett Community Center reserves the right to cancel any booking if a local, state or federal emergency has been declared. The Permittee's only recourse in this event shall be refunding of the rental deposit and fees.
5. The right is also reserved to protect other bookings.
6. No decorations shall be placed in or on buildings, walls, or corridors, nor shall any advertising be supported by nails, tacks, screws or pressure-sensitive tape on walls or woodwork without the written approval of the Jackson Parish Police Jury. All decorations shall be of non-flammable material and shall conform to the regulations of the Jonesboro Fire Department and all applicable ordinances of the city.

7. Responsible representatives of the Jackson Parish Police Jury, the custodial staff of the buildings, watchmen and maintenance crews of the Jackson Parish Police Jury shall have free access at all times to all space occupied by the Permittee.
8. The Dr. Charles H. Garrett Community Center nor the Jackson Parish Police Jury shall not be responsible for any loss or damage to machinery, equipment, paraphernalia, costumes, clothing, scenery, trunks, exhibit materials, musical instruments or cases for same, or any other property of the Permittee caused by theft, fire, riot, strikers, acts of God, or any other cause of whatever nature or kind.
9. The Dr. Charles H. Garrett Community Center nor the Jackson Parish Police Jury shall not be responsible for collection charges on any materials, properties or printed or advertising matter to be delivered for account of the Permittee unless arrangements are made in advance; and deposit made for any anticipated amount to be paid.
10. The Permittee shall not assign or sublet to others the space covered by this agreement without the written consent of the Jackson Parish Police Jury.
11. The Permittee shall be liable for all damage to all buildings and equipment, reasonable wear and tear excepted, and agrees to indemnify and hold the Jackson Parish Police Jury harmless from any claims or suites arising out of injury or death to any person or damage to property resulting from use of said buildings. Permittee may be required to furnish an appropriate certificate of insurance when deemed necessary by the Jackson Parish Police Jury.
12. If the use for which the Dr. Charles H. Garrett Community Center is rented is of a type that causes an increase in any insurance premium paid by the Jackson Parish Police Jury or an increase in any of the usual operating expenses of said community center paid by the parish or which makes necessary the supplying of special equipment or special utilities or other services, the Permittee shall, in addition to the payment of rentals as herein above set forth, pay all such amount of increase to the Jackson Parish Police Jury.
13. In case suite or action is instituted by Parish to enforce compliance with this agreement, Parish shall be entitled in addition to the costs and disbursements provided by statute to such additional sum in lawful money of the United States as the court may adjudge reasonable for attorney's fees to be allowed in said suit or action.
14. **CHECKS OR MONEY ORDERS SHALL BE MADE PAYABLE TO "JACKSON PARISH POLICE JURY" AND MAILED OR DELIVERED TO THE ABOVE LISTED ADDRESS ALONG WITH ALL SIGNED COPIES OF THIS RENTAL CONTRACT.**
15. The Jackson Parish Police Jury may terminate any grant or space to the Permittee if use of the property shall in any way conflict with Federal, State or Local Laws, or if the occupancy shall operate to discredit the Jackson Parish Police Jury.
16. Any misrepresentation in obtaining this permit shall be grounds for immediate cancellation of permit by the Jackson Parish Police Jury without further recourse on the part of the Permittee.
17. When facilities are reserved for dances or other events, when deemed necessary by the Jackson Parish Police Jury, organizations must provide two or more off-duty police officers. The number assigned will be determined by the Community Center Rental Agreement regulations.

18. The JACKSON PARISH POLICE JURY may at the time of the execution of this contract or subsequent thereto require that the Permittee make a deposit to indemnify the Jackson Parish Police Jury against any loss for excessive cleaning subsequent to the use of the Community Center and to cover any damage to the Community Center or the movable property located therein. The amount of the deposit, if any, to be required shall be as set by the Community Center Regulations but shall in no case exceed \$500.00. The guidelines that will be utilized by the Jackson Parish Police Jury in determining the deposit are as follows:

- A. The type of event or program to be presented;
- B. The nature of the use that will be made of Community Center and the likelihood of damage because of such use;
- C. Use that will be made of tables, chairs and other equipment in the Community Center;
- D. Use that will be made of the kitchen facilities;
- E. Length of time that the occupancy will continue;
- F. Number of people that could reasonably be expected to attend;
- G. The likelihood that alcohol beverages will be served or consumed during the presentation of the event or program of in the possession of some persons in attendance at the program or event;
- H. Whether the event or program is sponsored or conducted as a commercial event or presentation or program by a local non-profit organization or other such similar organization.

19. A TEN DAY WRITTEN NOTICE IS REQUIRED FOR REFUND OF RENTAL FEES DUE TO CANCELLATION.

20. If alcoholic beverages are to be served or consumed during an event or presentation, the Permittee must have completed the required Community Center Alcohol Permit, included with this contract. Permittee must have the alcohol permit available for inspection during the event. **Failure to be able to present the required alcohol permit, if it is evident that alcohol has been served or consumed, will result in the forfeiture of all security deposits paid.**

IN WITNESS THEREOF the parties have affixed their signatures as follows:

Permittee:
By: _____√
Date: _____

Community Center:
By: _____
Date: _____

THIS CONTRACT IS NULL AND VOID UNLESS PAYMENT OF ALL APPLICABLE FEES AND DEPOSITS HAVE BEEN PAID AND THE COMPLETED CONTRACT HAS BEEN SIGNED AND RETURNED TO THE JACKSON PARISH POLICE JURY.

MAXIMUM CAPACITY: 300 OCCUPANTS

DR. CHARLES H. GARRETT
COMMUNITY CENTER GUIDELINES

1. All reservations shall be made through the Jackson Parish Police Jury office.
2. The Dr. Charles H. Garrett Community Center can be reserved only by a bona fide permanent adult resident of Jackson Parish. If the Center is rented for any private event which will be primarily attended by minors, a list of those adults who will be supervising the event must be submitted at time of application. The information must contain person's name, mailing address and telephone number of those adults. The request shall also indicate the maximum number of minors expected to attend.

Number of minors – 1 – 25	2 Adults
Number of minors – 26 – 50	4 Adults
Number of minors – 51 – 75	8 Adults + 2 Law officers
Number of minors – 76 +	12 Adults + 2 Law officers

3. Reservations may be made in person at the Jackson Parish Police Jury Office or by telephone. If a reservation is made by telephone, all applicable deposit and rental fees must be paid in full to the Police Jury Office along with the completed contract before the date(s) requested can be reserved.
4. The renter (Permittee) is responsible for the behavior and conduct of the group, as well as being financially responsible for any breakage, damage or misuse of the building or grounds. Any damage will be assessed at the current retail value and will be determined by the Secretary-Treasurer or a designee of the jury. A refundable security deposit shall be required by all organizations and private citizens renting the Center.
5. The Jackson Parish Police Jury shall issue a permit for the serving of alcohol on the premises of the Community Center. The person renting the facility shall have the alcohol permit available for inspection by law officials and/or representatives of the Jackson Parish Police Jury.

A minimum of two (2) off duty law officers shall be required for every event for which an alcohol permit has been issued. Payment to the law officers is the responsibility of the renter. The renter agrees that, under no circumstances, shall the consumption of alcoholic beverages be allowed by persons under 21 years of age in the Community Center or on any of the parish's property.
6. The parish reserves the right to have a representative present at all times, shall have access to the entire premises, and shall prevent any use considered to violate federal, state, and/or local laws. The renter has the right to request an inspection of the Community Center with an employee of the jury before and after the use of the room.
7. The parish assumes no responsibility for property belonging to or placed by the renter on the premises. The renter shall remove all such property immediately after the end of the function.
8. The renter agrees not to depreciate or injure the building fixtures or furnishings in any manner. No nails, tacks, staples, tape, shall be placed on floors, walls, ceiling, furniture, tables, etc., of the building. The jury will provide the apparatus necessary to display banners, etc.
9. Some equipment is furnished by the parish to be utilized during your function such as P.A. system, projector, screen(s), CD/DVD player, etc., at no additional charge to the renter. The Community Center is wired to facilitate access to this equipment and internet. It is the responsibility of the renter

to provide any extension cords necessary to reach electrical outlets. It is the responsibility of the renter to provide any adapters that may be required for connecting to the Community Center equipment as well as any computer settings required to make compatible with same equipment. The renter will be responsible for fees to pay a sound technician should one be required.

10. The removal of furniture or equipment from the facility is prohibited. Decorations shall be limited to the Community Room only and shall not continue into the lobby area. The lobby area shall be utilized for entrance into and exiting from the building.
11. Blockage of any fire extinguisher cabinets, or exit doorways to the exterior of the building is strictly prohibited. The use of the lattice work to support decorations is permitted but must be positioned in such a manner that travel in, out, or within the building shall not be impaired. Minimum corridor or isle width shall be 44 inches.
12. No smoking will be allowed inside the building or within 25 feet of the facility per State Law.
13. The use of lit candles or any other open flame inside the facility is strictly prohibited by the Office of the State Fire Marshal.
14. Straw, hay or any other highly flammable materials shall not be allowed for decorations.
15. Glitter is not allowed for decorating purposes.
16. Spray painting is not allowed inside the Community Center nor on any Community Center sidewalks or parking lot.
17. The Police Jury staff must have a diagram for the room set-up at least two (2) days prior to the event.
18. If the kitchen is used by caterers or renters, it must be cleaned to its original condition.
(The Community Center is not responsible for supplying cleaning supplies or chemicals.)
19. Table cloths must be used on all tables used for food service or dining. All table covering and place settings shall be the responsibility of the caterer or renter as well as the removal of all such items.
20. Crowd control shall be maintained at all times. If crowd control threaten the safety of attendees or Community Center staff, your event may be cancelled immediately at the discretion of the authorized personnel in charge.
21. The renter agrees not to use the premises for any unlawful or immoral purposes.
22. The undersigned renter hereby agrees to hold Jackson Parish Police Jury harmless from any and all loss or damage to property or injury or death of any and all persons, and from any suites, claims, liability or demands in connection therewith, arising out of the use and occupancy of the Dr. Charles H. Garrett Community Center resulting from this application.
23. Absolutely no animals/pets allowed except visually impaired persons requiring Seeing Eye dogs.
24. All events shall end by 12:00 A.M. and all props, decorations, food, etc. shall be immediately removed.
25. Absolutely no firearms are allowed on Community Center Property.

Renter: _____√
(**First Last Name**)

Date: _____

Dr. Charles H. Garrett
Community Center

TO: All persons using the Community Center kitchen facilities

FROM: Jackson Parish Police Jury

You are responsible for:

- ▶ Clearing your dishes from tables at the end of the program
- ▶ Placing all disposable dinnerware in trash receptacles
- ▶ Clearing and wiping down all countertops of empty containers and food
- ▶ Clearing all sinks of excess food
- ▶ No food items shall be left in Community Center overnight

The Jackson Parish Police Jury will provide trash cans and can liners for your use.

Your cooperation will be greatly appreciated.

Renter: _____√
(**First Last Name**)

Date: _____

Dr. Charles H. Garrett Community Center

After Event Check List

- All food, dishes, trash, table coverings, disposable dinnerware, etc. has been removed from tables and placed in the appropriate trash receptacles.
- All decorations, posters, props, etc. have been removed from the building.
- All spills of liquids or food have been cleaned from floors or tables.
- All kitchen countertops have been cleared of food and containers and disposed of properly, and countertops have been wiped down and cleaned to the state when the building was rented.
- All food has been removed from the kitchen refrigerator and/or freezer and taken out of the building or disposed of.
- All sinks have been cleared of all food and cleaned.
- There has been no tape used to attach any objects or decorations to any walls or floors.

Renter responsible for all items above this line.

- All equipment has been turned off, (projector, p.a. system, etc.).
- Thermostats have been reset to the unoccupied building temperature. (75 degrees for summer & 68 degrees for winter).
- All lights have been turned off.
- All doors have been locked.
- A copy of this check list has been given to the renter of the building.

List below any deficiencies that have not been complied with and any defective equipment that need attention.

I the undersigned have confirmed all items above are in compliance with the Dr. Charles H. Garrett Community Center guidelines.

JPPJ Employee

Date

Return this check list to the Building Superintendant immediately following each event.

JACKSON PARISH COMMUNITY CENTER JURY
LAW ENFORCEMENT / SECURITY AGREEMENT

MANDATORY LAW ENFORCEMENT AGREEMENT FOR THE FOLLOWING EVENT:

Event at which alcohol will be present

Private Party

Public Event

Event – Entrance Fee is charged

Event primarily attended by minors

Number of minors:

Private Party

Public Event

Event – Entrance Fee is charged

**Applicable or
Not Applicable**

I, _____ the undersigned Renter, by my signature affirm that I understand that I am required to furnish security for an event scheduled to be held at the Dr. Charles H. Garrett Community Center on _____ between the hours of _____.

in accordance with the community center's guidelines. I understand that I must comply with the following:

The officer(s) must be currently employed through the Jackson Parish Sheriff's Department or a municipality within Jackson Parish.

The officer(s) must be off duty and in official uniform

The officer(s) shall be in place at the center at least one (1) hour prior to the beginning of the scheduled event at the community center

The officer(s) have authority to enter the community room for periodic inspections

The officer(s) are responsible for regularly patrolling the parking area in addition to the community room.

The officer(s) are to remain on the premise until all guests have departed the premise

The officer(s) are to be paid prior to the event.

Renter's Signature

Date

I (We), the undersigned officer(s) acknowledge that I (we) have accepted the responsibility of providing security for the above named renter of the Dr. Charles H. Garrett Community Center. We understand that the above named renter is responsible for the direct payment of our services on the day of the event at the conclusion of the event, and that the Jackson Parish Police Jury is in no way liable or responsible for the payment of my services.

Officer's Name: _____.

Officer's Signature: _____.

Officer's Name: _____.

Officer's Signature: _____.

Date of Event: _____.

Time of Service Needed: _____.

Hourly Rate of Pay: _____ Agreed Upon Contract Price: \$ _____.

(per officer) _____.

Applicable or Not Applicable

Signature of Jackson Parish Sheriff or Chief of Police Department

Date

No signature substitutions will be accepted

This form must be returned to the Jackson Parish Police Jury at least seven (7) calendar days prior to event date. Failure to comply will result in the forfeiture of the Permit Holder's right to serve alcoholic beverages and their alcohol security deposit of \$200.00

Jackson Parish Police Jury

Date

A copy of this form will be faxed to the office of the Jackson Parish Sheriff's Department or the Police Department of the respective officer.

Contact Information:

Andy Brown, Sheriff
Jackson Parish Sheriff's Office
500 E Court St., 1st Floor
Jonesboro LA 71251
(318) 259-9021

CHAPERONE LIST

NAME	ADDRESS	PHONE
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

**Applicable or
Not Applicable**

JACKSON PARISH POLICE JURY

**Courthouse Building
500 East Court Street, Room 301
Jonesboro, LA 71251-3446
Phone: (318) 259-2361
Fax: (318) 259-5660**

www.jacksonparishpolicejury.org

**Dr. Charles H. Garrett Community Center
Rental Rates/Fee Structure**

Effective February, 2013 the Police Jury adopted a policy that provides for one rental fee (only).

Rental Fee

All of Community Room with use of Kitchen \$350.00

Security Deposit

Standard (with kitchen access) \$300.00

Alcohol Deposit (additional deposit) \$200.00

Fee Summary

	<u>Rental Fee</u>	<u>Security Deposit</u>	<u>Total Cost*</u>
All of Community Room with use of Kitchen	\$350.00	\$300.00	\$650.00

*Any event at which alcohol will be present (either served by host or consumed personally by guests) please add an additional \$200.00 alcohol deposit to the total cost.

Security Deposits and Alcohol Deposits are refundable. After the event is ended and the facility has been inspected by our maintenance crew to assure compliance of regulations, an inspection report is submitted by the maintenance supervisor. A refund request (which will reflect deductions for applicable damages) is then generated and the refund (check payment) will be issued on the next Tuesday following your event.

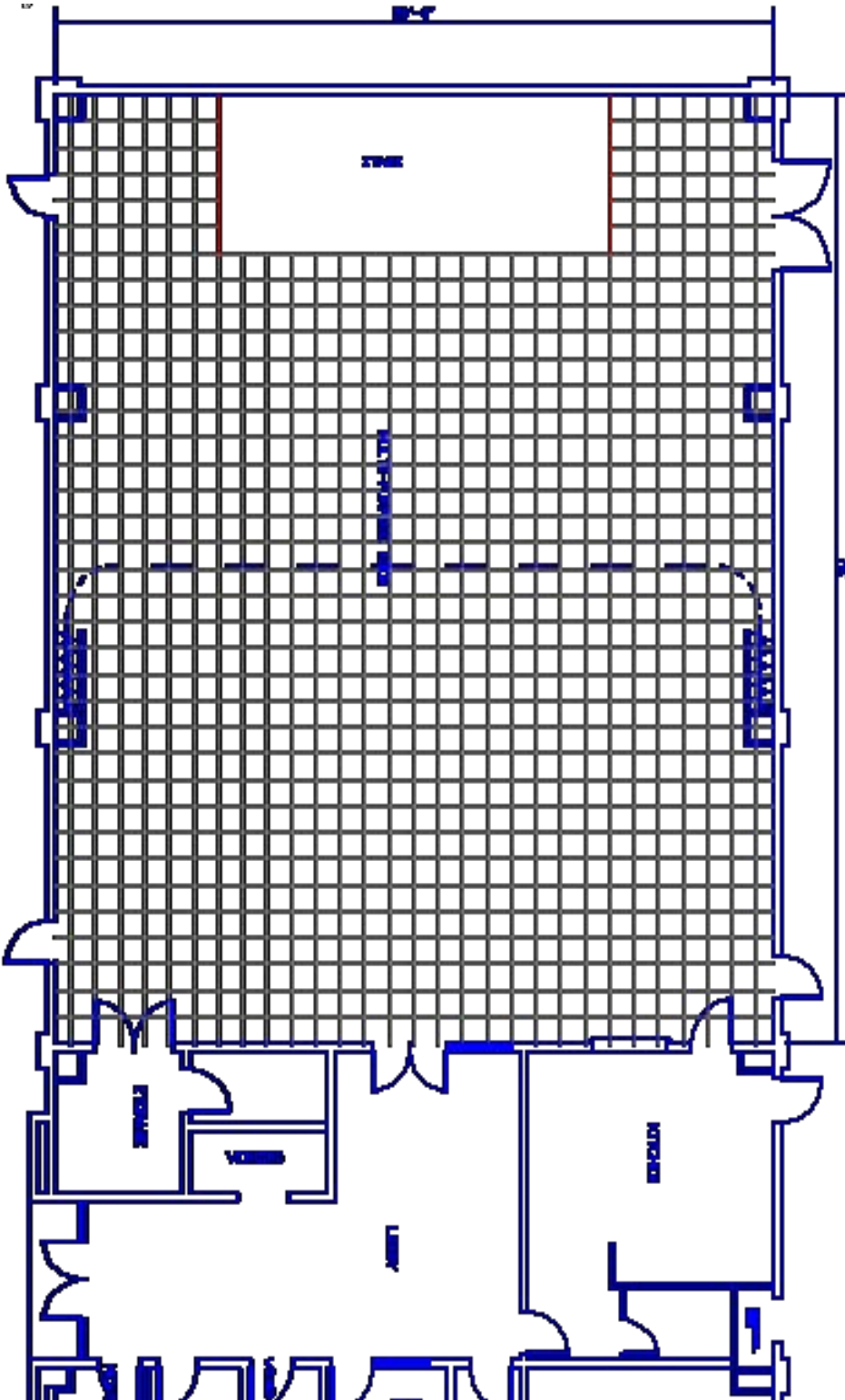
Additional time on *the day immediately prior to the event day* is allowed for prior-event decorating and setups and can be purchased at \$15.00/Hour (The minimum number of hours that can be purchased is 4 Hours or \$60.00). This refers to regular working hours (Monday thru Friday 7:30am-4:30pm) ONLY. Any request for entry into the building other than regular working hours would be subject to the daily rental fees as described in the rental fee rate above.

All events shall end at 12:00 A.M.(Midnight)

Setups and Call outs: Our maintenance crew is available to set up tables and chairs for your event.

In order to accommodate you, we ask that you please provide us with the details and instructions no later than two days prior to the event. After your event has been setup, the maintenance crew will not be called out to adjust the floor setup. Any requested changes will be made when the staff arrives for duty 30 minutes prior to the start of the event. Staff will be called out for an emergency situation only (malfunctions with air conditioning, water leaks, electrical failure, etc.). In this event, you should contact the Building Supervisor, Robert Anderson (318-533-9061).

**THE COMMUNITY CENTER MEASURES APPROXIMATELY 72'x 60'
WITH A MAXIMUM SEATING CAPACITY FOR 300**



**TABLE SIZES AVAILABLE
FOR YOUR USE ARE:**

8 x 2-1/2 FT (RECTANGLE)

6 x 2-1/2 FT (RECTANGLE)

60 INCH ROUND

Stage Measurements:

32Ft(L) x 12Ft(W) x 16In(H)

**CONTACT
INFORMATION:**

Maintenance

Robert "Bubba" Anderson

(318) 259-2361 (Ext 206)

(318) 533-9061 (Cell)

Office

Bonnie Paggett

(318) 259-2361 (Ext 201)

(318) 259-5660 (Fax)

bpaggett@jacksonparishpolicejury.org

Gina Thomas

(318) 259-2361 (Ext 203)

Setups and Call outs: Our maintenance crew is available to set up tables and chairs for your event.

In order to accommodate you, we ask that you please provide us with the details and instructions no later than two days prior to the event. After your event has been setup, the maintenance crew will not be called out to adjust the floor setup. Any requested changes will be made when the staff arrives for duty 30 minutes prior to the start of the event. Staff will be called out for an emergency situation only (malfunctions with air conditioning, water leaks, electrical failure, etc.). In this event, you should contact the Building Supervisor—Robert Anderson (318-533-9061).

COMMUNITY CENTER FLOOR LAYOUT

NAME:

EVENT TYPE:

DATE:

EVENT TIME:

ACCESS TIME:

SEATING CAPACITY:

MAXIMUM - 300

LOBBY:

FOOD SERVICE:

RECEPTION HALL:

STAGE:

EQUIPMENT:

Contact(s)

First Last Name

Phone (xxx) xxx-xxxx

Refund deposit to:

First Last Name

Street Address

City, State Zip

Ph: (xxx) xxx-xxxx

THE COMMUNITY CENTER MEASURES APPROXIMATELY 72'x 60'
MAXIMUM SEATING CAPACITY FOR 300 Stage Measurements: 32Ft (L) x 12Ft (W) x 16In (H)
Table Sizes Available: 8 x 2-1/2 FT (RECTANGLE); 6 x 2-1/2 FT (RECTANGLE); 60 INCH (ROUND)

