



Town of Jonesboro Facility Rental Agreement

This facility rental agreement (“Agreement”) made and entered into as of the date last set forth below, by and between the Town of Jonesboro and

_____ (“Renter”).

WHEREAS, renter desires to rent the facility from the Town of Jonesboro on the terms and conditions set forth herein and the Town of Jonesboro is willing to rent the facilities on such terms and conditions.

NOW, THEREFORE, in consideration of the mutual promises set forth herein, and other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the parties agree as set forth below.

1. Facilities, Event and Date

The Town of Jonesboro shall make the _____, (“Facility”), available for purposes of _____, (“Event”), to Renter. Upon execution of the Agreement and payment of the required deposit, the Town of Jonesboro shall make Facility reserved for Renter on:

Date(s): _____

Time(s): _____

2. Deposits and Rental Fee

Deposits and Rental Fees are due at the time of booking. Deposits are refunded upon completion of the Agreement and return of Facility’s keys. The deposit and rental fee schedule are as follows:

McDonald Memorial Recreational Center - \$100 deposit, \$100 per day rental fee;

Town Hall Community Room - \$50 deposit, \$75 per day rental fee.

3. Cancellations

Should Renter choose to cancel Event, the deposit becomes non-refundable. The Town of Jonesboro is not responsible for events not being held due to uncontrollable circumstances or acts of God. However, Renter may, within one (1) business day prior to Event, reschedule Event’s date within one year, using the same deposit. Cancellations and rescheduled events must be documented in writing. Events needing rescheduling must occur at least one (1) business day prior to the stated date and times.

4. Liability

The Town of Jonesboro shall not be liable for any claim, incident, or report, directly or indirectly, resulting from violation of the Rules set forth in this Agreement. Renter assumes all liability resulting from negligence of this Agreement. Renter assumes the liability for all other claims, incidents, and reports, including accidental injuries, except those directly found to be resulting from the gross negligence of the Town of Jonesboro. The Town of Jonesboro is not liable for uncontrollable circumstances or acts of God. Renter assumes all liability of Renter’s guests.

Rules

5. Use of Property

Rental of the facility includes the use of the entire room/center, kitchen, restrooms, outside porch areas and parking lot.

- a. No events may take place or are allowed to be set up on the lawn area or parking lot, except with written approval within this Agreement or any amendment to this Agreement.
- b. Use of the property is available from 6:00 am to 11:30 pm. All festivities including amplified music must conclude no later than 11:00 pm, or 9:00 pm for amplified music that exceeds the facility.
- c. Facility should never exceed maximum capacity.

6. Use of Kitchen

All cooking shall take place within the kitchen area OR must be self-contained with hot boxes OR have the ability to cook within self-contained kitchen-trailers. Kitchen-trailers are permitted to prepare meals while parked in the parking lot. Cooking is not allowed on the porch area or on the lawn. The use of propane heaters is prohibited on the property. Renter is liable for all actions or inactions taken by their caterer of choice.

7. Smoking

Vendors, staff and guests must follow the smoking policy.

- a. No smoking is allowed inside the building or on the deck areas. Smoking is only allowed in the parking lot area and near the road.
- b. Smoking materials may not be distributed to guests inside the building or out on the porch.
- c. Any time a burn ban is in effect, smoking on the property is entirely prohibited.

8. Pets

No pets of any kind are allowed in any facility with the exception of service dogs. All service animals inside the building must be wearing their official service vest at all times.

9. Noise Level

Amplified music must be maintained at a reasonable volume and is only allowed inside the building, except with written approval within this Agreement or any amendment to this Agreement. In the event the volume is considered unreasonable, the deposit will be forfeited and police will be sent to end the Event.

10. Alcohol

Alcohol is absolutely, under no circumstances, allowed on the properties, with the exception of legitimate religious belief, tradition, and rite. Violation of this clause will result in forfeiture of deposit, immediate end to the Event, and prosecution to the fullest extent of the law.

11. Decorations

Decorations are permitted for the Event; however, the use of nails or tape that might cause damage to the room or property is not permitted. Lit candles are not permitted.

12. Cleanup

Renter is responsible for the cleanup of any facility rented to them. Time allotted for clean up must be included in the reservation dates and times.

13. Damages

Renter is responsible for any damages made to the facility or any adjoining property while under Renter's supervision during the above stated dates and times.

