



# Jacksonville Community Center

## Facility Guidelines

Thank you for choosing the **Jacksonville Community Center (JCC)** for your gathering! We look forward to providing a warm and welcoming experience for you and all of your guests. Groups or organizations renting the Jacksonville Community Center are hereafter referred to as Renters.

### RENTAL CONSIDERATIONS

We ask that a single contact person be designated to represent the event rental in all matters regarding event arrangements. Please see *JCC Rental Process and Preparation* for a step-by-step procedure to guide you through the rental process. Due to limited staff capacity, we request all transactions, agreements, and documents be completed electronically via Adobe Signature and Paypal. You do NOT need a Paypal account to make a payment with a debit/credit card in Paypal. We will provide reasonable accommodation for those who have been deemed incapable of completing documents or payments in this manner. Please contact [rentals@jacksonvillecommunitycenter.org](mailto:rentals@jacksonvillecommunitycenter.org) to discuss your options.

#### **Documentation, Action and Paperwork Submission Guidelines:**

- Renters of events where the **capacity exceeds 50 people** and/or alcohol will be required to submit a Certificate of Liability Insurance in the amount of \$1,000,000 each occurrence with an endorsement naming Jacksonville Community Center as additionally insured.
- **If you will be serving alcohol**, a Certificate of Insurance with Host Liquor Liability is required.
- **If your event will be open to the public or selling alcohol/food** additional licenses and permits are required. See Alcohol and Food sections below.
- **If you are renting the kitchen, a kitchen tour is required, and is by appointment only.** This appointment will be made Monday through Thursday during office hours between 9:00 am and 1:00 pm. If the event will be catered, the event representative and caterer must be present for the kitchen tour. You have up to two weeks before your event to complete the kitchen walkthrough.
- **If we do not receive the required documents in a timely manner, we will be forced to cancel your event.** The amount of your refund will be determined based on the cancellation schedule that pertains to your rental.

### INSURANCE

**Renters of events where the capacity exceeds 50 people** are required to submit a Certificate of Liability Insurance in the amount of \$1,000,000 each occurrence with an endorsement naming Jacksonville Community Center as additionally insured.

**If alcohol will be served at the event**, no matter the number of people in attendance, you will be required to submit a Certificate of Liability Insurance in the amount of \$1,000,000 each occurrence with an endorsement naming Jacksonville Community Center as additionally insured. Host Liquor Liability Coverage is required to be included in the Certificate of Insurance.

**Some Insurance Ideas:** It is your responsibility as a renter to conduct your own research about your insurance options. However, below are some places to start your process. *Homeowner's Insurance*- Some homeowners' policies may offer coverage for an event or a special rider can be purchased to cover the event.

Below are two insurance options which are not endorsed by Jacksonville Community Center but are listed for informational purposes: *The Event Helper*- Visit [The Event Helper](#) to search and get a quote.

*Eventsured*- Visit [Eventsured](#) to search and get a quote.

Event Representative Initials \_\_\_\_\_ Date \_\_\_\_\_

*Last Updated October 12, 2021*

## FOOD

If your event is open to the public and is serving food, an [OHA Temporary Restaurant License](#) is required, and any person who serves food must have a current [OR Food Handler's Card](#).

If your event is open to the public all caterers must submit a copy of their current restaurant license or equivalent and certificate of insurance showing coverage for liability (property or bodily injury) 45 days prior to the event.

## ALCOHOL

The service or consumption of alcoholic beverages shall be in compliance with all city, county and state laws, rules, ordinances, and regulations concerning the service and consumption of alcoholic beverages, including OLCC regulations. Any organization using the facilities shall be solely responsible for obtaining all permits or licenses relating to the distribution and consumption of alcoholic beverages on the premises. Service and consumption of alcoholic beverages are restricted to the approved rented areas and to adults 21 years or older.

An [OLCC Special Event \(Temporary\) License](#) (TSL) must be obtained and a copy provided no less than 45 days prior to the event if:

- Alcohol will be sold.
- Alcohol is available (but not being sold), and you are charging or accepting donations for admission, or where payment is required to attend the event.
- Alcohol will be served at a public event.

Any person serving alcohol in the Temporary Special Event (TSL) licensed area, and any person managing those servers must have an issued and valid OLCC [Service Permit](#).

- A TSL licensee who is also a nonprofit may use [alcohol servers](#) and managers who don't hold a service permit, as long as these people have attended training provided by the TSL licensee and have read, signed, and dated the OLCC brochure [What Every Volunteer Alcohol Server Needs to Know](#).

An additional \$250 Damage Deposit is required if alcohol is served or sold at the event. If the event that is serving alcohol extends past 8:00 p.m., a \$30.00 non refundable charge will be added to the rental fee.

If alcohol will be served at your event, Host Liquor Liability Coverage is required to be included in the Certificate of Insurance. See *Insurance* section.

## RESTRICTED USES

Please read the following rules and regulations carefully. Groups or organizations renting the Jacksonville Community Center are hereafter referred to as Renters. The Jacksonville Community Center is referred to as the JCC. Permission for use of the building will only be granted to responsible adults at least 21 years of age.

Attendance is limited to the occupant capacity of the facility and/or room as established by fire safety codes.

If an event exceeds capacity, the event may be stopped.

Renters are to adhere to the following rules:

- No smoking, vaping, drugs, tobacco or marijuana use in the JCC or on the grounds.
- No bicycles, skateboards, scooters, or roller skates may be used in the building or on the grounds.
- No open flames, candles, incense (birthday candles with short use time permitted).
- No glitter or confetti.
- No Gambling. Not to permit gambling of any description whatsoever in or around the premises.

Event Representative Initials \_\_\_\_\_ Date \_\_\_\_\_

Last Updated October 12, 2021

Renter is responsible for the cost of any damage incurred during the use of the facility. If the damage is caused to the facility, repairs will be charged against the damage deposit. If the damage deposit is not sufficient to cover repair costs the responsible party will be billed for time and materials.

While renting the kitchen using the restrooms are allowed. All other areas of the JCC are off limits to your group. At no time should you enter the other areas of the JCC.

Prior reservation is required to use or move the piano. Renter is responsible for reviewing and signing the "**Piano Rules.**" The bench is not available for use unless the piano is reserved. No food or beverages should be placed on any part of the piano or bench.

## PATIO

The JCC patio will be used with prior written permission. Return all JCC equipment including chairs, tables, and/or additional reserved items to the storage unit. Renter will be responsible for the condition of the patio and to leave the patio and grounds in a neat and clean condition, in accordance with the cleaning checklist and without any damage. Renter will ensure all items are picked up from the entire patio area, including landscaped areas, and walkways. Food and beverages are to be consumed on the patio. Alcohol may only be consumed on the patio. Alcohol is not allowed in the driveway or on the path around the Center. All areas of the Jacksonville Community are smoke free. Therefore, smoking is not allowed on the patio or in any other area surrounding the Center. No amplified music is allowed outdoors without prior written permission. No animals are allowed, without prior written permission.

## PARKING

Parking is available on both 4th and East Main St. Five public accessible spaces are available in the front of the building. Additional parking within walking distance can be found at Doc Griffin Park located West of the JCC.

## PUBLICITY

In some cases – event invitations, posters, flyers, signs, or other publicity pertaining to the event, including press releases, must be reviewed and approved in advance by the director.

## OUTSIDE VENDORS

We reserve the right to review and approve, in advance, all proposed plans for events, including but not limited to choice of: caterer, decoration, entertainment, and set-up delivery schedules. All 3rd party activities and/or entertainment must provide proof of insurance and be submitted to the JCC for approval.

Payments may not be left at the JCC to pay outside vendors associated with the function. The renter accepts responsibility for the activities and actions of any outside vendors. Deliveries can only be made to the facility prior to the event with permission of the director. We are not responsible for storage of flowers, fountains, cakes, etc. At Jacksonville Community Center's discretion, we reserve the right to reject any vendor that has previously failed to comply with JCC's policies and procedures.

Event Representative Initials \_\_\_\_\_ Date \_\_\_\_\_

*Last Updated October 12, 2021*

## EMERGENCIES

Please prepare for your event's success and have all necessary equipment prepared and all questions answered prior to your event.

The phone number provided (541-324-4657) is for Emergency Calls/Texts Only. Examples of emergencies include: floods, electrical failures, fires, and significant facility malfunction. If there is a fire, medical emergency, or any other danger to life or health, call 911.

## SET UP AND CLEAN UP DETAILS

Set Up Details	Tables	Chairs
Great Room	5' rounds (12) or 8' rectangular (8)	84 - 96 chairs at tables or 102 chairs theater style
½ Great Room	5' rounds (5) or 8' rectangular (4)	30-40 chairs at tables or 33 chairs theater style
Cottage	5' rounds (2) or 8' rectangular (2)	28

Folding chairs and round tables can be found in the Great Room double door closets. Twenty padded chairs can be found in the Cottage. If using any provided items, please put away in an orderly fashion. Renters are responsible for setting up and cleaning up chairs, tables, and equipment used in the rented area(s). All equipment must remain onsite at the Jacksonville Community Center.

The rental booking fee allows for a ½ hour of setup and a ½ hour of clean up time, any additional time before or after your event must be included in the rental fee.

Additional time for planning and/or measuring for decorations at the JCC is made by appointment only. This appointment will be made Monday through Thursday during office hours between 9:00 am and 1:00 pm. If a time outside of these hours is needed, paperwork and deposits must be submitted before building access is granted. Time in the building will be limited to 1 hour, and limited to one instance, depending on the nature of the event.

- Renter shall not place duct tape, nails, screws, tacks, pins or other objects into/onto the floors, walls, ceilings, partitions, doors, and window casings. Glitter or foil (non-paper) confetti are not allowed on site. **Only low tack tape is allowed on our floors and walls.**
- No rice, silly string, birdseed, fog machines, smoke machines, fireworks, weapons, firearms, or similar items are permitted in the facility or on the grounds.
- No dragging of instruments or musical equipment on the floors of the facility. Extensive scratching of the floors may constitute damage to which Renter will be responsible.
- Scheduled use of rooms must include preparation and clean up time. The entrance to the facility is allowed at the time specified with a unique entry code. Renters are required to exit the building by the specified end time on the approved agreement. Late departures will be subject to regular hourly rates deducted from your damage deposit. Any items left behind will be discarded after 48 hours.
- Any property belonging to the JCC that is missing upon the conclusion of the rental will be billed accordingly.

Please see "Facility Closeout-Inspection Checklist" for instructions on how to clean and close the facility. Depending on the event, the closing- inspection checklist can take anywhere from 30-60 minutes to complete. In most cases it will require more than one person to complete in the 30 minutes allotted following your event. We expect all areas of the facility to return to their original condition, as there may be renters that arrive directly after your event. Please arrange to have additional help with the closing tasks.

Event Representative Initials \_\_\_\_\_ Date \_\_\_\_\_

*Last Updated October 12, 2021*

## GARBAGE AND RECYCLABLES

The JCC is committed to reducing the environmental impact of its operations, and those of its occupants, through waste reduction, recycling and responsible stewardship of its resources.

We encourage all renters to participate with these steps:

- Place bottles and cans with deposits in the **green bin** provided in the Great Room.
- When using the kitchen, utilize the free, reusable kitchen resources such as silverware, plates, and mugs.
- Separate all recyclable materials and place them in the recycling bin provided near the outdoor trash can. Please use Rogue Recycling's "[How to Recycle Right!](#)" brochure for a list of recyclable materials.

Renters are responsible to dispose of their own trash in cans located outside of the kitchen door and around the corner to the right. If the cans are full, please help our volunteers by leaving your bagged garbage to the right of the garbage cans. If garbage and/or recycling is any other place after your event, we reserve the right to bill for removal. We appreciate your cooperation and so do future generations!

## FREQUENTLY ASKED QUESTIONS

1. **How do I access the building?** You will be texted the building access code 1-2 days before your event to the contact number listed in your agreement.
2. **Do you have an ADA entrance?** Yes. The building also has accessible parking and ADA bathrooms.
3. **My event is completed and I haven't received my damage deposit within 2 weeks. What should I do?** Email [rentals@jacksonvillecommunitycenter.org](mailto:rentals@jacksonvillecommunitycenter.org) with your event date and our rental representative will look into it and get back to you within 72 hours.

By signing below, Renter agrees to abide by all JCC policies and procedures, including those outlined in the Facility Guidelines and Facility Rental Agreement.

Name of Organization (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

Event Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Event Representative Paying for Rental (if different than event representative):  
\_\_\_\_\_  
Date: \_\_\_\_\_

JCC Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Event Representative Initials \_\_\_\_\_ Date \_\_\_\_\_

Last Updated October 12, 2021