



Jacksonville Community Center

Facility Rental Rates

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. Having a local, affordable place for momentous family occasions, meetings and events has been an important aspect of the vision of our organization's founders.

In 1998 the Jacksonville Community Center began operating in the small cottage with a handful of volunteers who dreamed of a place to serve as a gathering place for all ages in Jacksonville, with programs that meet community needs, enhance the quality of life, and promote community involvement through education, cultural activities, music, arts, recreation, and wellness, in a facility that is well maintained, accessible and safe. In January of 2019, their dream was realized with the Grand Opening of the expanded Jacksonville Community Center.

GENERAL INFORMATION

Location:

160 E. Main
Jacksonville OR, 97530

Mailing Address:

PO Box 1435
Jacksonville, OR 97530

Office Hours:

By Appointment Only

Wifi:

Network: MySpectrum22 - 2G
Password: Jacksonville123

EQUIPMENT

Renters are responsible for setting up chairs, tables, and equipment used in the rented area(s). We ask that you return all items to their original location, clean, and ready for the next renter's use. If using any equipment, please put it away in an orderly fashion. Failure to leave the area clean and return equipment may result in a loss of your deposit and/or being denied future reservation requests. All equipment must remain onsite at the Jacksonville Community Center.

Please note: some items require an advance reservation.

Available to use without additional fee in all rooms:

- ❖ 5' Round Tables (12)
- ❖ 8' Rectangular Tables (8)
- ❖ 4' Rectangular Tables (2)
- ❖ 108 Chairs
- ❖ Wireless Internet access
- ❖ Projector Screen
- ❖ Sandwich boards
- ❖ LCD Projector- Advance Reservation Required

Available to use without additional fee only in Great Room:

- ❖ 15' by 24' Dance Floor
- ❖ 3 Large projector screens
- ❖ Microphone and stand
- ❖ Speakers
- ❖ Piano-Advance Reservation Required

Included in Kitchen rental

- ❖ Coffeemaker
- ❖ Beverage dispenser (2)
- ❖ Cart

- ❖ Pass through window to Great Room
- ❖ Plates & flatware for 80 Commercial grade stainless:
- ❖ Double door refrigerator
- ❖ Freezer
- ❖ Two convection ovens
- ❖ Two warming ovens
- ❖ Dish sanitizer
- ❖ Sinks
- ❖ Prep tables

Event Representative Initials _____ Date _____

Last Updated July 2022 1

HOURLY RENTALS

A 15% discount is given for renters with 5 or more planned occurrences.

Room	Capacity	Sq Ft	Hourly	Rental Booking fee	Add Ons or Packages	Refundable Damage Deposit
Cottage	28 people	466	\$30	\$30	\$100 for 4 hrs	\$50
½ of Great Room	40 people	600	\$40	\$40		\$150
Great Room	102 people standing	1200	\$80	\$80	Add on the Kitchen with a Great Room rental: -\$50 up to 4 hrs with \$250 refundable damage deposit -\$100 4+ hrs with \$250 refundable damage deposit	\$250
Catering Kitchen		322	\$25	\$25		\$250

If alcohol will be consumed at the event → additional \$250 refundable damage deposit

If alcohol will be consumed at event and event extends past 8:00 p.m. → \$30 fee

Please see extended rental rates and policies on the [next page](#).

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.

To Confirm your Date(s): A rental booking fee is due. The fee is equal to one hour of the room rental and pays for the ½ hour of setup before your event, and the ½ hour of clean up time after your event. Your date and time is not confirmed until the agreement is signed and the booking fee has been paid.

Payments: Your refundable Damage Deposit and rental fees, payable by Cash, Check, or Paypal, will be submitted no less than **45 days** prior to the event date. If a rental is scheduled within 45 days of an event date, the payment is due upon the invoice's arrival. Please make checks payable to *Jacksonville Community Center* and mail it to P.O. BOX 1435, Jacksonville, OR 97530. Checks with insufficient funds or declined Paypal charges will be handled as non-payment, resulting in cancellation of your rental reservation.

Refundable Damage Deposit: If no damages are incurred or excessive/inordinate cleaning is required, the entire damage deposit will be refunded 2 weeks after your event by check, and mailed to your designated address. If additional cleaning is required after your event, the cost will be deducted from your damage deposit.

Event Representative Initials _____ Date _____

Cancellation Policy for Hourly Rentals:

<u>Time before event</u>	<u>What is refunded back to the renter?</u>
30 days or more	damage deposit and all rental fees minus the booking fee.
29-15 days before event	damage deposit, 50% of the rental fees minus the booking fee.
14 days or less	damage deposit

* A request to move the event to a different date with a 30-day notice will be considered on a case by case basis.

* Please notify the JCC of any change in contact info.

EXTENDED RENTALS

Event Type	Timeframe	All Rooms, Equipment and Grounds	Refundable Damage Deposit
Full Day	7:00 a.m.- 10:00 p.m. (15 hours)	\$1500	\$1000
Half Day	7:00 a.m. - 2:00 p.m. 3:00 p.m. - 10:00 p.m. (7 hours)	\$750	\$1000

To Confirm your Date(s): Renters for the following types of uses must sign an agreement, pay the refundable damage deposits, and all rental fees in full to confirm the event date:

- Individual room rentals consisting of 10 or more consecutive hours
- Rental of the Cottage and the Great Room *at the same time* for more than 7 consecutive hours
- Extended rentals that include all rooms and grounds

Payment: Your Refundable Damage Deposit and rental fees, payable by Cash, Check, or Paypal, will be submitted no less than **120 days** prior to the event date. If a rental is scheduled within 120 days of an event date, the payment is due upon the invoice's arrival. Please make checks payable to *Jacksonville Community Center* and mail it to P.O. BOX 1435, Jacksonville, OR 97530. Checks with insufficient funds or declined Paypal charges will be handled as non-payment, resulting in cancellation of your rental reservation.

Refundable Damage Deposit: If no damages are incurred or excessive/inordinate cleaning is required, the entire damage deposit will be refunded 2 weeks after your event by check, and mailed to your designated address. If additional cleaning is required after your event, the cost will be deducted from your damage deposit.

Cancellation Policy: For extended rentals that include all rooms and grounds, room rentals consisting of 10 or more consecutive hours, and rentals of the Cottage and the Great Room *at the same time* for more than 7 consecutive hours the following rental cancellation policy applies:

<u>Time before event</u>	<u>What is refunded back to the renter?</u>
90 days or more	damage deposit and 75% of rental fees
60 days or more	damage deposit and 50% of rental fees
59 days or less	damage deposit

Event Representative Initials _____ Date _____

DO NOT FILL OUT THIS FORM.
GUIDE FOR ONLINE FORM

Event Representative Initials _____ Date _____