

JACKSON TOWNSHIP COMMUNITY / GOVERNMENT BUILDING
10613 Mahoning Avenue, North Jackson, OH 44451
330-538-3093 - Fax 330-538-2038

Name of Renter / Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

Date of Event: _____ Month _____ Day _____ Year

Type of Event: _____

Requested Time: _____

Any continuous 5 Hour Period Between 8:00 a.m. & 11:00 p.m. - **\$150.00 + \$150.00 Security Deposit**
Any Additional Hours - **\$10.00 per Hour**
Non-Jackson Twp. Residents - \$250.00 + \$200.00 Security Deposit
Non-Jackson Twp. Residents - Additional Hours - \$20.00 per Hour

Please keep the copy of the Rules and Regulations.

All fees must be paid to Jackson Township **before** your reservation can be confirmed and key for hall given out. . Cancellation and return of fees is permitted with **notification received in writing thirty (30) days prior to the event.** Late cancellations will result in forfeiture of your rental fee.

As Registrant, you agree to be personally responsible for the cost of repairs and/or cleaning necessitated by significant damage to the Community Building. By your signature you acknowledge that you have received a copy of the Rules and Regulations and will adhere to them. You will also be obligated to pay any increase in deposit or rental fees if deemed necessary.

Property damage caused by decorations, food, or insufficient cleaning of the premises may result in the forfeiture of the security deposit and an additional charge for extra clean-up services.

The Renter agrees to indemnify and hold harmless the Entity of Jackson Township for any injury or damage to persons or property occurring during, or arising out of, occupancy and use of said building by the Renter and its guests.

SIGNATURE OF APPLICANT

DATE

Payment #1
Receipt # _____
Cash _____
Check _____ # _____

Payment #2
Receipt # _____
Cash _____
Check _____ # _____

Payment #3
Receipt # _____
Cash _____
Check _____ # _____

**JACKSON TOWNSHIP COMMUNITY BUILDING
RULES & REGULATIONS
PLEASE READ THOROUGHLY**

Rental Fees

Any Continuous 5 Hour Period Between 8:00 a.m. & 11:00 p.m.		\$ 150.00
Security Deposit	+	\$ 150.00
Any Additional Hours per Hour	+	\$ 10.00
Non-Jackson Twp. Residents		\$ 250.00
Security Deposit	+	\$ 200.00

Building Features

Will accommodate 120 people by Fire Code.
Heated and Air-conditioned.
Kitchen with gas stove and 1 holding cabinet for heating and warming only. **Only licensed caterers permitted. No Cooking or Frying in Kitchen.**
Refrigerator/Freezer
No dishes or utensils available - we suggest you depend on disposable paper products.
Restroom facilities - Handicap Accessible
Dumpster - Your Trash **Must Be Dumped Before You Leave! Ladies Restroom Wastebasket a MUST**
No Telephone
Vacuum in utility closet

PROHIBITED / ALLOWS

NO ALCOHOLIC BEVERAGES ON THE PREMISES

NO SMOKING

NO DEADLY WEAPONS PERMITTED ON PREMISES

No nails, tacks or adhesives are to be used. Attachment of anything to the walls, ceilings, light fixtures, floors, etc. is prohibited.

The indoor use of anything that produces smoke (i.e. smoke machine, fogger, incense, etc.) is prohibited.

Cancellations must be received in writing thirty (30) days prior to the event.

Late cancellations will result in forfeiture of your rental fee deposit.

No Gambling

No retail sales, ticket sales or admittance charges are permitted.

No Children Parties / Birthday Parties-Under 12 Yrs of age

Children and Teenagers are to be accompanied by adult chaperones or sponsors at all times.

No Profane Language

No Disorderly Conduct

No Pets Permitted Other than By Law

Parking allowed in marked areas only.

No flaming swords or other equipment involving open flames or flamed dishes.

NO BALLOONS – NO CANDLES

NO MOVING or REMOVAL OF TOWNSHIP PROPERTY THAT IS IN THE HALL OR FOYER – FAILURE TO COMPLY WILL RESULT IN LOSS OF DEPOSIT

FLAGS IN HALL – DO NOT MOVE

Sterno's are allowed on tables for food service. They must be securely supported on noncombustible materials. No confetti or rice or snowflakes to be thrown in building or on premises. Bubbles may be used outdoors.

Making Reservations

Telephone: (330) 538-3093 10:00 a.m. to 4:00 p.m.

You may arrange for an appointment to view the building prior to renting.

NO TENTATIVE DATES ACCEPTED.

Rental Fee, security deposit and completed application must be received before a reservation can be made.

Keys for the building are obtained from Administration Office Secretary or a Township Trustee prior to your event, Monday through Friday 10:00 a.m. to 4:00 p.m. Please be prepared to show receipt of reservation or proper identification to obtain these keys.

The building will then be inspected after each rental to indicate that no damage exists, as well as uncleanliness or disarray. **Building must be left as you found it.**

Your security deposit is refunded to you after the Township has received the inspection report.

If the building is not left clean or is damaged, your deposit will not be returned. If your deposit is not sufficient to cover the expense, the person or group who made the reservation will be held responsible for additional payment.

Conditions for Rental

You must be 21 years of Age to Rent the Building

Every person shall use the building subject to the Rules & Regulations of the Jackson Township Trustees.

At the Township Option the Following may apply:

You may be required to pay a security officer to be present during your period of rental.

Reservations are accepted on a first-come, first-serve basis only. The security deposit and rental fee must accompany a complete application form to secure the reservation.

RESERVATIONS ARE NOT TRANSFERABLE.

WARNING: VIOLATION OF THE ABOVE OR ANY OF THE RULES AND REGULATIONS OF THE JACKSON TOWNSHIP TRUSTEES WILL RESULT IN CRIMINAL CHARGES. ALL APPLICANTS ARE ASKED TO READ THESE RULES AND ADHERE TO ALL REGULATIONS