

**Community Park Center  
1309 South Main Street  
Jacksonville, Illinois 62650**

The Community Park Center (CPC) was built in 2003 and is available to reserve throughout the year for special events and gatherings. To reserve please refer to the information below:

**To reserve the CPC please contact:**

- ◆ The City Clerk's Office between the hours of 8:00 a.m. and 4:30 p.m. Monday through Friday at (217) 479-4613.
- ◆ An agreement must be signed and payment made within five (5) days of reservation. Please contact the City Clerk's Office *prior to completing an agreement to ensure dates requested are available.*
- ◆ A security deposit in the SAME AMOUNT OF THE RENTAL FEE OR NO LESS THAN \$150.00 is required at the time the key to the premises is obtained.
- ◆ **Cancellation policy:** Rental fees will be refunded in full if reservation is cancelled at least 60 days prior to event; half of the rental fee will be refunded if cancellation is received less than 60 days prior to event.

**Accommodations:**

- ◆ Seating for approximately 125
- ◆ 26 6-foot long gray topped tables with seating for up to 8 per table
- ◆ 100 gray cushion chairs
- ◆ 100 beige folding chairs
- ◆ 1 speaker podium
- ◆ 1 U.S. flag and stand
- ◆ Handicap-accessible restrooms
- ◆ Kitchen facilities – refrigerator/freezer, microwave oven, three-compartment sink, ice machine, interior and exterior serving window

**Rules and regulations:**

- ◆ NO ALCOHOL IS ALLOWED AT ANY TIME on the premises or in the park
- ◆ Decorations will be limited to tables only. No tape, thumbtacks, screws, nails or wire is to be used on the floors, walls, ceiling or windows inside or outside the Center
- ◆ All events are to be concluded by midnight
- ◆ Dances and bands are not allowed
- ◆ Lessee sets up and takes down tables and chairs, and is responsible for ensuring the facility is properly cleaned and left in the same condition as found.
- ◆ *Failure to comply with the rental agreement may result in the forfeiture of deposit and denial of future rental requests.*

**Rental Fees:**

- ◆ 8:00 a.m. to 5:00 p.m. Monday through Thursday ~ \$150.00
- ◆ 5:00 p.m. to Midnight Monday through Thursday ~ \$150.00
- ◆ 8:00 a.m. to Midnight Friday, Saturday or Sunday
  - ◆ Not-For-Profit organizations (Must present documentation) ~ \$200.00
  - ◆ All others except commercial ~ \$250.00
- ◆ COMMERCIAL RATES:
  - ◆ Monday through Thursday ~ \$250.00
  - ◆ Friday, Saturday or Sunday ~ \$300.00