

City of Jacksonville – Community Park Center (CPC)
RECREATIONAL FACILITIES LEASE AND INDEMNIFICATION AGREEMENT

Lease date and time: _____ Purpose of Event: _____

This agreement, made and entered into the date below, by and between the City of Jacksonville, Illinois, hereinafter referred to as the "CITY," and _____ hereinafter referred to as "LESSEE."

WITNESSETH:

1. For and in consideration of the payments made by the LESSEE, the CITY covenants and agrees to allow the LESSEE to use the above-specified property on the specified dates for the specified hours.
2. The LESSEE agrees to the strict adherence of the above-specified date(s) and hour(s), as well as the rules and regulations set forth for the use of said property/facility.
3. The CITY agrees to furnish all utilities, maintenance and other services necessary to keep said property/facility in a usable condition.
4. The LESSEE agrees to pay a rental rate, due and payable in full when this agreement is signed, for a time between:
 5 p.m. to Midnight / Monday – Thursday.....\$150.00
 8 a.m. to Midnight / Friday, Saturday, Sunday (Non-Profit).....\$200.00
 8 a.m. to Midnight / Friday, Saturday, Sunday.....\$250.00

Cancellations that occur less than sixty (60) days prior to the scheduled lease date will be refunded to LESSEE at fifty percent (50%) of the pre-paid rental fees.

5. The LESSEE agrees to pay a security deposit in the SAME AMOUNT AS THE RENTAL FEE, said payment to be made at the time the key to the premises is obtained in the City Clerk's Office. LESSEE shall be responsible for maintaining the premises in the same condition that existed at the time the lease term commenced, and shall be responsible for all clean-up upon conclusion of the lease term. Following the lease term, the Superintendent of Parks and Lakes Department shall inspect the premises. If the condition of the premises meets his approval, the full security deposit shall be refunded upon return of the key to the premises at the City Clerk's Office.
6. The City Clerk, with concurrence of the Parks and Lakes Committee, reserves the right to waive the requirements of Paragraphs 4 and 5 herein, provided that the prospective LESSEE executes a substitute Recreational Facilities Lease and Indemnification Agreement acceptable to the City of Jacksonville.
7. In the event the terms of this agreement are not followed by the LESSEE, the CITY reserves the right to deny the LESSEE future rental of the facility.
8. In the event the Parks and Lakes Committee of the City Council of the City of Jacksonville pass and approve new rates for the Community Park Center, the LESSEE will be subject to pay the approved rates. All contracts signed prior to the effective date of the resolution that sets forth the new rates will be subject to pay the approved rates. The City Clerk, in writing, will notify said LESSEE of the new rates passed by Council and any additional rates shall be payable by the LESSEE within one week of said notification.
9. The LESSEE does hereby covenant and agree to indemnify and save harmless the CITY from all fines, suits, claims, demands and actions of any kind and nature by reason of any and all of its operations hereunder and does hereby agree to assume all risk in the operation of this AGREEMENT hereunder and shall be solely responsible and answerable for any and all accidents or injuries to persons or property.

IN WITNESS WHEREOF, the parties hereto have caused this instrument and copies of like tender and date, to be executed in their respective names by the respective authorized officers, as of this _____ day of _____, 20_____.

CITY OF JACKSONVILLE
Mayor: Andy Ezard

LESSEE:
Printed Name: _____

Signature: _____

ATTEST:
City Clerk: Skip Bradshaw

Address: _____

Phone: _____ Cell: _____

Rental Fee Paid: \$ _____ CR #: _____

Community Park Center
1309 South Main Street
Mailing Address: 200 West Douglas Avenue
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. Please refer to the information below:

To reserve the CPC:

- ◆ You may visit the City Clerk’s Office at 200 W. Douglas Avenue between the hours of 8:00 a.m. and 4:30 p.m. Monday through Friday, or call (217) 479-4613 to make your reservation. You must sign an agreement to the Terms & Conditions, and payment must be made within five (5) business days of renting the facility. Please make checks payable to City of Jacksonville. **Mailing address is 200 West Douglas Avenue, Jacksonville, IL 62650.**
- ◆ You may pick up the key to the facility from the City Clerk’s Office the day of the event, or no earlier than 3:00 p.m. the previous day, or on Friday between 8:00 a.m. and 4:30 p.m. for a weekend reservation. 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
- ◆ 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
- ◆ Trash should be bagged, sealed and left by the front door for the maintenance crew to dispose of
- ◆ ***Failure to comply with the rental agreement may result in the forfeiture of deposit and denial of future rental requests.***

Rental Fees:

- ◆ 5 p.m. to Midnight / Monday – Thursday.....\$150.00
- ◆ 8 a.m. to Midnight / Friday, Saturday, Sunday (Non-Profit).....\$200.00
- ◆ 8 a.m. to Midnight / Friday, Saturday, Sunday.....\$250.00