GYMNASIUM RESERVATION FORM

City of Jackson Department of Parks & Recreation

Facility Requested: _____ Date(s) Requesting Facility: _____
Name of Organization: _____
Contact Person or Coordinator: _____
Address: _____ City: _____ State: _____ Zip: _____
Home Phone: _____ Cell Phone: _____
Work Phone: _____ Fax Phone: _____
Email: _____

Event Information

Name of Event: _____
Brief Description: _____
Time of Event: _____ Total Hours of Event: _____ Estimated Attendance: _____

User Provisions for Park & Recreation Facilities

1. The rental cost for the City of Jackson Gymnasium(s) is **$20.00** per hour. There is a **$200.00 damage deposit** due 2 weeks prior to the event, in the form of check or money order. The deposit will be given back to the customer if there are **NO damages**.
2. Only groups or organizations affiliated with or organized by the **City of Jackson** may use the recreation facilities for fund-raising purposes. Special arrangement for fund-raising activities must be made through the Division Manager and be approved by the Department Director. A letter for each fund-raiser will be required prior to a reservation being secured.
3. **It shall be unlawful for any person to have in his or her possession (drugs or drug paraphilia) or to consume any alcoholic beverages on the premises.**
4. **Food and beverages are not permitted at certain facilities.**
5. A staff member of the department will be present at all times when a recreation facility is in use. The staff on duty is not allowed to take any payment for additional time.
6. **Use of profane language or disorderly conduct will cause termination of reservation and immediate clearing of building. Reservation fees will not be returned**.
7. Recreational facilities may not be used for partisan political purposes, including sponsoring or conducting candidate meetings.
8. No tape, thumb tacks, or staples may be used on walls or ceilings. No decorations may be left on walls or ceilings.
9. Individuals must be 21 years of age or older to rent any Parks & Recreation facilities.
10. If there is not a staff member present when you arrive, please call: (601) 291-0144, (601) 955-5571, or (601) 259-9669.
11. If insurance is required, you will need a one million dollars ($1,000,000) liability policy with the City of Jackson, City of Jackson Parks & Recreation Department, and the facility in use as a rider.
12. The City of Jackson Parks & Recreation Department reserve the right to amend any/all schedules as necessary for pre-scheduled or mandatory activities (ex. local, state, and national voting activities).
13. You are responsible for providing you own security.
14. Any violation of the above provisions could result in denial of future use.

The undersigned does herby agree to indemnify and save harmless the **City of Jackson** for any damages incurred by the **City of Jackson** resulting directly or indirectly from use by the undersigned of the facility. This indemnification shall include not only physical damage to property of the **City of Jackson**, but also claims by third person for injuries or property damage resulting from such use due to negligence or intentional acts of the Undersigned, its Agent, Employees, Workers, Heirs, Invitees, Administrators or Assigns.

When Reserving a Facility, I understand that I am responsible for the actions of all participants. I understand that note of cancellation shall be given by phone or in writing 24 hours in advance.

Applicant Signature _____ Date _____

---------- For Office Use Only ----------

Rental Deposit: Date _____ Payment $_____ Receipt #_____ Refunded: Yes __ No __ Date _____
Rental Fee(s): Payment $_____ Receipt #_____ Check #_____ MO#_____
Approved: Yes ___ No ___ Is insurance required: Yes ___ No ___ Initial: _____ Date _____

Revised 2012