

J.P. Jones Community Development Center
(JPJCDC)

PHYSICAL ADDRESS: 2400 Rickert Street
MAILING ADDRESS: PO Box 70187 ~ Fairbanks, AK 99707
Phone: 456-3729
FAX: 374-7750.

BUILDING RENTAL CONTRACT

DATE OF REQUEST _____
(Today's date)

BUSINESS/ NON-PROFIT ORGANIZATION or PERSON NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____ PHONE _____

NAME OF RESPONSIBLE PERSON FOR PAYMENT _____

POINT OF CONTACT PHONE _____

DATE(s) REQUESTED _____

Number of people expected _____ Room(s) Requested _____

Times (include Set up and Clean up) _____ to _____ Total hours _____

Purpose (use of facility) _____

Kitchen Needed: Yes/No Equipment Requested (cost separate chart)

COST Kitchen _____ COST Equipment _____

SECURITY DEPOSIT _____ Security Deposit _____

Cost per hour _____ x _____ = _____ Rental Cost _____
Hourly Amount # hrs Amount
Total Cost _____

***NO ALCOHOLIC BEVERAGES OR ILLEGAL
SUBSTANCE OF ANY KIND ON PREMISES***

NO CASH – Check, Money Order

Office Use Below

NAME _____ DATE _____
(Company or Person Responsible)

Payment Agreement Signed: Date _____

Deposit Received: Date _____ Amount _____ Check # _____

Fees Paid: Date _____ Amount _____ Check # _____

Date Approved _____ Posted: _____ Notebook Calendar

Approved By: _____ Office Calendar

Invoice: _____ Date Deposit Returned _____ Ck# _____

2)

NO ALCOHOLIC BEVERAGES OR ILLEGAL SUBSTANCE OF ANY KIND ON PREMISES

Please read and understand the following items:

- (1) The center will be opened for your use at the time you have designated. It is your responsibility to set-up your meeting room or the banquet hall in whatever fashion you desire. You may use the long banquet tables and chairs at no charge. There is a piano and podium also available. Other equipment is available at additional cost. You are responsible for any damage caused by inappropriate or extraordinary use of any equipment.
- (2) You are required to put all equipment back in the same position and condition you found it.
- (3) You are responsible for the security of the Center during your rental time.
- (4) You are not permitted to provide access to any other persons other than those of your group, for any purposes other than those you have identified in your request.
- (5) You are restricted to the areas that are expressed in your Rental Request. (See page 1, space rental request)
- (6) You are not permitted to allow consumption of any **alcoholic beverage or the use of any type of illegal drugs** by anyone within the Center or on Center Property.
- (7) You are required to observe the smoking restriction within the center. Smoking must be done **outside the building**. Please pick up all cigarette butts paper etc.
- (8) Use of the center includes the Parking Area. It is your responsibility to insure that the peace and comfort of the surrounding residential community is respected.
- (9) You are expected to clean the center's equipment, floor, foyer, and restrooms after your use. You are required to do this within the time of your rental period. If you fail to clean the center by the time your period is terminated, you will forfeit your cleaning deposit. Cleaning should include wiping off chairs, tables, and other equipment used. It also includes picking up and taking out all trash. Sweeping and mopping of all areas used. With the use of the kitchen you are responsible for cleaning the kitchen, utensils, pots, pans, stove, ovens, counters, floors, and leaving it in the condition that you found it in.
- (10) Building telephone is available for persons needing to call for pick up or an emergency **no personal use**.

Basic Rental Business/ Private Use

- \$40.00 per hour – Conference Room. \$45.00 per hour – Room-Classroom
- \$45.00 per hour-- Activity Area \$55.00 per hour – Ballroom (only)
- \$65.00 per hour – Ballroom with Kitchen \$ 65.00 per hour – Ballroom & (Conf or Tng rm)
- \$70.00 per hour – Upstairs room only

➤ **\$200 cleaning deposit, all rental money, and signed Contract secures rental**
Cancellations have to be made 2 weeks prior to event or 50% of security deposit will not be returned

NO CASH – Check, Money Order

The cleaning deposit will be returned to you, by mail within 10 working days. Payment will be required for use of the Center , all hours beyond what is specified on the Rental Request. **Your deposit will not be returned if there are additional hours, fees, damage, drugs or alcohol found on the premises.**

I have read all the above and agree to abide by the terms of this agreement. This contract confirms my reservation and guarantees me access to the areas designated and use of the equipment identified on the Rental Request.

Customer Signature _____ Date _____
JPJCDC Representative Signature _____ Date _____

