

City of Jonesboro
414 S. Main Street
Jonesboro, IN 46938
(765) 674-1196

Rental agreement for Jonesboro Community Building

___ Rental Cost ___ Damage Deposit ___ Form signed

Date of Rental: _____

Type of event: _____

Rental Name: _____

(Please print)

Street Address: _____

City: _____ State _____ Zip _____

Home Phone _____ Cell Phone _____

*Driver License # _____ State _____

DOB _____ Last 4 S.S. # _____

Email address _____

* Copy to be made for file

Special City approved activities _____ Special Request _____

Name of employer: _____

Alternate contact required (living at a different address than above)

Name: _____

(Please Print)

Street address _____

City _____ State _____ Zip _____

I have read the rules, received a copy and understand them: _____

Initials

Signature

Date

___ Key issued/Date _____

Key returned _____

Clean-up Procedure:

1. User must wipe off all walls if it has food or spillage on them, table tops, chairs, counter tops, and appliances. Note: The city does not furnish cleaning supplies needed.
2. The user is required to sweep and mop all floors as may be needed to ensure they are left clean.
3. User is responsible for removal of all personal articles, including leftover food, beverage containers, decorations, etc. and depositing all trash in the dumpster.
4. The building must be cleaned, decorations and trash removed and vacated by stop time as indicated on reservation agreement.
5. Parking area shall be clean of any litter.
6. This building belongs to the tax payers of Jonesboro so you are required to leave it clean.

BUILDING RULES

- *No smoking in any location inside of this building is permitted and 8' feet outside from entrance ways (State Law) Plus E-Cigarettes.
- * No open flames are permitted except small votive candles in glass globes or small birthday candles.
- *All decorations must be non combustible or treated with an approved flame retardant.
- * No type of Alcoholic beverages or drinks is permitted and are prohibited.

*All trash including left-over foods need to be placed into trash bags (such bags are furnished) and put into dumpster which is located at south end of building.

*No loud music should not be heard from outside building after 11pm. Amplified sound systems may be used but must be held to the minimum volume necessary to address those in attendance, and must not disturb surrounding residential areas.

*No rice inside or outside building bird seed may be used outside only.

* Use of any type of tape or adhesives, nails, screws, tacks on, doors, windows, walls, or ceiling is forbidden. All decorations must use the hanging hooks.

*Tables, chairs or any other equipment may not be removed from building for any reason, must be cleaned and properly stored in storage room after use.

* All lights except on row shall be turned off.

*Make sure water is off in kitchen and restrooms.

The person signing the application is held accountable that all rules are followed; building is not damaged, and is properly cleaned after use.

GENERAL ORDINANCE NO. 6 2017

AN ORDINANCE ESTABLISHING VARIOUS FEES FOR USE OF JONESBORO
COMMUNITY CENTER

A. Daily rental fees \$75.00 per day Non-Profit

B. Daily rental fees for profit groups shall be \$100.00 per day

C. Any group that charges a fee at the door or sells any type of goods, material, or orders for such shall have a permit \$25.00

D. Damage to building, appliances, furniture, ground around building, equipment shall pay \$100.00 to \$25,000

E. Failure to properly clean up food, beverages, equipment, empty trash and clean areas in accordance to guidelines is \$100.00 Or failure to return key \$25.00