



"Preserving Our Past, Enriching Our Present, Building Our Future"

33 Broadway, Jackson, California 95642-2301 • voice (209) 223-1646 • fax (209) 223-3141  
E-mail: [info@ci.jackson.ca.us](mailto:info@ci.jackson.ca.us) • Web site: <http://ci.jackson.ca.us>

## City of Jackson

# APPLICATION FOR USE OF FACILITIES

**ATTENTION:** TO ALL APPLICANTS FOR USE OF FACILITIES

Permits allow temporary exclusive use of City facilities described on the permit by the permittees (individuals and/or organizations granted Facility Use Permits). Permittees shall be liable to the City for all damage to City Facilities caused by the activities of the permittees. Permittees shall complete and sign this application, the "HOLD HARMLESS AND RELEASE AGREEMENT" on the reverse side, and furnish (if necessary) certificate of insurance naming the City as Additional Named Insured for the liability type and limit specified and for the duration of the use.

**SUBMITTED BY:**

ORGANIZATION SPONSOR \_\_\_\_\_

APPLICANT/AUTHORIZED OFFICER \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE (BUSINESS) \_\_\_\_\_ (HOME) \_\_\_\_\_ (FAX) \_\_\_\_\_

**PURPOSE OF USE:**

BASEBALL \_\_\_\_\_ SOFTBALL \_\_\_\_\_ OPEN PLAY \_\_\_\_\_ PICNIC \_\_\_\_\_ POOL \_\_\_\_\_

OTHER \_\_\_\_\_

**FACILITIES REQUESTED:**

<u>FACILITY</u>	<u>DATES</u>	<u>TIME</u>	<u>TOTAL HOURS</u>
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DETERT PARK \_\_\_\_\_

DETERT PARK PICNIC SITE \_\_\_\_\_

KENNEDY WHEELS \_\_\_\_\_

CIVIC CENTER \_\_\_\_\_

SWIM POOL \_\_\_\_\_

OTHER \_\_\_\_\_

I HEREBY APPLY FOR A FACILITY USE PERMIT ON BEHALF OF \_\_\_\_\_

APPLICANT (S) \_\_\_\_\_

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

AMOUNT DUE: RENTAL \_\_\_\_\_ PAYMENT RECV'D \_\_\_\_\_ NO CHARGE \_\_\_\_\_

DEPOSIT \_\_\_\_\_ UTILITY FEE \_\_\_\_\_

# HOLD HARMLESS AND RELEASE AGREEMENT

Applicant hereby agrees to hold the City of Jackson free and harmless from any injury to any person, loss, damage, liability, cost or expense that may arise during or be caused in any way by such use or occupancy of the property. The lessee agrees to furnish a "Certificate of Insurance" *Naming the City of Jackson Additional Insured* in the amount of \$1,000,000 Public Liability and \$50,000 Property Damage or other insurance for the protection of the public and the lessee as the lessor may require. Certificate must include contractual liability endorsement.

DATED: \_\_\_\_\_

BY: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

## *For Use of Civic Center:*

- 1) Wipe off tables.
- 2) Tables and chairs are to be stacked neatly on the dollies and stored in cabinets.
- 3) Floor to be dust mopped and damp mopped, if necessary. (Do whatever is necessary to leave the floor in the same condition in which you found it.)
- 4) Wipe off kitchen counter, remove all food from refrigerator and wipe up any spills.
- 5) Clean off top of stove including burner trays.
- 6) All garbage and trash must be hauled away. (Provide your own garbage bags.)
- 7) Turn off lights. (Lessee shall be responsible for payment of all utilities left on.)
- 8) Lock all doors, including bathrooms.

**NOTE: There is *No Smoking* inside of any building.**

Failure to carry out items on the checklist will result in the loss of cleaning deposit. Final charges, for which the lessee is responsible, will be determined after the event (i.e., vandalism, cleaning in excess of deposit, etc...)

KEYS WILL BE PICKED UP ON \_\_\_\_\_.

BY: \_\_\_\_\_

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FOR OFFICIAL USE ONLY

DISPOSITION OF DEPOSIT:

RETURNED \_\_\_\_\_

RETAINED \_\_\_\_\_

ADDITIONAL CHARGES: \_\_\_\_\_

**Resolution No. 2005-54**

**A Resolution of the City Council of the City of Jackson  
Approving Amendment to Resolution 94-14 Setting Charges for Use of  
Community Room and Related area of Jackson Civic Center**

**WHEREAS**, in March 1994 the City of Jackson adopted Resolution 94-14 Setting Charges for Use of Community Room and Related area of Jackson Civic Center; and

**WHEREAS**, such charges shall reasonable reflect the actual cost of operation and maintenance of the facility on an hourly basis.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Jackson hereby approves the following amendments;

For Profit Private Organizations	Government	Private Individual Parties	Youth/ Recreation Events	Non- Profit Organizations and Churches
\$30.00/hr.	\$10.00/hr.	\$20.00/hr.	\$10.00/hr.	\$10.00/hr.

Fee: Calculated by an hourly rate for each category and not based on persons in attendance.

Minimum Use: A two-hour minimum use for the private and for profit category.

Set-up and take down: This time will be included in the calculation when determining the number of hours necessary for the event.

Cleaning Deposit: \$100.00 per event. If clean up has been determined to be questionable or unsatisfactory, the City will retain all or part of the cleaning deposit.

Kitchen Use – Flat Fee: \$25.00 per event

Kitchen Clean Deposit: (Included in Rental - Cleaning Deposit)

Utility Fee - 3 hours or more: \$25.00 per event

The foregoing resolution was duly passed and adopted by the City Council of the City of Jackson at a regular meeting on the 28<sup>th</sup> day of November, 2005, by the following vote:

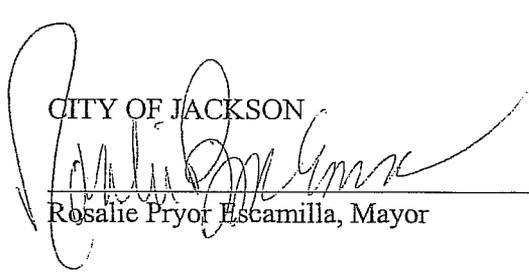
**AYES:** Lewis, Nunes, Pryor, Rodriguez, Stidger

**NOES:** None

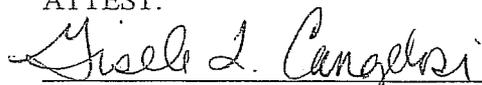
**ABSENT:** None

**ABSTAIN:** None

CITY OF JACKSON

  
Rosalie Pryor Escamilla, Mayor

ATTEST:



Gisele L. Cangelosi, City Clerk