



Community Room Guidelines

Who can reserve meeting space and what is the reservation charge?

Individuals as well as professional, civic, church, and non-profit groups are eligible to reserve the community room for meetings.

- Community not-for-profit organizations, including youth, church, and civic groups will not be charged a fee.
- Meeting space reserved for events such as bridal showers and baby showers or for use by professional groups will be charged a fee of \$ 25.00 per event, due at the time of reservation.
- To be issued a refund of reservation charges, the City must be notified of the cancellation one week prior to the scheduled event.
- Groups which must cancel a reservation should do so as early as possible so others may reserve the space. Groups which fail to cancel and then do not show for a reserved time may forfeit other meeting space reservations and room fees already paid.
- Final decisions regarding qualifications for room reservation will be made at the discretion of City personnel.

Where and when can room be reserved?

Reservations must be made Monday through Friday, 8 am to 5 pm at the Customer Service Desk on 1st Floor in City Hall, 101 Court Street.

- Hours for use of the room are 8 am to 9 pm, Monday through Friday, and 10 am to 9 pm, Saturday.
- Saturday reservations must start prior to 1 pm; doors to the building are locked at that time. Entry after that time will have to be monitored and provided by the user group.
- If offices are closed for a City-recognized holiday, the community room is unavailable for use.
- All groups must be out of the building by 9 pm.
- Groups will NOT have access to room before or after the time they have scheduled. Set-up and tear-down times should therefore be included in the reservations request.
- Reservations must be made a minimum of two weeks in advance and can be made only for the current calendar year.

What are the specific rules regarding use of the room?

- Simple refreshments (coffee, donuts, cookies, sodas) may be served if arrangements are made at the time of the reservation request. They are restricted to the community room only. **The City of Jackson prohibits the use of alcoholic beverages and tobacco products on City Hall grounds.**
- It will be the responsibility of the user group to clean up after their meeting and to leave the facility as it was before their use.
- After each meeting the area will be inspected by the City's maintenance supervisor. If, in his judgment, damage repair, carpet cleaning, or other special custodial services are required, the user group will be responsible for those costs.
- Due to fire codes, room capacities cannot exceed 45 people.
- Attendance fees cannot be collected from participants in meeting or programs held in the room.

The City of Jackson reserves the right to cancel meeting space reservations at any time and without prior notice.

Community Room Guidelines

Meeting Space Request Form

Complete the information requested below. The representative of the requesting group will be contacted by staff when the request is either approved or denied.

ORGANIZATIONAL INFORMATION

Organization's Name _____

Name of representative _____

Title _____ Phone (day) _____ (evening) _____

Address _____

Mission Statement (Goals and Objectives of organization – briefly state the nature of your organization) _____

ARRANGEMENTS

Date room is needed (*day of week*) _____ (*Month/Day/Year*) _____

Time frame room is requested for _____ till _____

Approximate number of participants _____

Please rearrange tables and chairs as they were before your meeting.

AGREEMENT

I have read, understand, and agree to the conditions explained in the Meeting Room Guidelines.

Representative's Signature

Date

The City of Jackson reserves the right to cancel meeting space reservations at any time and without prior notice.