

**Community Park Center
1309 South Main Street
Jacksonville, Illinois 62650**

The Community Park Center (CPC) was built in 2003 and is the main office of Bruce W. Surratt, Supt. of Parks and Lakes. The CPC is available to reserve throughout the year for special events and gatherings. To reserve please refer to the information below:

To reserve the CPC please contact:

- ◆ The City Clerk's Office between the hours of 8:00 a.m. and 4:30 p.m. Monday through Friday at (217) 479-4613.
- ◆ An agreement must be signed and payment made within five (5) days of reservation. Please contact the City Clerk's Office *prior to completing an agreement to ensure dates requested are available.*
- ◆ A security deposit in the SAME AMOUNT OF THE RENTAL FEE OR NO LESS THAN \$150.00 is required at the time the key to the premises is obtained.
- ◆ **Cancellation policy:** Rental fees will be refunded in full if reservation is cancelled at least 60 days prior to event; half of the rental fee will be refunded if cancellation is received less than 60 days prior to event.

Accommodations:

- ◆ Seating for approximately 125
- ◆ 26 6-foot long gray topped tables with seating for up to 8 per table
- ◆ 100 gray cushion chairs
- ◆ 100 beige folding chairs
- ◆ 1 speaker podium
- ◆ 1 U.S. flag and stand
- ◆ Handicap-accessible restrooms
- ◆ Kitchen facilities – refrigerator, microwave, three-compartment sink, ice machine, interior and exterior serving window

Rules and regulations:

- ◆ NO ALCOHOL IS ALLOWED AT ANY TIME on the premises or in the park
- ◆ Decorations will be limited to tables only. No tape, thumbtacks, screws, nails or wire is to be used on the floors, walls, ceiling or windows inside or outside the Center
- ◆ All events are to be concluded by midnight
- ◆ Dances and bands are not allowed
- ◆ Lessee sets up and takes down tables and chairs, and is responsible for ensuring the facility is properly cleaned and left in the same condition as found.
- ◆ *Failure to comply with the rental agreement may result in the forfeiture of deposit and denial of future rental requests.*

Rental Fees:

- ◆ 8:00 a.m. to 5:00 p.m. Monday through Thursday ~ \$150.00
- ◆ 5:00 p.m. to Midnight Monday through Thursday ~ \$150.00
- ◆ 8:00 a.m. to Midnight Friday, Saturday or Sunday
 - ◆ Not-For-Profit organizations (Must present documentation) ~ \$200.00
 - ◆ All others except commercial ~ \$250.00
- ◆ COMMERCIAL RATES:
 - ◆ Monday through Thursday ~ \$250.00
 - ◆ Friday, Saturday or Sunday ~ \$300.00