

Room Rental & Service Agreement



There are two rooms, the Conference Room and the Multi-Purpose Room, that are available for rent at The Jacksonville Humane Society. The rooms are available upon request and availability.

Location & Parking

The Jacksonville Humane Society is located at 8464 Beach Blvd in Jacksonville, FL. The two rooms available for rent are accessible through the Adoption and Education entrance, or when this door is locked, through the Employee Entrance immediately east of the Adoption and Education entrance. Once inside, the stairs and elevator are immediately to the left which lead to both of the rooms on the second floor of the facility. For groups of five people or more, please have guests park on the north end of the parking lot to preserve parking spaces for JHS patrons.

Meeting Spaces & Rates

Room rental rates are calculated on an hourly or daily basis plus a one-time cleaning/administrative fee of \$50 per reservation. Rooms can be setup in **Theater** style (with just chairs and no tables), **Classroom** style (with chairs and tables in rows facing forward), or **Conference** (with chairs around a central, long series of tables). The renter should choose one of the three setups. If the renter desires a different setup, reasonable accommodations will be made by request in writing to JHS. Please note, the occupancy numbers below are estimates. Interested parties should visit JHS prior to making reservations if occupancy is a concern.

Meeting Space	Theater Style	Classroom Style	Conference Style	Non-Profit Rate	Business Rate
<i>Conference Room</i> (36 ft x 24 ft)	30 people	20 people	20 people	\$25/Hour OR \$200/Day (8 hrs.)	\$50/Hour OR \$375/Day
<i>Multi-Purpose Room</i> (48 ft x 37 ft)	100 people	60 people	N/A	\$50/Hour OR \$400/Day	\$75/Hour OR \$575/Day
<i>A one-time cleaning/administrative fee of \$50 will be assessed for every reservation.</i>					

Room Specifications:

Basic audio/visual equipment are included in your reservation. The equipment varies slightly by space, as follows:

Conference Room (Room measures 36 feet x 24 feet):

- 1 Television with HDMI projector capability (laptop not included in setup)
- Embedded surround-sound in room, connected through HDMI and TV
- 1 Conference phone with speakerphone capability
- Wireless internet access for personal laptops and smart devices
 - Username: JHS Guest
 - Password: JHSGuest
- Semi-private kitchen with refrigerator, sink, microwave, and counter space
- One single stall, gender neutral restroom
- Room is carpeted with lots of natural light

Multi-Purpose Room (Room measures 48 feet x 37 feet):

- 3 Televisions with HDMI projector capability (laptop not included in setup)
- Embedded surround-sound in room, connected through HDMI and TV's
- 1 Cordless hand-held microphone and 1 lavalier microphone
- 1 Podium
- Wireless internet access for personal laptops and smart devices
 - Username: JHS Guest
 - Password: JHSGuest
- Private kitchen with refrigerator, sink, and counter space
- Room with finished concrete floors (no carpet) with lots of natural light
- Two single-stall, wheelchair accessible restrooms

Reservations:

Please complete the Application for Rental Space and submit it to the Jacksonville Humane Society by email: events@jaxhumane.org, ATTN: Room Rental. If your request can be accommodated, the space will be tentatively booked pending full payment of the room rental fee. No reservation shall be considered definite until full payment has been made and the renting organization has received written confirmation of the reservation from JHS staff.

Payment:

JHS accepts VISA, MasterCard, American Express, Discover, Check, or Money Order as payment. Checks and Money Orders may be made payable to the "Jacksonville Humane Society". All room rental payment methods and schedules will be determined on a case by case basis upon confirmation of the reservation in writing.

Confirmation & Cancellation Policies:

Once the completed application is received, JHS staff will confirm the reservation in writing via email. Requests to cancel reserved meeting space must be received in writing with adequate notice of five business days. When there is adequate notice, the renting organization will be refunded their reservation payment. When adequate notice is not given, the renting organization will be charged the full rental fee. If a cancellation is due to a regional or national disaster, including extreme weather conditions, the renting organization will receive a full refund.

Disclaimer

JHS is not responsible for loss or damage of equipment, supplies, materials or any personal property owned by those renting the space. In addition, JHS' board, employees, and volunteers are not to be held liable for any and all claims of injuries, including death, damages or loss, which may arise in connection with a room reservation held on JHS property.

Denial of Renting Privileges

No group will be permitted to rent the meeting space if their purpose is discriminatory in nature or if they pose a disturbance to the normal operation of JHS. The Jacksonville Humane Society reserves the right to decline patrons and to amend its policies and rates at any time. These rates and policies became effective May 2018.



Conditions for Rental

The following rules govern use of rental space in JHS. Renting organizations agree to abide by these rules as a condition of use. Violations may result in revocation of room privileges.

- The JHS rental facilities are **equipped with tables and chairs** that may be re-arranged provided the renting organization returns the room to its original configuration. JHS is responsible for setting up the chairs and tables prior to your arrival. Renting organizations are entirely responsible for their own set up above and beyond the original setup of tables and chairs. JHS is not able to assist with this function.
- The renting organization is responsible for returning the room to the same condition it was in prior to the renting organization's event. This includes **returning tables and chairs to pre-event order** and proper disposal of trash in outside dumpster. Trash receptacles and bags will be provided.
- Meeting activity is restricted to the rented room area unless otherwise negotiated. Meeting materials may be set up in the hallway that connects to the rented space. Please note, these **hallways are shared walk-throughs** and will not be restricted solely to the renting party. The renting organization is responsible for communicating this to its meeting participants.
- **Food and non-alcoholic beverages are allowed.** Renting organizations must sign for delivery of their catering orders and are responsible for all set up and clean up. JHS will not place orders with caterers. Alcoholic beverages are prohibited in all meetings rooms unless otherwise specified. Smoking is prohibited in all meeting rooms and on the JHS property, with the exception of the designated smoking area on the west side of the campus.
- Nails, tacks, tape, staples, etc. are not to be driven into or attached to any part of the facility with the exception of painter's tape. JHS will not furnish painter's tape.
- JHS requests that each renting organization designate one person to handle all communications and transactions with the JHS staff. That designated person must be on-site throughout the rental period. JHS reserves the right to assess a fee if the meeting facility or its equipment is damaged or otherwise not returned to its original condition.

Application for Rental Space



Organization: _____

Point of Contact: _____

Address: _____

Phone Number: _____ Email: _____

Room Rental Date(s): _____ Number of Participants: _____

Length of Rental (total number of hours or days): _____

Room Preference: *Conference Room* *Multi-Purpose Room* *No Preference*

Total Cost of Rental (see chart below): _____

Is your group interested in an organized group volunteer activity on the day of your room rental? *Yes* *No*

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It is hereby the understanding that the applicant has read the Room Rental & Service Agreement, which includes the Conditions for Rental, and agrees to utilize the space according to the aforementioned standards. The signee also certifies they are authorized to enter into this agreement on behalf of the renting organization.

Print Name: _____

Signature: _____ Date: _____

Please sign and return Application for Rental Space to events@jaxhumane.org ATTN: Room Rental. For additional questions, please call (904) 493-4606.