



Jackson County Agriculture Complex Building Use Information

Rental of Agricultural Conference Center Facilities

Daily rental rates charged for use of the Jackson County Agriculture Office Complex meeting facilities are available to the agri-business community as well as the public. The Agriculture Office Complex and Conference Center are located at 2741 Pennsylvania Avenue, Marianna; located 1.3 miles north of Interstate 10, exit 136. The Jackson County Extension Director has managerial oversight of the facilities. Contact the Jackson County Extension Service during regular business hours at the above address for more information about the facilities available or to make reservations. Telephone: (850) 482-9620.

The Conference Center, which abuts the Office Complex, has 5,370 square feet of open space and will seat up to 350 people "banquet style". With fixed operable walls, the center may be configured to for a 200-seat auditorium and a 100-seat conference room dividable into two smaller conference rooms with space for seating of approximately 40 people each. The Agriculture Office Complex building also has a small auditorium (will seat 75) and a conference room (will seat 16) that will on occasion be available for rent.

Primary parking for the auditorium is in the lot on the southwest side of Agriculture Office Complex with 40 parking spaces adjacent to the auditorium. Overflow parking for the auditorium is available in the grass lot across the street. The main parking lot in front of the Ag Office Complex is reserved for customers of the offices during weekday business hours.

Rental Schedule and Rules for Use
Jackson County Agriculture Conference Center
2741 Pennsylvania Avenue, Marianna, FL



Rental Fees

Category I, Commercial/Business/Individual : Any commercial entity, business or individual leasing any portion or all of the facility for an organization function or for themselves.

- ❑ **Auditorium:** Base rate is \$50 per hour, with a minimum of three (3) hours. Maximum daily rate is \$300.
- ❑ **Conference Rooms:**
 - **Single Room:** Base rate is \$15 per hour, with a minimum of three (3) hours. Maximum daily rate is \$90.
 - **Combined rooms:** Base rate is \$25 per hour, with a minimum of three (3) hours. Maximum daily rate is \$150.

Category II, Not-for-Profit/Exempt: Any not for profit chartered civic, fraternal, or charitable organization or any nonprofit religious organizations leasing the facility for an organizational function. (Must qualify for tax exempt status pursuant to 501© criteria of the IRS code).

- ❑ **Auditorium:** Base rate is \$40 per hour, with a minimum of 3 hours. Maximum daily rate is \$240.
- ❑ **Conference Rooms:**
 - **Single Room:** Base rate is \$10 per hour, with a minimum of three (3) hours. Maximum daily rate is \$60.
 - **Combined rooms:** Base rate is \$15 per hour, with a minimum of three (3) hours. Maximum daily rate is \$90.

Category III, Agriculture/Government: Federal, State, County or city governments and chartered, non-commercial Jackson County agricultural organizations.

- ❑ **Auditorium:** Base rate is \$40 per hour, with a minimum of 3 hours. Maximum daily rate is \$240.
- ❑ **Conference Rooms:**
 - **Single Room:** Base rate is \$10 per hour, with a minimum of three (3) hours. Maximum daily rate is \$60.
 - **Combined rooms:** Base rate is \$15 per hour, with a minimum of three (3) hours. Maximum daily rate is \$90.

Category IV, Agricultural Office Complex Tenants: Official meetings, functions or other activities sponsored or cosponsored by resident agencies of the Jackson Agricultural Office Complex.

- ❑ Tenants of the Agriculture Office Complex by virtue of their lease agreement, have access to all facilities without fee provided such use is in the conduct of official agency business. Such use will not negate the requirement for common housekeeping tasks. **When meals are served in conjunction with official meetings, the agency will be expected to pay costs of professional custodial services if required.**

Other Facility Uses:

- ❑ **Kitchen:** \$35.00 per day. Kitchen facilities may be used for keeping foods warmed or cooled, but not for cooking food on the premises. If the kitchen is not leased with the auditorium, it will remain locked at all times.
- ❑ **Audio/visual equipment:** Lessee's who wish to use one or more of the following equipment: public address system, motorized screen, VCR/TV monitor or LCD projector must designate one person who is trained in the use of the equipment and who will be responsible should the equipment be damaged.

Other Fees/ Deposits:

- ❑ **Custodial Service Fee:** A fee for custodian services, based on size of group, shall be required from the Lessee prior to use. *The Lessee shall be responsible for any cleanup costs above the amount of deposit.*

25 people or less.....	\$25	51 to 100 people.....	\$100	Over 150 people.....	\$200
26 to 50 people.....	\$50	101 to 150 people.....	\$150		

- ❑ **Key Deposit:** If the issuance of a key is required for facility use after normal work hours, a **deposit of \$15.00** shall be paid when the key is issued. The deposit will be returned if key is returned by the close of the next business day. ***If the key is lost or not returned, Lessee will be responsible for all costs associated with replacement of the key and changing of the lock.*** The Lessee will be responsible for and ensure all lights, appliances and other equipment are turned off and the facility secured after the event.

Rules for Use.

The County Commissioners through their representative, the Jackson County Extension Director, reserves the right to refuse the use of any of the facilities at the Conference Center to anyone sponsoring an event that would be contrary to the public interest. The Lessee will comply with all applicable laws and rules adopted by Jackson County or any other applicable governmental agency. The Lessee, and not the County shall supply any special equipment necessary to facilitate the User's use of the premises.

1. The Lessee shall not use the premises in any manner that will increase risks covered by insurance on the building, or on the premises so as to increase the rate of insurance, or to cause cancellation of any insurance policy covering the building. Further, the Lessee agrees not to keep on the premises, or permit to be kept, used or sold thereon, anything prohibited by the policy of fire insurance covering the premises.
2. **The Lessee shall be responsible for all costs associated with damages to facilities, furnishings and grounds.** The Lessee shall pay the cost of replacement of any equipment or appliances damaged or missing during the term of use. It will be the responsibility of the Lessee to restore the facilities and premises to its former condition and to assume the expenses of such restoration.
3. **Reservations will be confirmed only upon an advance payment equivalent to one-half the rental fee.** Availability will be on a first come, first served basis. Reservations for use of the facilities may be made up to one year in advance.
4. **All User Fees and Custodial Service fees must be paid on or before the date of the Event (or at the time the key is picked up)** One day's use shall be from 8:00 a.m. to 12:00 midnight. Hourly rates shall be from the time the doors are opened until the last person leaves the building.
5. If the event is canceled, the Extension Office must be notified of cancellation at least 1 week before the day the event was scheduled. *If cancellation is made less than 1 week before the scheduled event, the Lessee will forfeit the advance payment.*
6. **No sign, picture, poster, notice or advertisement shall be inscribed, painted, taped or affixed with nails, hooks, tacks, screws or any type fasteners to the walls, doors, etc. of the Facility.** The facilities may be used for decorating purposes the day prior to the event by paying one/half the normal User Fee for the additional time. Decorations, decorating equipment and/or other paraphernalia must be removed from immediately following the Event.
7. Any event, involving wrestling, boxing or any other contact type sport or any event that could or may cause harm to the participants or spectators, IS PROHIBITED. Dances are also prohibited.
8. All events involving minors or student groups must be adequately chaperoned
9. **Use Permits are not transferable.** Lessee will not assign or sublease the premises, or any part thereof, or any right or privilege connected therewith, or to allow any other person(s) except the Lessee's guests, invitees, agents or employees, to occupy the premises or any part thereof.
10. **Kitchen facilities may be used for keeping foods warmed or cooled, but not for cooking food on the premises.** The Lessee will be responsible for washing and cleaning of all kitchen equipment, counter tops/surfaces and sinks. . All special equipment and foods associated with or related to the Lessee's use shall be removed immediately after the scheduled activity. Food waste and other trash is to be placed in containers provided and removed to the dumpster outside the building.
11. The Lessee will be responsible for and ensure all lights, appliances and other equipment are turned off and the facility secured after the event.
12. Maximum seating capacity for the Conference Center is 350 people.
13. Parking shall be in designated parking areas only.
14. Lessee will not permit the use or possession of alcoholic beverages or illegal drugs on the premises at any time. No smoking is permitted in the facility; this includes the kitchen, restrooms, or storerooms.
15. The County reserves the right to cancel or reschedule the reserved use period on short notice, in that event, the Lessee's sole remedy shall be the return of fees already paid.
16. The County shall not be responsible for any damages, or injury that may happen to the Lessee or to the Lessee's agents, servants, employees, patrons or property from any cause whatever, prior, during or subsequent to the period covered by this lease; and the said Lessee hereby expressly releases said County and its officers and employees from and agrees to indemnify it and them against any and all claims for such loss, damage or injury. Nothing in this agreement shall be construed as making the Lessee an agent or employee of the County, or as creating a relationship of a partnership or a joint venture between the Lessee and County. In any event, liability will be assumed by the sponsoring individual and/or organization with regard to any personal injury, liability, and/or property damage arising from the activities of such sponsoring group or individual.

LEASE AGREEMENT

**Jackson County Agricultural Conference Center (JCACC)
2741 Pennsylvania Avenue, Suite 3, Marianna, FL 32448
Telephone: 850-482-9620**



Date _____

Organization/Group Name (if applicable) _____

Applicant's Name _____

Day Phone: _____ Evening Phone _____ Fax _____

Applicant's position/connection with Organization/Group (if applicable) _____

Mailing Address _____

Street/P.O. Box _____ City _____ State _____ Zip _____

Facility (s) Requested: Auditorium Conference Room A Conference Room B Kitchen

Event Name _____ Type of Activity _____

Event Date(s) _____ Estimated Attendance _____
(Maximum seating capacity for the Conference Center is 350 people)

Times Required: Beginning Time _____ Ending Time _____

Will pre-event preparation be required the day before the event? Yes No. If yes, date _____ Time _____
(Pre-event preparation and/or decoration, if not the same day as the Event is one/half the normal hourly rate)

Lease Categories (Check one)

Category I Commercial/Business/Individual

Category II Not-for-Profit/Exempt (Must qualify for tax exempt status pursuant to 501(c) criteria of the IRS Code)

Consumers Certificate of Exemption (Florida) _____ 501(c) Criteria (_____)

Category III Agriculture Organization or Government Agency

Number of Tables and Chairs Needed (each table seats 8 people). Chairs _____ Tables _____

(The facility has 44 round tables and 30 rectangular tables, show preferred setup configuration on the attached diagram.)

If event is catered, name of Caterer: _____ Telephone _____

Address _____

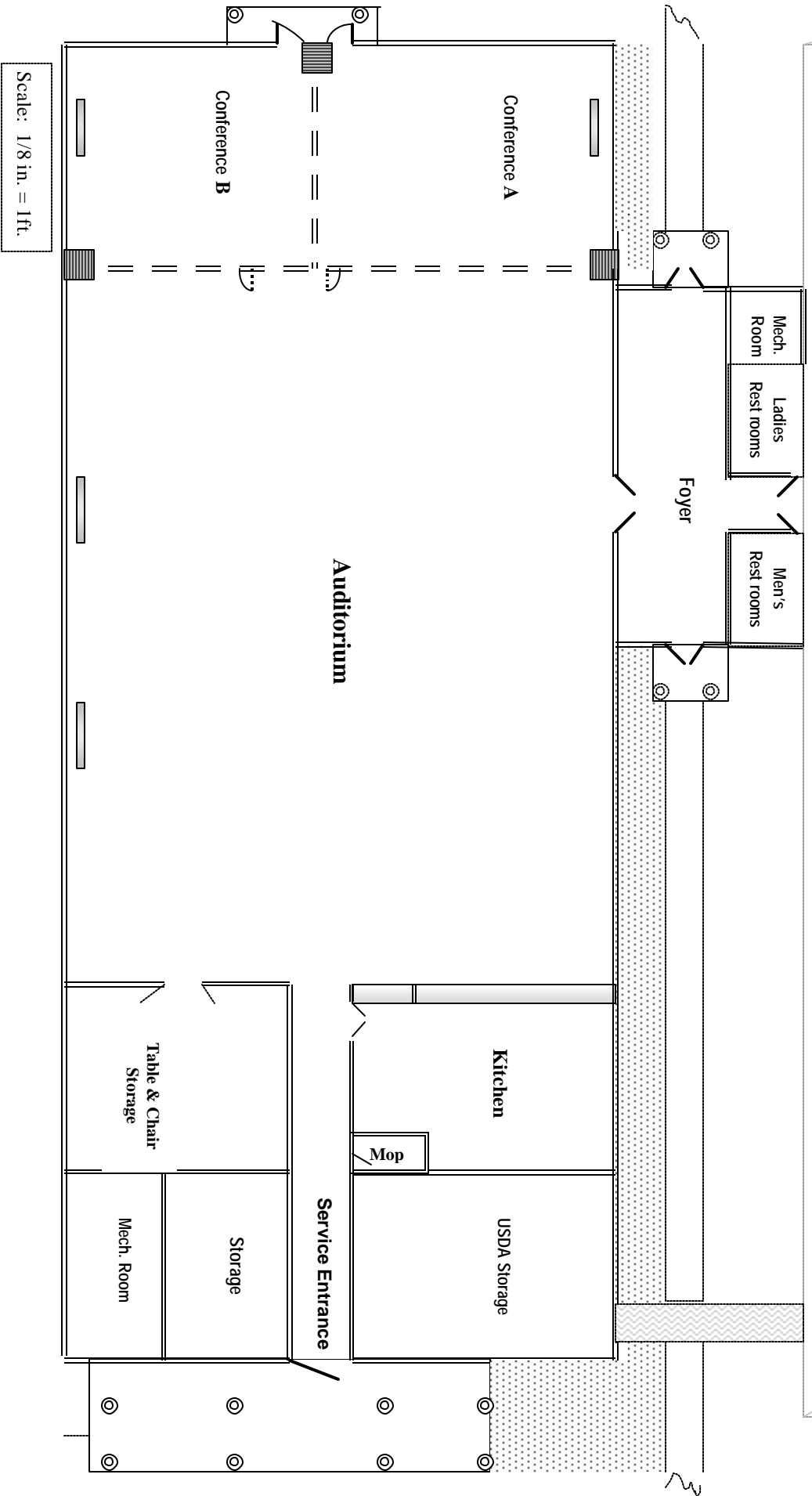
Street/P.O. Box _____ City _____ State _____ Zip _____

By signature below, I certify that I have read and agree to abide by the Rules and Regulations for use of the Jackson County Agriculture Conference Center. I understand that any material misrepresentation, whether written or oral, by the undersigned Lessee on this application or during the application process, where the County relied on such misrepresentation in granting the Lessee use the facilities, shall be grounds for the immediate revocation of this use agreement.

Lessee _____ Date _____

JCACC Representative _____ Date _____

Agriculture Office Complex



Floor plan Jackson County Agricultural Conference Center

PARKING AREA