

**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: \_\_\_\_\_ Email: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_ Fax#: \_\_\_\_\_

Applicant's position/connection with Organization/Group (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street/P.O. Box City State Zip

Facility(s) Required:  Auditorium  East Conference Room  West Conference Room  
 East & West (Both)  Kitchen  Conference Room A  Conference Room B

Event Name: \_\_\_\_\_ Estimated # in Attendance: \_\_\_\_\_  
*Maximum seating capacity in Conference Center is 350 people)*

Event Date(s): \_\_\_\_\_ Type of Activity: \_\_\_\_\_

Times Required: (Beginning time) \_\_\_\_\_ (Ending Time) \_\_\_\_\_

Will pre-event preparation be required the day before the event?  YES  NO

If Yes, date for set-up: \_\_\_\_\_ Time: \_\_\_\_\_  
*(Pre-event preparation and/or decoration, if not the same day of the Event, is ½ the normal hour rate.)*

**Lease Categories: (Check One)**

**Category I** – Commercial/Business/Individual

**Category II** – Not-for-Profit/Tax Exempt *(Must qualify for tax exemption status pursuant to 501(c) criteria of the IRS Code.)*  
*Consumers Certificate of Exemption (Florida) \_\_\_\_\_ 501(c) Criteria: \_\_\_\_\_*

**Category III** – Agriculture Organizations or Government Agency

Number of Tables/Chairs needed (Each table seats up to 8 people): Chairs \_\_\_\_\_ Tables \_\_\_\_\_  
*(The facility has 44 round tables and 30 rectangular tables. Please show preferred set-up configuration on the attached diagram.)*

If event is catered, name of Caterer: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Address of Caterer: \_\_\_\_\_  
Street/P.O. Box City State Zip

**\*\*PLEASE NOTE\*\* TO ENSURE YOU GET THE SET-UP OF TABLES AND CHAIRS YOU REQUIRE FOR YOUR EVENT, AN ACCURATE FLOOR PLAN MUST BE TURNED IN TO THE EXTENSION SERVICES OFFICE NO LATER THAN TWO BUSINESS DAYS PRIOR TO THE EVENT. If a floor plan is not submitted in a timely manner, or is not submitted at all, then the event center will be set up based on the number of people attending and the type of event, and will not be changed by our custodial staff. No verbal set-up arrangements will be accepted. A floor plan is made available at the time the contract is signed. NO ALCOHOL OR DANCING ALLOWED FOR ANY EVENT. Failure to comply with these rules will result in banning from the facility.**

**(CONTINUED ON BACK)**

**LEASE AGREEMENT**

By signing 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 relies on such misrepresentation in granting the Lessee use of the facilities, shall be grounds for the immediate revocation of this use agreement.

Lessee: \_\_\_\_\_ Date: \_\_\_\_\_

JCACC Representative: \_\_\_\_\_ Date: \_\_\_\_\_

**FEES:** Auditorium \$ \_\_\_\_\_ East Conference Room \$ \_\_\_\_\_ West Conference Room \$ \_\_\_\_\_  
Both E & W \$ \_\_\_\_\_ Kitchen \$ \_\_\_\_\_ Conference Room A or B \$ \_\_\_\_\_ Key Deposit \$ \_\_\_\_\_  
Setup/Takedown/Clean-up Fee \$ \_\_\_\_\_ Tax \$ \_\_\_\_\_ TOTAL ALL FEES \$ \_\_\_\_\_

COFFEE IS AVAILABLE AT \$3.00 PER POT

**PLEASE MAKE CHECKS PAYABLE TO: Jackson County Board of County Commissioners**



## Jackson County Agriculture Complex Building Use Information

**PLEASE READ ALL RULES REGARDING RENTING THE FACILITY BEFORE SIGNING THE CONTRACT.**

### **Rental of Agricultural Conference Center Facilities**

Daily rental rates charged for the use of the Jackson County Agricultural 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, FL; 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 make reservations by calling (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 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 40-45) and a conference room (seating for 16) that will, on occasion, be available for rent.

**Primary parking** for the auditorium is in the lot on the southwest side of the 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 mail 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 32448**

**Rental Fees**

**Category I - Commercial/Business/Individual:** Any commercial entity, business or individual leasing any portion of the facility for an organizational function or for personal use.

- **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 three (3) hour minimum. Maximum daily rate is \$150.

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

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

**Category IV - Agricultural Office Complex Tenants:** Official meetings, functions or other activities sponsored or co-sponsored 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 requirements for common housekeeping tasks. **When meals are served in conjunctions with official meetings, the agency will be expected to pay costs of professional custodial services, if required.**

**Other Facility Usage:**

- **Kitchen:** \$35 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:** Lessees who wish to use one or more of the following equipment must designate one person who is trained in the use of the equipment and will be responsible should the equipment be damaged. These items include: **Public Address System, Motorized Screens, VCR/TV Monitor and/or LCD Projector.**

**Other Fees/Deposits:**

**Custodial Service Fee:** A fee for custodian services, based on the size of the 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	26-50 people - \$50	51 to 100 people - \$100
101 to 150 people - \$150	Over 150 people - \$200	

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- **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 the locks.*** 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. Furthermore, 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 the facilities, furnishing 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 on 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 8:00am 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 cancelled,** 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. **DECORATIONS: No sign(s), picture(s), poster(s), notice(s) or advertisement(s) shall be inscribed, painted, taped or affixed with nails, hooks, tacks, screws or any type fasteners to the walls, doors, etc. of the Facility, nor can anything be hung from the ceilings.** 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 immediately following the Event.
7. **SPORTING EVENTS:** 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.**
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 allow any 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, ONLY. No cooking is allowed 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 associates 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 is secured after the event.
12. **SEATING CAPACITY:** Maximum seating capacity for the Conference Center is 350 people. This number is set by the Fire Marshal and any number of people over this will be in violation of Fire Codes.
13. **PARKING:** Parking shall be in designated parking areas, only.
14. **ALCOHOL, TOBACCO AND ILLEGAL SUBSTANCES:** 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 and storage rooms. **Failure to comply with these rules will result in banning from the facility.**
15. **DANCES:** Dancing is prohibited in the facility.
16. The County reserves the right to cancel or reschedule the reserved use period on short notice, in which event all fees prepaid by the Lessee shall be refunded.
17. The County **shall not** be responsible for any damages or injury that may happen to the Lessee or the Lessee's agents, servants, employees, patrons or property from any cause whatsoever prior, during or subsequent to the period covered by this lease. The said Lessee hereby expressly releases said County and its officers/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 or agent/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.

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# Conference Center Auditorium Information

## **AUDITORIUM:**

350 Person Capacity – with wall open – Room is 79'x58' (4582 Square feet w/wall open)

250 Person Capacity – with wall closed (East & West) – 15'x19' (285 Square feet)

Microphones available (Podium mount, wireless or lapel)

2 Overhead Projectors (in main auditorium)

Retractable screens (2 in main auditorium and 1, each, in smaller rooms)

Computer available, as well as hook ups for laptop and thumb drives

**KITCHEN:** A kitchen is available for catered events and/or individuals providing food. However, no cooking is allowed in the kitchen. It can only be used for refrigerating/warming food and serving. Renters are responsible for cleaning up their messes in the kitchen. A large Ice making machine is available.

**TABLES:** (The Agricultural Extension Complex does not rent tables or chairs for functions outside of our Conference Center.)

44 Round tables (60" across)

30 Rectangular tables (8' long/30" wide)

Both will seat 6-8 people per table. Height from floor to table top is 29".

## **CHAIRS:**

350 Chairs available

Chairs are 16" Wide x 17" Long

Chair tops – 11" High x 18" Wide

Total chair height – 34"

## **TABLECLOTH & CHAIR COVER RENTALS:**

Willie Mae Morris – 579-4393

Has 250 chair covers that fit Conference Center chairs

**KEY DEPOSIT:** A key deposit is not required at time of rental. However, if the key is lost while in the possession of the lessee, then a \$15 fee will be assessed to replace the key.

**CANCELLATIONS:** Rental fees are refundable ONLY if the scheduled event is cancelled a minimum of 48 hours prior to the scheduled date of the event. ***Cancellations made less than 48 hours prior to an event are non-refundable.***

Refunds requests must be made through the Ag Extension office, who submits a written refund request to the finance office. Requests are presented to the Jackson County Board of County Commissioners at a regularly scheduled meeting, who authorizes the refund.