

Jackson County Agriculture Center

3631 Highway 90
Marianna, Florida 32446

Phone: 850-718-0481

Fax: 850-718-0482

Facility use Request

Part I Request

Send this request to the Ag. Center at least two weeks before activity date to :

Ag Center

3631 Highway 90 West

Marianna, Fl. 32446

1. Name/ Organization: _____
2. Address: _____
3. Responsible Person(s): _____
4. Phone Number(s) _____
5. Purpose: _____
6. Date(s) of Use: _____
7. Time: From _____ To: _____
8. Describe Equipment/Decorations to be used /Any Special Requirements(Please be Specific): _____

Each person or group using the above facility understands and agrees to the following conditions:

- a. The Ag. Center assumes no responsibility for any personal injuries or loss of property resulting from the use of the facility.
- b. Any individual or group agrees to comply with all Ag. Center rules and regulations.
- c. Any individual or group is responsible for any theft or damage to the Ag. Center property.

9. Signature of requestor or responsible person: _____

Date : _____

10. May be contacted at: _____

11. Email Address: _____

Use of this Facility is NOT CONFIRMED until requestor receives a return copy of this form with the signatures of approval.

1. Documents Received and Reviewed ___Yes Complete Yes / No Date___ Initials___

2. Facilities Manager/Asst. Manager ___ Approved ___ Disapproved Date___ Initials___

3. Special Requirements: ___Approved ___ Disapproved Date___ Initials___

4. Originals Filed, Copies sent to requestor? ___Yes Date___ Initials___

Facilities Manager Signature_____

Asst. Facilities Manager Signature_____

Please send request to:

**Ag. Center
3631 Highway 90 West
Marianna, Florida 32446**

Jackson County Agriculture Center

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Marianna, Florida 32446
Phone: 850-718-0481
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Agreement For Temporary Use Of Jackson County Agriculture Facilities

Name and Address of Organization or Individuals Entering Agreement

User(s): _____

Address: _____

Telephone Number: _____

Specify Type of Activity: _____

Date and Time: _____

Where the words Ag. Center appear, it shall mean the Jackson County Agriculture Center.

1. The Ag. Center Shall:

- a. Not be responsible for any damages accidents or injury that may happen to the Users or their guest, employees, spectators and any and all other participants and /or property from any cause whatsoever arising out of or resulting from the above described activity during the period covered under this agreement; and the said user hereby releases and holds harmless the Ag. Center from and agrees to indemnify it against all claims for such damage, accident or injury.
- b. Reserve the right, in the exercise of its discretion, to rescind and cancel this agreement at any time when the premises are not being used for the intended purposes of the agreement's activity.
- c. Attached is the Ag. Center's rider which provides the fee guidelines and other detailed specifications of this agreement and becomes part of this agreement.

2. The User(s) Shall:

- a. Obtain at the user's cost and expense any and all licenses or permits required by law or ordinance.
- b. Remove from the premises within twenty-four (24) hours following the conclusion of the contracted activity all decorations, equipment and materials (food, dishes, etc.) used by the User(s). The Ag. Center assumes no liability for the User's decorations, equipment and materials.
- c. Make prior arrangements with the Ag. Center for early deliveries of decorations, equipment and materials.
- d. Not re-assign this agreement or sublet the premises or use the premises for any purpose other than that herein specified, without written consent of the Ag. Center.

- e. Not use or store any substance or things prohibited by any law or ordinance in or on any part of the Ag. Center's premises.
- f. Save the Ag. Center harmless and indemnify it against all claims or liability for workers compensation and/or other public liability and/or property damage liability which may arise or accrue by reason of use by the User(s) of the facilities and/or property of the Ag. Center. In addition, assume responsibility for the character, acts and conduct of all persons admitted to the facilities or property of the Ag. Center by the consent of the user(s).
- g. Provide the Ag. Center with a Certificate of Insurance that contains evidence of Comprehensive General Liability Insurance.
- h. An advance security and/or damage deposit in the amount of \$150.00 must accompany the request form. The deposit will be returned to the user(s) by the Ag Center after all financial obligations and other obligations, defined in this agreement, have been met.
- i. In the event a rental needs be cancelled the Ag. Center must be notified at least 2 weeks before the event date to receive a refund of the security deposit.

3. Payment of Charges:

- a. All checks must be made payable to the Jackson County Ag. Center.
- b. All payments will be delivered to the Ag. Center no later than one (1) week prior to the use of the facilities.
- c. Any user(s) not paying the agreed price within the stipulated time may be denied use of the Ag. Center Facilities.
- d. The fees and specific details as needed for the use of the Ag. Center Facilities are outlined in the attached Rider, and becomes part of this agreement.

4. The following Regulations Shall Be Followed:

- a. Smoking in the Ag. Center Auditorium and Multi-Purpose Arena is **NOT** permitted.
- b. The Ag. Center equipment will not be taken from the Ag. Center grounds under any conditions, and in the event equipment is found missing, User(s) are responsible for its replacement cost.
- c. The Ag. Center **retains all concessions rights** and the user(s) may not engage in any selling of any items without the Approval of the Ag. Center.

5. Acknowledgement:

- a. This agreement will not be binding upon the Ag. Center until accepted and approved by the Ag. Center. Accordingly, the undersigned acknowledge and agree that the information of this agreement constitutes the making of a contract.

For Ag. Center:

Signature

Title

Date

For User(s):

_____ Signature #1	_____ Date
_____ Signature #2	_____ Date
_____ Signature #3	_____ Date