

City of Southaven

At The Top of Mississippi



Park Facility Rental Application

Reservation Request

Facility Name: _____

Date of Request: _____

Time of Event: From ____:____ am/pm to ____:____ am/pm

Estimated Attendance: _____

Purpose of Event: _____

Will alcohol be served: YES _____ NO _____ (If yes, please fill out Alcohol Request Form). ***Alcohol consumption must be approved the Board of Aldermen**

Contact Information

Name of Person/Organization: _____

Is your organization non profit? YES _____ NO _____ ***For profit events must be approved by the Board of Aldermen**

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Primary Phone Number: _____

Secondary Phone Number: _____

Email Address: _____

Acknowledgements and Signature

I agree to abide by the applicable policies and procedures for the facility that I intend to rent. I will accept responsibility for any damages or cleaning costs associated with my group. I understand that I will forfeit my deposit if I violate any of the rental policies or procedures that I have been given a copy of.

*No alcohol is allowed on premises without prior Board of Aldermen approval. Violation of this will result in loss of deposit.

*No smoking is allowed in any building. Violation of this will result in loss of deposit.

* No use of candles in any building. Violation of this will result in loss of deposit.

*No one under the age of 21 year can rent any facility.

I have read and agree to the terms of use. I have also been given a copy of the policy for use of City of Southaven owned buildings and agree to abide by and be bound by this policy.

Name: _____ Date: _____

FOR OFFICE USE ONLY

Rental Fee: _____ Date Paid: _____

Rental Deposit: _____ Date Paid: _____

Key Number: _____ Date Received: _____ Date Returned: _____

Today's Date: _____ Employee: _____

City of Southaven

At The Top of Mississippi



Alcohol Request Form

1. Facility Name: _____
2. Name of Renter/Organization: _____
3. Date of Event: _____
4. Type of Event: _____
5. Time of Event: From ____:____ am/pm to ____:____ am/pm
6. Types of Alcohol to be served: _____
7. Will security be present: YES _____ NO _____ If yes, who will provide security: _____

FOR OFFICE USE ONLY

Board Approval: YES _____ NO _____ DATE _____

Date Renter Notified: _____

Employee: _____

**POLICY OF CITY OF SOUTHAVEN BOARD OF ALDERMAN
FOR USE OF CITY OWNED FACILITIES**

1. The City of Southaven Board of Alderman adopted this policy to govern the use of public facilities owned, leased, or otherwise occupied exclusively or managed by City, by individuals and groups, wishing to use such facilities. However, due to the restraints imposed upon City of Southaven for the orderly administration of its functions and due to the limited availability of City facilities for public use, such public use of City owned facilities will be limited to the reasonable time, place and use restrictions set forth herein.

2. The City of Southaven Mayor, City of Southaven Parks Department and City Administrator shall be responsible for implementing this policy.

3. This policy shall not be applicable to the following: the private offices and work space of City employees, City officials, and City officers which may be located within City facilities. So as to protect the integrity, convenience and administration of City activities, such areas of the City facilities are not to be permitted for private use at any time.

4. The restrictions, procedures and permitting required of this policy shall not be applicable to the following:

- A. City agencies or departments, or committees formed by the City or by any of its officers, agents or employees for the purposes of carrying out the City's work;
- B. Groups or individuals invited by the City to meet on City property for purposes associated with the governance of City of Southaven;
- C. City of Southaven entities using City facilities for the purposes of public hearings, meetings with constituents and for the execution of government programs.
- D. Charitable Entities or School Sponsored Activities or Events which receive Board approval.

5. Permission Required:

A. Permission is required to be received from the City before City facilities may be used by any persons in accordance with this policy. The City of Southaven shall have the authority to grant or deny exceptions to this policy, which exceptions are permitted by the laws of the State of Mississippi and the United States of America, and to grant or deny permission for use of City facilities if this policy does not address the requested use.

B. Application for permission for use of City facilities must be made to the City of Southaven City Clerk's Office, 8710 Northwest Drive, Southaven, MS, 38671 or the City of Southaven Parks Department. The City of Southaven City Clerk or City of Southaven Parks Department shall supply and provide to applicants the appropriate forms for making a request for the use of City facilities. At a minimum, all applications must state the name and address of the applicant; the date, the time and the site requested for usage; the expected length of the use; the set up and equipment required for the usage; the nature and purpose of the usage; and the number of people expected to attend the proposed

activity. The City of Southaven City Clerk or City of Southaven Parks Department may require such additional information which is deemed necessary and appropriate.

C. All applicants shall agree to accept responsibility for any damages caused by the usage to the facilities and all costs of clean-up of the facilities after the usage is completed.

D. All applications for use of City facilities must be made not less than two (2) weeks before the proposed use. Any application not expressly accepted or rejected by the City of Southaven within two (2) weeks of the date the application is submitted, or within forty-eight (48) hours of the time of the scheduled use, whichever is later, shall be deemed rejected and use of the facility shall not be permitted. Permission for use will be granted on a first come first serve basis.

E. A fee and deposit shall be charged for the use of City facilities as set forth in Exhibit

A. If any provision of this policy is violated, the user of the facility shall forfeit the deposit provided to the City as set forth in Exhibit A. The City shall have no obligation to provide an accounting to the user for any deposit forfeited due to the user's violation of the policy.

6. Limitation on Use:

A. No group permitted by this policy to use City facilities will be granted permission to use City facilities more frequently than twelve (12) times in any one calendar year unless otherwise specifically approved by the City of Southaven Board of Alderman.

B. City facilities may not be used for any commercial purposes or private fund raisers unless expressly approved in writing by the Board of Aldermen. No one granted permission to use City of Southaven facilities pursuant to this policy may charge any admission fees, conduct any public sales, take up any collections of money, or conduct any fund raising, unless expressly authorized in writing by the Board of Alderman. For the purposes of this section, charitable purposes shall include, but not be limited to, fund raising activities for public service entities such as, but not limited to: fire protection districts, volunteer fire departments and emergency medical service providers. Notwithstanding the foregoing, with approval of the Board of Alderman, persons using City of Southaven facilities may have vendors present provided all monies collected by the vendors are solely for the vendors and are not paid to the person making use of the City facilities.

7. Facilities Available:

A. Any permission for use of City facilities is limited to those rooms, buildings, lands or other locations specifically identified by the City of Southaven in response to an application submitted pursuant to this policy. Once permission is granted for use of a City of Southaven facility, such permission shall not be deemed to extend to any other group or individual other than the applicant, nor to any other room, buildings, lands or City facility, except as identified in the approval for use granted by the City of Southaven, and any restrooms, stairwells and entrance ways which must be traversed to gain access to the facility approved for usage.

B. Notwithstanding the grant of permission for use of City facilities, no activities will infringe upon the ability of staff, officers and other City of Southaven entities and organizations to access the facility permitted for use.

C. No signs will be permitted for posting on the City facility for use in advertising the authorized meeting absent written approval by the City of Southaven's Board of Alderman. If the use of advertising signage is approved, all signs will be limited to the design and size approved by the City and be limited to showing the name of the group approved for the use of the City facility. All signs that are placed on or within the City of Southaven facility must be in place no sooner than two (2) hours prior to the scheduled start of the meeting and must be removed immediately upon the conclusion of the meeting. No other signs, emblems, or symbols may be erected on the City facilities by any group or individual.

D. The availability of the Snowden House shall be subject to the Agreement between the City and Green Machine.

8. Revocation of Use:

A. Any permission granted for use of any City facility pursuant to this policy may be revoked up to twenty-four (24) hours prior to the scheduled start of the event when required to allow for the usage of City facility by any City of Southaven agencies, departments or committees for the purpose of carrying out the City's work.

B. No use of any City facility will be permitted which inhibits the regular uninterrupted use of any City facility by the City or those identified under paragraph (4) entitled "Exemptions."

C. The City of Southaven may deny the use of any City facility to any group, person or entity which has, at any time prior to any requested use, been responsible for, or caused any damages to City property through or because of any acts of vandalism, violence, rowdiness, failure to clean up facilities after prior usage, whether such damage had been caused by group, individual, any member(s) of the group or any invitees of the group.

D. Any permission granted under this policy for the use of City facilities may be withdrawn by the City of Southaven in the event the City government is closed because of inclement weather or other declared emergency.

9. Liability:

Any group using any City facility pursuant to this policy shall release and indemnify the City from any and all liability for negligence for any damages caused to the user, or its property, during the time of the use. Further, such applicant using City facilities shall guarantee and hold the City harmless from any liability to third parties for injury caused by the group or any persons or groups invited to attend the meeting or session conducted by the group on or within City facilities. The applicant shall be liable to City of Southaven for any and all damages to City property or injuries to City employees, officers or agents which may be caused by the applicant or any of the applicant's officers, agents, employees, persons attending the applicant's event or applicant's invitees, whether or not such damage is the result of negligence, intentional acts or accident. Applicant agrees to sign all other documents which effectuate the purpose of this Paragraph 9.

10. Use Requirements and Restrictions:

A. The person who has been granted permission to use City facilities is responsible for setting up the City facility as required for its intended usage, and for providing any required chairs, supplemental items such as easels, bulletin boards and other equipment. The user shall be responsible for returning any City of Southaven furniture or fixtures found on or within the City facility so used to its original configuration and condition after the conclusion of the meeting or other usage. The use of any electrical equipment of City of Southaven shall be subject to the approval of the City of Southaven.

B. The authorized user shall be responsible for clean-up of the facility following the conclusion of the permitted usage of the City of Southaven facility. All trash must be removed from the premises at the user's expense. Any custodial service required as a result of the number of persons attending the user's event must be provided for and paid for by the user. Any actual costs incurred by City of Southaven to clean up the City facilities as result of the user's failure to do so, shall be charged to the user and the user accepts the responsibility to reimburse City of Southaven for all such costs and expenses.

C. No alcoholic beverages shall be served upon, consumed upon or brought on to City facilities without the prior expressed written consent of the City of Southaven Board of Alderman. Further, smoking is prohibited in all City buildings at all times. All persons are forbidden from bringing onto City facilities any weapons, reproductions of weapons, and any item capable of being conceived as a weapon, except for those carried by official law enforcement officers while on duty. Any exceptions to this exclusion must be obtained from the City of Southaven Board of Alderman. Any violation of this paragraph shall result in automatic and immediate expulsion from the City's facilities and the user shall not be entitled to any refund for rent resulting from the loss of the time for use of the facility for violating this paragraph. In addition, user shall automatically forfeit its deposit for violation of this paragraph.

D. The authorized user shall be responsible for providing any security which the City feels is required. If user does provide security or is required to provide security, user shall provide the names of the personnel providing security to the Chief of Police for approval by the City. The City of Southaven may provide or require any additional security which it deems is necessary and appropriate for its own purposes for protecting City facilities. If alcohol is approved by the City Board, security shall be required subject to the City's Police Chief's approval.

E. No events, functions or activities occurring on City facilities may violate City, State or Federal laws, ordinances or regulations.

F. Users shall refrain from any use of City facilities which is reasonably likely to be found offensive to the public or to owners or users of adjoining premises or which would be deemed to create nuisance or is likely to damage the City facilities.

G. User shall vacate the leased premises by 11:59 p.m. of the day for the rental unless an exception is granted by the City Board.

11. Equal Access:

A. This policy shall apply to all groups and individuals applying for use of City facilities for the purposes permitted herein. No group or individual shall be excluded from equal access to City facilities because of or as a result of race, sex, religious or political persuasions, the content of permissible speech intended on or within the City facility, or because of the political aims expressed by the user or any of the user's members.

B. This policy shall not be implemented in such a way as to impose a restriction on expressive content of the speech permitted herein.

C. Any authorization for use of City facilities permitted in accordance with this policy shall not be considered as an endorsement or approval by City of Southaven of the activity, user or any other organization or the purposes they represent.

12. Miscellaneous:

A. If any provision of this policy is ruled illegal, unconstitutional or otherwise unenforceable by a Court of competent jurisdictions, the remaining provisions shall continue in full force and effect.

B. Any other Orders or directives of the City of Southaven, Mississippi, which are conflicting or inconsistent with this policy are hereby repealed to the extent of any inconsistencies or conflicts.

C. User may be required to execute a lease in addition to the acknowledgement of this policy.

D. Application for Facilities must be made within 12 months of the date requested. There shall be no future year obligations.

E. The Parks Department shall have the discretion to manage the set up and break down days or time period for each event.

REMAINDER OF PAGE LEFT BLANK

I acknowledge and accept the terms of this agreement for use of City property. I accept responsibility for damage to City property and understand that I may be billed additionally for the cost to repair any damage that may occur during the event. The event for which I will use City property is as follows:

Date Time Place -

Building -

Name & Address Describe Event

Signature of Responsible Party/s

Print Name

Address

Phone #

EXHIBIT A

	Deposit	Rent
Greenbrook Lake Pavilion	\$150.00	\$300.00 per day
Tennis Center	\$375.00	\$750.00 per day
Southaven Arena	\$1,250.00	\$2,500.00 per day
Snowden House	\$625.00	\$1,250.00 per day
Snowden Pavilion	\$125.00	\$250.00 per day

**Pursuant to Mississippi Code 21-17-1(3)(b)(ii) and Mississippi Code Section 21-19-65 and based on a Board Resolution, a Non-Profit Civic or Eleemosynary Corporations existing under the laws of Mississippi and granted tax exempt status by the Internal Revenue Service may pay 50% of the rental rate as set forth in this Exhibit A and shall not be required to provide a deposit.

***Pursuant to Mississippi Code 21-17-1(3)(b)(ii) and Mississippi Code Section 21-19-65 and based on a Board Resolution, a Non-Profit Civic or Eleemosynary Corporations existing under the laws of Mississippi, located in Southaven, Mississippi or such entity hosting an event for the benefit of Southaven charity and granted tax exempt status by the Internal Revenue Service may receive a donation of the rental facilities as set forth in this Exhibit A and shall not be required to provide a deposit.

****Pursuant to Mississippi Code 21-19-44, City of Southaven development organizations and designated Main Street programs and based on Board Resolution may receive a donation of the rental facilities as set forth in this Exhibit A and shall not be required to provide a deposit.

*****Nothing in this Policy shall prohibit the Board from granting variances via a Board vote and entry in the minutes.