

**DONAL SNYDER SR.COMMUNITY CENTER/2520 PASS ROAD, BILOXI, MS 39531
 PARKS AND RECREATION DEPARTMENT
 REQUEST FOR PERMIT
 MAIL ALL CONTRACTS AND FEES TO
 377 HILLER DRIVE BILOXI, MS.39530
 PAYABLE TO: CITY OF BILOXI**

INDIVIDUAL/GROUP NAME _____ (Permittee)
 TELEPHONE NUMBER: HOME _____ WORK _____
 ADDRESS: _____ Zip Code _____
 TYPE OF EVENT: _____
 OCCUPANCY PARTICIPANTS: _____
E-Mail Address: _____

MULTI-ROOM _____ MAIN FLOOR _____

SET UP TIME: _____
 START TIME: _____
 CLOSE TIME: _____

It is hereby agreed between the City of Biloxi Parks and Recreation Department and the above Permittee that the named facility is reserved on: _____.

The person requesting this permit agrees:

1. To personally accept responsibility for any damages done to the facility or equipment by persons in his/her group during the reserved period of time and to maintain order and control over person(s) in their group.
2. To abide by all policies and procedures of the City of Biloxi Parks and Recreation Department as directed by the instructions in the contents of this contract and by the employee on duty.
3. Set, start and closing times of the center will be enforced. If you choose to clean the facility, you must clean and exit facility by 2:00 a.m. (**NO EXCEPTIONS**) If your time frame changes, it must be brought to the attention of the Reservationist in advance. You may not change your decision for clean-up the day or night of your function.

Failure to comply with all the terms of these regulations or violation of any federal, state or municipal law, ordinance or regulations in conjunction with the use of this facility will result in immediate cancellation of the privilege of using this facility and will be grounds for future denial of similar reservations or permits.

To be considered for a non-profit rental fee you must provide a copy of your non-profit status to the Department of Parks and Recreation upon signing the contract.

I hereby agree that I have read and understand all the regulations and policies governing the use of the above named facility.

SIGNATURE _____		DATE _____	
RENTAL FEE	\$.00	RECEIPT	DATE _____
DEPOSIT FEE	\$.00	RECEIPT	DATE _____
CLEAN-UP FEE	\$.00	RECEIPT	DATE _____

COMMENTS: _____

**CITY OF BILOXI PARKS AND RECREATION DEPARTMENT
PERMIT POLICIES
DONAL SNYDER SR. COMMUNITY CENTER**

**ATTENTION: Carnival Organizations, Girls Sororities,
Public Dances, etc.:**

Our requirements regarding decorations and who is responsible for taking them down are stated in the policies which follow. You will be signing that you have read and understand these policies. The word **decorations**, refers to onstage, hanging from balcony, tables, walls, railing etc. Before any organization is granted permission to use this facility, they must sign and agree to all center policies. Organizations must insure that all decorations will be removed from the facility as soon as the function has ended. Our employee on duty would deeply appreciate your help in this matter.

176 OWNED PARKING SPACES ARE AVAILABLE FOR THIS FACILITY.

PLANTS WHICH ARE IN THE FACILITY AND OWNED BY THE CITY ARE NOT TO BE USED OR MOVED BY ANYONE RENTING THE FACILITY. (NO EXCEPTIONS)

PROCEDURES:

1. Persons wanting to reserve rooms for private, semi-private, or public events at the Donal Snyder Sr. Community Center should contact the Reservationist at 435-6281 or by visiting the Parks and Recreation Department Office.
2. The request for permit is the official confirmation, when signed by the permit requestor and approved by the Director of Parks and Recreation.
 - a. A room is not reserved until the request for permit is properly executed and the original is on file in the Parks and Recreation Department office and all fees have been paid.
 - b. A copy is also given to the permit requestor signing the agreements.
 - c. Agreements are not to be signed until all questions about the event are answered (i.e., hours, chaperons, supervisors, etc.) and the arrangements of payment of fees have been made.
3. Only adults 21 years of age and older may reserve the Donal Snyder Community Center.

HOURS:

1. Activities in the center must be completed by 2:00 a.m. If the renter elects to clean, then you must shut the function down at 12:00 midnight, clean and be out by 2:00 a.m. If the City is scheduled to clean for you, you may stay in the center until 2:00 a.m.

Center Hours: Monday through Friday: 6:00 a.m. till 9:00 p.m.
Saturday: 8:00 a.m. till 12:00 Noon Center is closed on Sunday.

2. Regularly scheduled activities of the Parks and Recreation Department and the City will not be cancelled in order to provide room for a permit. The facility will remain open during rentals for its regularly scheduled activities.
- *3. **Time changes to contract will not be accepted three days out from date booked.**
- *4. **Adding additional dates to existing contract will not be accepted and are not considered confirmed until payment is made with the Parks and Recreation Office. Payment must be made within five business days of the original request.**

OCCUPANCY LOAD:

1. Three Hundred and Seventy **(370)** people are allowed on main floor, provided chairs and tables used by occupants do not hamper access to exit doors and egress from exit doors. Multi-purpose room occupancy is One Hundred and Sixty Nine (169) people.
2. Three Hundred and Twenty Four **(324)** people are allowed on second floor where fixed seating is provided. Thirty Six **(36)** people are allowed in each upstairs meeting room.
3. If group, organization or individual does not comply with occupancy load policy, the function will be **shut down** by security. Additionally, the chance of renting the facility again will be jeopardized.

Tables and chairs are provided with this facility. The number of tables and chairs which are provided is:

MAIN FLOOR: 12' FOLDING TABLES-28, CHAIRS-216

MULTI-PURPOSE ROOM: 12' FOLDING TABLES-20, SQUARE TABLE-1, CHAIRS-160

5' ROUND TABLES (25 total) (For use in Main floor or Multi-room only)

UPSTAIRS MEETING ROOMS (2): 6' TABLES-15, SQUARE TABLES-2, CHAIRS-62

DECORATIONS:

1. Decorating is to be done during the period of time reserved by the permit group (Set up time). Any exception must be approved and/or paid for prior to signing and shall be recorded on the permit request.
2. The employee on duty must approve decorating plans and materials. Nails shall not be used to attach decorations. Staples and tacks can only be used on wood in Multi-Purpose Room intended for that purpose. **ONLY MASKING TAPE IS APPROVED FOR TAPING. CLEAR FISHING LINE MAY BE USED TO ATTACH DECORATIONS TO RAILINGS. TAPE SHALL NOT BE USED ON ANY FLOOR OR GLASS SURFACE IN FACILITY.**
3. Decorations shall not be attached to ceiling tiles or grid below upstairs railing. All decorations and any materials used to affix decorations to rails or tables must be completely removed by permit group following use of facility.

4. It is hereby agreed that the undersigned will comply with the following City Fire Ordinance: That any material used for display or decoration in City facilities must be confirmed as fire retardant. In addition, a letter of Certification from the manufacture of said items will be provided if requested by the Biloxi Fire Department.
5. **CONFETTI AND GLITTER ARE NOT ALLOWED ON TABLES OR FLOORS. CAN GLITTER SPRAY AND SILLY STRING ARE NOT ALLOWED IN FACILITY OR ON GROUNDS. SMOKE MACHINES AND FOG MACHINES ARE NOT ALLOWED IN FACILITY. (NO EXCEPTIONS)**
6. **ALL CANDLES WHICH ARE USED IN THE FACILITY MUST BE PLACED IN A FIRE RESISTANT CONTAINER. IF NOT, THE CARETAKER OR FIREMAN ON DUTY WILL HAVE THEM REMOVED. (NO EXCEPTIONS)**
7. **FIREWORKS AND PYROTECHNICS ARE NOT ALLOWED IN OR OUTSIDE FACILITY. This includes the snaps, pops and sparklers.**

ALCOHOLIC BEVERAGES:

Pursuant to the provisions of Section 14-1-12 of the City of Biloxi's Code of Ordinances:

1. No person(s) or group(s) renting the Donal Synder Sr. Center will be permitted to sell alcoholic beverages in the building or on the premises is NOT ALLOWED without written consent from the City of Biloxi Parks and Recreation Department. Requests must be presented in writing and will be considered on an individual basis.
2. Social, fraternal, charitable or City sponsored groups using the facility, with the authorization of the Director of the Department of Parks and Recreation, are permitted to bring alcoholic beverages for personal consumption, provided they do not sell to others and, further provided that the function is not intended for minors.
- NEW 3. GLASS BOTTLE BEER AND GLASS WINE COOLERS ARE NOT PERMITTED IN FACILITY. STYROFOAM COOLERS ARE NOT PERMITTED IN FACILITY. NO 6 FT OR 8 FT COOLERS ARE ALLOWED IN THE BUILDING PER CHERYL BELL, ACTING DIRECTOR STARTING 1/7/2013 (NO EXCEPTIONS).**
4. Set-ups are provided and sold by the Concessionaire contracted by individual renting said facility. The ice which is provided by the City may be used by the person(s) renting the facility. **The ice cannot be sold for profit.**
5. **There will be no drinking allowed on the dance floor at any time. Kegs of beer are not permitted upstairs. Food and beverages served upstairs must remain in the rooms designated for that purpose. Drinking of alcoholic beverages is not permitted unless security is present. (NO EXCEPTIONS)**
6. **ALCOHOL IS NOT ALLOWED TO REMAIN IN FACILITY ONCE FUNCTION HAS ENDED. IT MUST BE REMOVED. (NO EXCEPTIONS)**
7. **DRINKING ALCOHOLIC BEVERAGES DURING REHEARSALS IS NOT PERMITTED UNLESS SECURITY IS ASSIGNED TO THE REHEARSAL. ANYONE CAUGHT DOING SO WILL BE ASKED TO STOP DRINKING OR LEAVE THE FACILITY BY THE CITY EMPLOYEE ON DUTY.**

SUPERVISING:

1. The employee on duty is to be present in the building during the entire reservation period. The employee's duties are to open and close the building, to give assistance when needed and to assure that the policies of the Department are followed.

THE EMPLOYEE ON DUTY WILL NOT SERVE AS A CHAPERON.

2. Youth groups who do not have adults to supervise their function will not be able to book said facility. The adult must come in and contract the facility through the Parks and Recreation Department.
3. The adult who signs the permit request assumes responsibility for required arrangements and liability for any damages.
4. The Director of the Parks and Recreation Department must approve chaperons for youth groups prior to signing the permit request. There will be one adult per (50) children. The names and other pertinent information about chaperons are to be listed on the permit request retained by the Parks and Recreation Department when signed.
5. The Public Safety Department will determine the number of police and fire personnel required for your booking. Arranging for security and payment for such is the responsibility of the person(s) signing the contract. Failure to arrange for security will be grounds for cancellation of permit. Failure to pay Security will result in deduction from security deposit in an amount to cover cost of security.

OTHER REQUIREMENTS:

1. Violation of the rules and regulations pertaining to the use of the Donal Snyder Sr. Community Center may result in forfeiture of deposit fee. Additionally, future use of the facility may be denied.
2. **SMOKING IS NOT ALLOWED IN FACILITY.** Eating or drinking in the second floor bleachers or near the walking track area, is not allowed.
3. Under no circumstances shall equipment, chairs, tables, etc. be removed from the Community Center.
4. Rice may not be used for wedding receptions or any other type function. **(BIRD SEED MAY BE USED OUTSIDE THE BUILDING ONLY)**
5. **BEFORE OPERATING SPOTLIGHTS, RENTOR SHALL DISCUSS OPERATION WITH EMPLOYEE ON DUTY. SPOTLIGHTS SHALL ONLY BE OPERATED BY AN ADULT 18 YEARS OF AGE OR OLDER. (NO EXCEPTIONS)**
6. **UNDER NO CIRCUMSTANCES IS ANYONE ALLOWED TO USE OR MOVE CITY EXTENSION CORDS, LADDERS, PLANTS OR LOBBY FURNITURE.**
7. **ALL PERSONAL AND/OR RENTED ITEMS MUST BE REMOVED FROM THE FACILITY AFTER THE FUNCTION HAS ENDED.**

- *8. THE CITY OF BILOXI SHALL NOT BE RESPONSIBLE FOR ANY ITEM(S) LEFT IN THE FACILITY, OR ON THE PREMISES, AT THE COMPLETION OF FUNCTION. ANY ITEMS WHICH REMAIN WILL BE CONSIDERED TRASH AND DISPOSED OF BY CLEAN UP CREW.
- *9. If you require any other dates other than the dates listed on the original contract you must get with the Reservationist in advance to check for availability, i.e. rented items/borrowed items/deliveries. No one is allowed on property unless it is reserved by the permittee and the date/times are listed on the permit and paid for in advance. No Exception. If this should occur you will hamper your ability to re-book the facility in the future. The Center Manager(s) do not have the authority to change, alter or allow anyone in the building unless prior arrangements are made with the Reservationist. At that time it will be added to the original permit, justified and paid for.
- *10. No additional money is to be paid out to anyone unless the Recreation Department is aware of such requirements which are made by or through: i.e. City employees, Managers, Non-City personnel. This does not apply to outside entities which are hired by the renter.
- *11. No additional time in the facility once on property is allowed. You must make arrangements to end the function at least 15 minutes to 30 minutes prior to your end time written on the permit. And be out of the building as specified in writing by you on the original permit.

*CANCELLATION POLICY:

Should the Permittee cancel his/her event with the Parks and Recreation Department prior to 60 days of their scheduled event then 100% of the deposit shall be refunded. 60 days means from the function date, not the date in which the contract is signed.

If cancellation takes place less than 60 days of event, deposit shall be forfeited. If cancellation takes place within two (2) weeks of event, both deposit and rent shall be forfeited.

We will allow you to change the date one time and/or re-book the date one time. But, should you cancel again it would automatically be forfeit of deposit with no time line given on the second booking date. It will convert back to the original cancelation date and forfeit of said deposit will be automatic. You will have to book in the same year you are canceling in.

If a warning or watch for a Hurricane or Tropical Storm is announced and function is cancelled, then rent and deposit will be refunded. No other weather conditions are accepted for refunds.

Should the Recreation Department have to cancel the booking do to non-payment of any/all rental fees we will cancel your event and you will forfeit your damage deposit.

Generally, refunds require three to nine weeks to be returned.

USE OF THE KITCHEN:

1. Use of the Multi-Purpose Room and the Kitchen is included in the rental fee for the Main Floor. Use of the Kitchen is included in the rental fee for the Multi-Purpose Room.
2. The stove shall be used only for warming food catered into the building. Frying fish, meats or other foods is not permitted. Major cooking must be done outside the building and will have to be approved by the Director of the Parks and Recreation Department.

SQUARE FOOTAGE: TOTAL - 42,500

RENTAL FEE SCHEDULE:

Rental Fee Main Floor	\$500.00	Deposit	\$500.00
Clean-up fee for Main Floor	\$400.00		
Rehearsal/1 hour min.	\$ 25.00	(Per Hour)	

****Any rehearsal over six hours will be considered a full day rent and full rental cost for that day will be charged. \$500.00**

Mardi Gras' Rehearsals, if any, will be conducted after 12 noon on Sundays. This for Mardi Gras groups only whom have a ball booked in our facility.

Rental Fee Multi-Purpose Room	\$200.00	Deposit	\$250.00
Clean-up fee for Multi-room	\$200.00		

**Parking Lot Spaces: 180
Handicapped: 6**

All payments, including clean-up fee if Permittee chooses to have City clean, shall be made payable to the City of Biloxi. Security costs are paid directly to security personnel at conclusion of function. I HEREBY UNDERSTAND MY RESPONSIBILITY WITH RESPECT TO THE ABOVE COSTS AND THAT I SHALL BE RESPONSIBLE FOR TIMELY PAYMENT AS OUTLINED BELOW. I ALSO UNDERSTAND THAT IF I SHOULD NOT PAY SECURITY (POLICE AND FIRE) FULLY, THE AMOUNT OWING WILL BE DEDUCTED FROM MY SECURITY DEPOSIT.

Within 10 days of confirmation of booking, the deposit must be paid, as well as signing the contract. The rent must be paid within thirty days following payment of deposit. (NO EXCEPTIONS) A date will be given by the Reservationist to pay all remaining fees.

The reservationist will let you know the date by which to mail or hand deliver said rent and clean-up fee. The security arrangements must be made in strict accordance with the SECURITY INFORMATION SHEET.

ANY ONE BOOKING THE MEETING ROOMS FOR BIRTHDAY PARTIES, THAT INVOLVE CHILDREN UNDER 18 YEARS OF AGE, WILL NEED TO ACCOMPANY THEM TO AND FROM THE RESTROOMS. NO ONE SHOULD BE OUTSIDE THE ROOMS, UNLESS LEAVING THE FACILITY OR UTILIZING THE RESTROOMS. YOU CANNOT USE THE POOL AREA UNTIL YOUR HOURS ARE FINISHED IN THE MEETING ROOM(S). NO GOING BACK AND FOURTH. **THE POOL IS NOT RESERVED TO YOU**. WE ARE NOT RESPONSIBLE FOR THE NON-AVAILABILITY OF THE POOL AREA.

NOTE: It is the responsibility of the Permittee to notify the Reservationist promptly of any changes concerning booking. Failure to pay the deposit, rent, and clean-up fee in accordance with the times outlined above will result in cancellation of your booking. This policy will be strictly enforced. If mailing said payment to 377 Hiller Drive Biloxi, Ms. 39530 we are not responsible for lost or stolen mail.

IF PUTTING UP SIGNS OF ANY KIND ANYWHERE IN THE CITY, to advertise, you must call the Code Enforcement office prior to doing so 435-0841. This does not include inside the building or on the grounds of the facility. We will instruct you of that. This is for signage off property.

Signature

Date

Dear Patron,

Upon vacating the Donal Snyder Sr. Community Center premises, you will be responsible for cleaning this facility. It is also your responsibility to walk through the center with the caretaker prior to leaving to ensure the facility is left in satisfactory condition.

Cleaning is to include:

1. WIPE ALL TABLES AND CHAIRS WHICH WERE UTILIZED.
2. SWEEP AND MOP ALL FLOOR AREAS USED.
3. CLEAN KITCHEN TO INCLUDE ALL APPLIANCES, COUNTER TOPS AND SINKS, AND MICROWAVE.
4. CLEAN ALL BATHROOM FACILITIES USED: PICK-UP TRASH, SWEEP AND MOP, CLEAN SINKS, TOILETS AND MIRRORS.
5. EMPTY ALL TRASH CANS AND DISPOSE IN THE DUMPSTER PROVIDED OUTSIDE.
6. SWEEP AND PICK-UP TRASH FROM FRONT ENTRANCE. ALSO, IF ANY TRASH IS LEFT ON THE GROUNDS OUTSIDE FACILITY YOU WILL NEED TO PICK-UP AND PUT IN DUMPSTER, THIS IS TO INCLUDE THE PARKING LOT

Clean up for Meeting room(s) will be the above # 1, # 2, and # 5.

YOU CAN NOT CHANGE YOUR MIND AT THE EXPIRATION OF YOUR EVENT CONCERNING THE CLEAN-UP. ONCE YOU HAVE COMMITTED TO DOING YOUR OWN CLEAN-UP YOU MUST PERFORM THIS TASK. (NO EXCEPTIONS)

IF ANY OTHER ARRANGEMENT IS MADE, OTHER THAN WITH THE RESERVATIONIST, BY ANYONE ELSE THIS WILL BE CONSIDERED AN ILLEGAL ACT AND YOU WILL NOT BE ALLOWED TO RE-BOOK THE DONAL SNYDER CENTER IN THE FUTURE.

IF YOU HAVE ACCEPTED RESPONSIBILITY FOR CLEANING, YOU WILL BE REQUIRED TO CLEAN THE BATHROOMS IF YOUR FUNCTION TAKES PLACE AT ANY TIME AFTER 9:00 P.M. MONDAY THROUGH FRIDAY OR ANY TIME AFTER 12:00 NOON ON SATURDAY. (NO EXCEPTIONS)

SIGNATURE _____

DATE _____

I waive responsibility for clean-up and wish to have the City of Biloxi provide this service. I understand that I will be responsible for paying the following cost:

- \$400.00 clean-up cost for Main Floor/Kitchen
- \$200.00 clean-up cost for Multi-Purpose Room/Kitchen

SIGNATURE _____

DATE _____

ASSUMPTION OF RISK AND INDEMNITY AGREEMENT

The undersigned, _____
as Permittee, understands and agrees that as part of the consideration for renting, leasing or otherwise using the Donal Snyder Sr. Community Center for the contemplated event, he/she agrees to release, indemnify, defend, and pay any damages or monetary obligations, to which the City of Biloxi, its agents, servants, employees, officials, representatives and attorneys may become obligated to pay for any and all risk of loss by theft, vandalism, destruction, or otherwise, of any and all items of personal property belonging to the participants and spectators therein, and, in addition, said Permittee agrees to release, indemnify, defend, pay damages or monetary obligations, and hold the City of Biloxi, its employees, agents, servants, representatives, officials, and attorneys harmless from and against any and all loss, claims, damages, actions, and expenses for said loss of personal property, as well as from and against any and all claims, loss, damages, actions, or personal or bodily injury (including death), litigation costs and expenses, all court costs, and attorney's fees, arising from, or associated with, the use of the Donal Snyder Sr. Community Center.

This the _____ day of _____,
20____.

PERMITTEE SIGNATURE

WITNESS

Security Arrangements for City Facilities & Events

Biloxi Police Department

170 Porter Avenue

Biloxi, MS 39530

228-702-3145

A request has been made for security provided by the Biloxi Police Department for the use of the

_____ By Name: _____

Phone Number: _____ Email: _____

Event Date: _____ Doors Open: _____ Close: _____

Type of Function: _____

_____ Total number of individuals (total occupancy) expected to attend the function

_____ Alcohol Served (beer/wine/liquor)

Notes/Consideration: _____

_____ Number of Police Officers. To be determined by the Police Department

_____ Number of Police Units . To be determined by the Police Department

To be filled out by the Police Department:

Officer(s) need to

Arrive at: _____ and depart at: _____ Total Hours: _____

There is a three hour minimum on all events.

Fees:

\$ _____ Total (\$25.00 per hour per officer)

\$ _____ Total (\$10.00 per hour per unit)

Officers are to be paid the day of the event upon officer's arrival before the event starts. If payment is not received, security will not be provided.

The Biloxi Police Department at (228-702-3145) must be notified a minimum of two (2) business days prior to the function of any changes either in attendance or in the times of the event or if there is a cancellation of the function. Not before.

Applicant's Signature : _____ Date: _____.

COB Employee Signature: _____ Date: _____.

BPD Employee Signature: _____ Date: _____.

Below to be filled out the night of the event and once filled out and returned to Ashley Scurrah (Major's Office):

Payment POC Signature: _____ Amount Received by Officer: _____

Officer Signature: _____

Biloxi Police Department Security Information Sheet

It is mandatory by City of Biloxi Code of Ordinances that Biloxi Police personnel be present at functions held at City facilities. It is the responsibility of the Police Department to assign the necessary Police personnel based on the function. Security is required from the starting time to closing time.

The cost required is as follows:

Police Personnel \$25.00 per hour (3 hour minimum) per officer

The security cost will be paid directly to the assigned personnel who are assigned to the function at the beginning of the event on the day of the event.

In order to ensure that your security detail is established in a timely manner, you will need to do the following:

1. Ensure that form "BPD Security Form-001" is properly filled out.
2. Form then is to be signed by a City of Biloxi official who is establishing the contract.
3. It will then be your responsibility to follow up with a phone call to the Biloxi Police Department at 228-702-3145 where payment arrangements and officer assignments will be finalized.

Signing below means you are aware that you will not be allowed in the facility (on the date booked) if security for Police arrangements is not made. A copy of arrangements must be on file with the Recreation Department and the Police Department. It is not the responsibility of the Parks and Recreation Department to arrange security. If you should cancel your event with the Parks and Recreation Department, you must call the Police Department (228-702-3145) to cancel or you will be billed if security shows up to a cancelled event. It is not the responsibility of the Parks and Recreation Department to cancel security arrangements.

Signature

Date

BPD Security Form-002

Fire Arrangements for City Facilities & Events
Fire Department
170 Porter Avenue
Biloxi, Ms. 39530
228-435-6209
Fire Information Sheet
Parks and Recreation Department

It is mandatory by City of Biloxi Code of Ordinances that Biloxi Fire personnel be present at functions held at City facilities. It is the responsibility of the Fire Department to assign the necessary Fire personnel based on the function. Fireguards are required one hour before the doors open or starting time of event whichever is first until closing time. The Fire Guard cost will be paid directly to the personnel who were assigned to the function at the end of the event. The City of Biloxi Parks and Recreation Department is not responsible for resolving differences concerning payment to Fire Personnel. The Recreation Office will fax this form to the Fire Department, Debbie Fax# (228)436-7151 and Mark Dronet Fax # (228)436-7152. The Fire Department will get with you concerning signing of the security sheet. If you have any questions pertaining to the assignment you may call them at 228-435-6209 once you receive the final paper work from them.

I hereby understand my responsibility regarding the above Fire Guard arrangements and cost. I am aware if I should not make payments to the Fire Guard at the end of the event, the amount will be deducted from my damage deposit. If you should cancel your event with the Parks and Recreation Department, you must call the Biloxi Fire Departments Fire Prevention Bureau to cancel or you will be billed if Fire Guards show up to a cancelled event. It is not the responsibility of the Parks and Recreation Department to cancel Fire Guard arrangements. Signing below means you are aware that you (will not be allowed in the facility on the date booked) if Fire Guard arrangements are not made.

A copy of arrangements must be on file with the Recreation Department and Fire Department. It is not the responsibility of the Parks and Recreation Department to arrange Fire Guard. If scheduled rehearsal(s) have more than 50 people in attendance then Fire personnel will be required and you will pay for service. If policies change in this department it will implemented by their division and you will be responsible to follow the policy at any point in the contract.

(Fire \$15.00 per hour/per person assigned (4 hour minimum))

Print Name/Date

Signature

Site

Date of Event

Phone Number

E-Mail Address

Type Function

Number of people attending

The Recreation Department will enforce our policies and procedures within our permit for use of the facilities.

You will be given one curiosity call in reference to deadlines approaching. If you do not have the money(s) paid on or before the dead line we will be forced to cancel your event and the City of Biloxi will not be responsible for or liable for any loss revenue which you may incur from this cancelation. To include any pain or suffering which may occur do to non-compliance by you or members representing you.

Each person renting our facility is given a copy of the permit which they have signed and dated. Each person or persons is also given an opportunity to read the contract, if appointment was made to sign in my office. If contract was e-mailed or faxed you are also told should you have any questions or concerns call and I would walk through the permit with you.

You are responsible in making sure that you keep the copy given to you by our office and making any special notes to insure that you comply with the policies. We are not responsible for calls which are not received by us. If the phone number in which you originally gave to us is no longer in use or we are unable to leave a voice mail it is not our responsibility, an attempt was made and will be noted. We look forward to you using our facilities but please keep in mind we take these date(s) off our books once you have made a commitment to use the facility. Sometimes that means days, months or longer. We are not responsible for lost or stolen mail.

If the City of Biloxi has to cancel you from our facilities all deposits paid will be forfeited for that reason. All other cancelations within the permit will also be enforced and does apply.

Signature

Date

City Representative

Date