

FRANK G.GRUICH SR.COMMUNITY CENTER - REQUEST FOR PERMIT

Facility address: 591 HOWARD AVENUE BILOXI, MS 39530

PARKS AND RECREATION DEPARTMENT

MAIL ALL CONTRACTS AND FEES TO

377 HILLER DRIVE BILOXI, MS.39530 / PAYABLE: CITY OF BILOXI

GROUP(S) OR INDIVIDUAL(S) NAME(S) : _____ (Permittee)

ADDRESS: _____ Zip code _____

TELEPHONE NUMBER: HOME _____ WORK _____

TYPE OF EVENT: _____ NUMBER OF PARTICIPANTS: _____

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 up, start and closing times for the event 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.

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: _____

E-Mail address: _____

PERMIT POLICIES

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

Our policies on 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, etc. Before any organization is granted permission to use this facility, they must sign and agree to all center policies. All organizations must insure that all decorations will be removed from the facility as soon as the function has expired. Our employee on duty would deeply appreciate your help in this matter.

146 PARKING SPACES ARE AVAILABLE ON SITE FOR THIS FACILITY.

PLANTS THAT ARE IN THE FACILITY AND OWNED BY CITY SHALL NOT BE USED OR MOVED BY ANYONE RENTING THE FACILITY.

PROCEDURES:

1. Persons wanting to reserve rooms for private, semi-private, or public events at the 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 Gruich Community Center.

***AA. Time changes to contract will not be accepted three days out from date booked.**

***BB. Adding additional dates to existing contract will not be accepted two weeks prior to original contract dates. You are not considered confirmed for additional date or dates until payment is made with the Parks and Recreation Office. Payment must be made within five business days of the original request.**

HOURS:

1. **Activities in the center must be completed and everyone should be out of the facility at 2:00 a.m. If the renter elects to clean, then you must shut the function down at 12:00 midnight, clean facility and be out by 2:00 a.m.**
2. Regularly scheduled activities of the Parks and Recreation Department and the City are not cancelled in order to provide room for a permit. **Center is opened only for bookings. Call Reservationist to make arrangements to look at Center.**

STAGE MEASUREMENTS:

40 FEET WIDE (SIDE TO SIDE)
21 FEET DEEP (WITH CURTAIN OPEN)
13 FEET (FROM CLOSED CURTAIN TO BACK)

SQUARE FOOTAGE: TOTAL 22,130

13,690 SQUARE FEET ON FIRST FLOOR.
8,440 SQUARE FEET ON SECOND FLOOR.

OCCUPANCY LOAD:

1. The employee on duty will keep the building locked until security arrives. **THERE ARE NO EXCEPTIONS.**
2. Four Hundred and four **(450)** people or less are allowed on ground floor in auditorium provided chairs and tables used by occupants do not hamper access to exit doors and egress from exit doors. **(NOT ONE PERSON MORE)**
3. Three Hundred and Thirty Three **(333)** people are allowed on second floor where fixed seating is provided. **NO FOOD OR DRINK ALLOWED UPSTAIRS IN BALCONY**
4. 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:
DOWN STAIRS: 12' Folding Tables-50, 5' Round Tables-25, Folding Chairs-480,
UP STAIRS MEETING ROOMS: 8' Tables-20, 6' Tables-2 Folding Chairs-82.
5. Forty **(40)** people are allowed in each of the two large upstairs meeting rooms.

DECORATIONS:

1. Decorating is to be done during the period of time reserved by the permit group. 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 may not be used to attach decorations. Staples and tacks can be used on wood at bottom of railing. 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. All decorations and any materials used to affix decorations to walls or ceiling must be completely removed by permit group following use of facility.
4. **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)**
5. **ALL CANDLES WHICH ARE USED IN THE FACILITY MUST BE PLACED IN A FIRE RESISTANT CONTAINER OR THE CENTER CARETAKER WILL REMOVE THEM OR HAVE THE FIREMAN ON DUTY REMOVE THEM. (NO EXCEPTIONS)**
6. 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 manufacturer of said items will be provided if requested by the Biloxi Fire Department.
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 Gruich Community Center will be permitted to sell alcoholic beverages in the building or on the premises.
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 STARTING 1/7/2013 PER CHERYL BELL. 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 and any beverages served in that area must remain in the room 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. His 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. 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 Community Center may result in forfeiture of deposit fee. Also, the use of the facility may be denied for future requests.
2. **SMOKING IS NOT ALLOWED IN FACILITY. Food and drinks are not permitted except in those areas designated for such. EATING AND DRINKING IS NOT ALLOWED IN THE RESTROOM AREAS AND ELEVATOR. (NO EXCEPTIONS)**
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 ONLY)**
5. **BEFORE OPERATING TRIPOD SPOTLIGHTS, RENTOR SHALL DISCUSS OPERATION WITH EMPLOYEE ON DUTY. SPOTLIGHTS SHALL ONLY BE OPERATED BY AN ADULT 18 YEARS OR OLDER. (NO EXCEPTIONS)**
6. For those groups requiring special use of the Gruich Center Stage Lighting, Dimmer Panel and Lighting Console, it will be required that you contract directly with the following for Technical Services:

Dan McElhinny - Tele - (228) 380-5235 Cell If Dan McElhinny is unable to provide these services, call Gaius Medley at (228) 297-9274. If a group can demonstrate that some other consultant technician has the experience and familiarity with our type equipment, and furnishes a certificate of liability insurance, with the City of Biloxi named as an additional insured, and receives approval from the City in advance, then other technicians may be authorized to use the equipment.
7. **UNDER NO CIRCUMSTANCES IS ANYONE ALLOWED TO USE CITY EXTENSION CORDS, LADDERS OR ANY OTHER MATERIAL OR EQUIPMENT. (NO EXCEPTIONS)**
8. **ALL PERSONAL AND/OR RENTED ITEMS MUST BE REMOVED FROM THE FACILITY AFTER THE FUNCTION HAS ENDED. The Director will use his/her discretion on an hourly/daily charge should anything be left in our building overnight, daily, weekly or yearly. It will come out of your damage deposit as storage fee.**
9. **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 WILL BE CONSIDERED TRASH AND DISPOSED OF BY CLEAN UP CREW.**

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. If cancellation takes place 59 days or less of event full deposit shall be forfeited. If cancellation takes place within two (2) weeks of event, both deposit and rent shall be forfeited and any other fees which were paid. 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. 60 days means from the function date, not the date in which the contract is signed. 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.

NOTE: Generally, refunds require three to nine weeks to be returned, occasionally longer.

USE OF THE KITCHEN:

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

RENTAL FEE SCHEDULE:

Rental Fee	\$500.00	Deposit	\$500.00
Rehearsal/1 hour min.	\$ 25.00	Per Hour	
Clean-up fee (If City is required to clean)			\$400.00

ALL REHEARSALS MUST SHUT DOWN 15 MIN. PRIOR TO DEPARTURE TIME LISTED IN ORDER TO ASSURE YOU ARE OUT OF THE BUILDING ON TIME. NO EXCEPTIONS

****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 is for Mardi Gras groups only whom have a ball booked in our facility. If over 50 people during a rehearsal Fire is required)

Meeting Room 1 (6 HOUR LIMIT)	\$100.00	Deposit	\$100.00
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Meeting Room 1 & 2
(6 HOUR LIMIT)

\$150.00

Deposit \$100.00

Clean-up fee (If City is required to clean) \$400.00

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)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. 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 and there is no recourse, i.e. City will not be responsible for anything cost related do to this cancelation made by our office. 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 Permittee,

Upon vacating the Dr. Frank G. Gruich 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 ENTIRE FACILITY.
3. CLEAN KITCHEN TO INCLUDE ALL APPLIANCES AND COUNTER TOPS.
4. CLEAN ALL BATHROOM FACILITIES; PICK-UP TRASH, SWEEP AND MOP. CLEAN THE 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 INCLUDES THE PARKING AREAS.

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 GRUICH CENTER IN THE FUTURE.

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 \$400.00 clean-up cost for this service.

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 Dr. Frank G. Gruich 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 Dr. Frank G. Gruich 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.

Applicant's Signature: _____ Date: _____.

COB Employee Signature: _____ Date: _____.

BPD Employee Signature: _____ Date: _____.



Police Department

John B. Miller, Director

**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 are 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

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