

MADISON COUNTY, MISSISSIPPI

RESERVATION APPLICATION FOR USE OF COUNTY BUILDING AND/OR GROUNDS

Today's Date: 9-14-17

Name and phone number of contact person for this request: Vickie McNeill

Nature of Meeting and/or Program: Veterans Day (Alpha Kappa Sorority)

Request is for: (Courthouse Square, Courthouse, Gazebo, or Board of Supervisor's Board Room).
(Please circle one)

Date Requesting: 11-11-17 Time: 2:00-3:00 (a.m.) (p.m.)

CONDITIONS:

1. Reservations must be made in the Board of Supervisors' office.
2. Reservations should be made one month in advance.
3. Free use of a facility or grounds shall be limited to governmental entities, and Madison County civic groups.
4. All Madison County businesses, and individual residents of the county must submit a \$25.00 non-refundable deposit at the time of making reservations, and the nature of the meeting must be for non-profit only. {Excluding the Canton Flea Market}
5. The facility or grounds must be cleaned to the satisfaction of the county.
6. Use of a building or grounds shall be limited to no later than 11:00 p.m. {Excluding the Relay for Life}
7. No smoking, alcoholic beverages or dances will be allowed. Any activity which would possibly damage floors, walls, ceilings, or lights is forbidden.
8. Any damages will be the responsibility of the reserving party.
9. Indemnification that the county will be held harmless under all conditions.

Name: Vickie McNeill {print name}

Address: 210 Ricks Drive
Canton, Miss. 39046

Telephone: (601) 859-4799

I hereby agree to the above conditions of this agreement and have tendered the \$25.00 deposit. {Cash} {Check}

Signature: Vickie McNeill

Note: If utility service is needed please call Canton Municipal Utilities at 855-5480, 48 hours in advance of your reservation date. A \$25.00 deposit is required during normal working hours. A \$50.00 deposit will be required after working hours, week-end or holidays.



Madison County Buildings and Grounds

Tony Greer, County Administrator ▪ Danny Lee, Director of Buildings & Grounds

125 West North Street, Post Office Box 608, Canton, Mississippi 39046
Office 601-855-5500 ▪ Facsimile 601-855-5759
danny.lee@madison-co.com

FACILITY USE AGREEMENT

TO: Applicant

FROM: Danny Lee, Director
Building and Grounds

SUBJECT: Applicants Responsibility for Damages

To reduce damage to the Historic Courthouse and the surrounding grounds, herein described as The Square, it is required that all Applicants requesting the use of The Square, agree to repair any and all damage to the grounds or associated items i.e. iron fence, sidewalks, gazebo etc. that occur as a result of the Applicant's planned event. It is the responsibility of the Applicant to inspect the current conditions and note any pre-existing conditions prior to the scheduled event. Once the Applicant and Owner agree to pre-existing conditions, the Applicant will be responsible for all cost associated with repairs needed to bring The Square back to pre-event conditions. At the conclusion of the event, the Owner will inspect The Square and note any damage. The Applicant will be contacted by the Owner, and damages that are attributed to the Applicants event will be repaired to the satisfaction of the Owner and completed within (7) seven days of notification.

I agree to the above mentioned requirement, and agree to correct any damage to The Square that occurred as a result of the Applicants event.


Applicants Signature

9-14-17
Date