



Madison County Soil and Water Conservation District

175-A Commercial Parkway

Canton, MS 39046-9769

(601) 859-4272, Ext. 3

December 7, 2017

Mr. Shelton Vance
Madison County Board of Supervisors
P O Box 608
Canton, MS 39046

Dear Mr. Vance,

The Madison County Soil & Water Conservation District will be celebrating 40 years of their Tree Give-Away Program. The activities include a tree give-away and sales at various locations around the county. On Thursday, February 8, 2018, we will be in Canton from 11:00 a.m. to 2:00 p.m.

We are requesting permission to conduct the event on the south side of the Courthouse Square, attached is a reservation application for use of county building and/or grounds.

Your favorable consideration of our request will be appreciated. Please call me at 601-859-4272 ext. 3 or my email address is celia.miller@ms.nacdnet.net should there be a problem.

Sincerely,

A handwritten signature in cursive script that reads "Celia R. Miller".

Celia R. Miller
District Administrator

MADISON COUNTY, MISSISSIPPI

RESERVATION APPLICATION FOR USE OF COUNTY BUILDING AND/OR GROUNDS

Today's Date: 12-6-17

Name and phone number of contact person for this request: Celia R. Miller
601-859-4272 ext. 3 Celia.miller@ms.nacdn.net

Nature of Meeting and/or Program: Madison County Soil & Water
Conservation District's Tree Give-away

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

Date Requesting: 2-8-18 Time: 11:00-2:00 (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: Celia R. Miller {print name}

Address: 175-A Commercial Parkway
Canton, MS 39046

Telephone: 601-859-4272 ext. 3

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

Signature: Celia R. Miller

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.