

MADISON COUNTY BOARD OF SUPERVISORS  
MADISON COUNTY, MISSISSIPPI

Reservation Application for use of the Historic Courthouse Grounds

Today's Date:

3-1-18

Contact Persons Name:

REV. LARRY SAXTON JR

Contact Persons Phone Number:

601-940-7404

Contact Persons Address:

350 E. PEACE ST  
CANTON MS 39046

Briefly Describe Program/ Event:

EASTER SUNRISE SERVICE

Facility Fee:	Courthouse Grounds -	\$300.00
	North Courthouse Grounds -	\$100.00
	South Courthouse Grounds -	\$200.00

Date(s) of Reservation: 4-1-18 Time of Event: 6:15 a.m./p.m. to 8:30 a.m./p.m.

**PERMIT APPLICATION:**

1. Permit Applications must be completed and delivered to the Administration Office on the 2<sup>nd</sup> floor of the Administration Building located at 125 West North Street, Canton, MS. Applicant may call (601) 855-5500 for information or questions any weekday from 8AM-5PM. Reservations can be submitted one (1) year in advance. (LS)
2. Applicant must be twenty-one (21) or older to submit a permit application. A copy of an state-issued ID must accompany this application. (LS)
3. Permit Applications shall be submitted to the Administration Office at least thirty (30) days in advance of the scheduled event. (LS)
4. The entire application fee shall be paid in full when submitting the Permit Application for the Courthouse Grounds. Checks or Money Orders shall be made out to the *Madison County Board of Supervisors*. (LS)
5. The Applicant and all participating members will hold the Madison County Board of Supervisors and its employees harmless in the event of an injury or damage or any kind. (LS)
6. All Permit Applications are subject to denial. All events are approved or denied at the discretion of the Madison County Board of Supervisors. (LS)

7. All Permit Applications are on a first come, first serve basis. Applications will not be accepted by phone, fax or e-mail. (LS)
8. Refunds will be granted in the event of a cancellation or rain out. If desired, a credit and new event date can be requested at (601)855-5500. (LS)
9. Applicants shall be a Not-For-Profit entity. (LS)

**RULES AND REGULATIONS:**

1. All events can begin at 8:00AM, and shall be completed, cleaned, secured and vacated no later than 10:00PM, unless specifically approved by the Board of Supervisors. (LS)
2. Applicant is responsible for any misuse or damage to County Property and is responsible for charges required to make all repairs as deemed necessary by Madison County. (LS)
3. At the end of the scheduled event, it is the responsibility of the Applicant to dispose of all debris and trash accumulated during the event and dispose of it legally at an off-site facility. (LS)
4. Applicant must have copy of an Approved Permit Application on site at the time of the rental. (LS)
5. Alcohol and/or Illicit Drugs are prohibited. (LS)
6. Security is NOT provided by the Madison County Board of Supervisors for either the Applicant, Participants or personal property. (LS)
7. Restroom facilities are not available. The Applicant is responsible for securing this service. (LS)
8. No signage, decorations or other materials shall be attached to the fence. Locations for signs are provided by Madison County. ( )
9. Only service animals are allowed on Courthouse Grounds. (LS)

**VEHICLES AND PARKING:**

1. **NO Vehicles** shall be allowed on the courthouse grounds except for Emergency Vehicles, Madison County/County Vendor Maintenance Vehicles and CMU Maintenance Vehicles. (LS)
2. Event parking is available one block north of the Square at the Madison County Circuit Courthouse, 128 West North Street. Please notify the participants prior to the event of parking location availability. (LS)

I hereby agree to the above conditions of this agreement and have tendered the appropriate fee.

  
\_\_\_\_\_  
Applicant Signature (Responsible Party)

3-1-18  
\_\_\_\_\_  
Date



# Madison County Buildings and Grounds

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](mailto:danny.lee@madison-co.com)

## FACILITY USE AGREEMENT

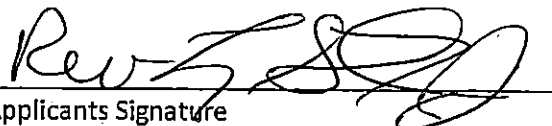
TO: Applicant

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

3-1-18  
Date

MADISON COUNTY, MISSISSIPPI

RESERVATION APPLICATION FOR USE OF COUNTY BUILDING AND/OR GROUNDS

Today's Date: February 20, 2018

Name and phone number of contact person for this request: \_\_\_\_\_

Dawn Lampkin 601-946-0367

Nature of Meeting and/or Program: Canton Flea Market

Request is for: (Courthouse Square, Courthouse, Gazebo, or Board of Supervisor's Board Room).  
(Please circle one) 5.5.18 (8 am - 12 pm) Marking Spaces

Date Requesting: 5.9.18 (11 am - 6 pm) Vendor Set Up Time: \_\_\_\_\_ (a.m.) (p.m.)  
5.10.18 (8 am - 5 pm) Flea Market

**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: Dawn Lampkin {print name}

Address: PO Box 382  
Canton, MS 39046

Telephone: 601.946.0367

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

Signature: Dawn Lampkin

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 BOARD OF SUPERVISORS  
MADISON COUNTY, MISSISSIPPI

Reservation Application for use of the Historic Courthouse Grounds

Today's Date: 2-21-2018

Contact Persons Name: Jana Deal

Contact Persons Phone Number: 001-859-1307

Contact Persons Address: 141 N. Union St.  
Canton, MS  
39046

Briefly Describe Program/ Event:  
Canton Christmas Festival

Facility Fee:	<u>Courthouse Grounds -</u>	\$300.00
	North Courthouse Grounds -	\$100.00
	South Courthouse Grounds -	\$200.00

Date(s) of Reservation: 10-22-2018 Time of Event: All day a.m./p.m. to \_\_\_\_\_ a.m./p.m.  
until 1-14-2019

**PERMIT APPLICATION:**

1. Permit Applications must be completed and delivered to the Administration Office on the 2<sup>nd</sup> floor of the Administration Building located at 125 West North Street, Canton, MS. Applicant may call (601) 855-5500 for information or questions any weekday from 8AM-5PM. Reservations can be submitted one (1) year in advance. (J)
2. Applicant must be twenty-one (21) or older to submit a permit application. A copy of an state-issued ID must accompany this application. (J)
3. Permit Applications shall be submitted to the Administration Office at least thirty (30) days in advance of the scheduled event. (J)
4. The entire application fee shall be paid in full when submitting the Permit Application for the Courthouse Grounds. Checks or Money Orders shall be made out to the *Madison County Board of Supervisors*. (J)
5. The Applicant and all participating members will hold the Madison County Board of Supervisors and its employees harmless in the event of an injury or damage or any kind. (J)
6. All Permit Applications are subject to denial. All events are approved or denied at the discretion of the Madison County Board of Supervisors. (J)

7. All Permit Applications are on a first come, first serve basis. Applications will not be accepted by phone, fax or e-mail. (JD)
8. Refunds will be granted in the event of a cancellation or rain out. If desired, a credit and new event date can be requested at (601)855-5500. (JD)
9. Applicants shall be a Not-For-Profit entity. (JD)

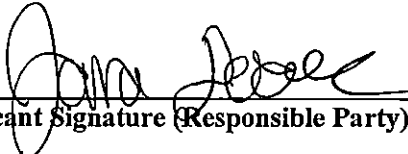
**RULES AND REGULATIONS:**

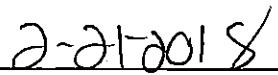
1. All events can begin at 8:00AM, and shall be completed, cleaned, secured and vacated no later than 10:00PM, unless specifically approved by the Board of Supervisors. (JD)
2. Applicant is responsible for any misuse or damage to County Property and is responsible for charges required to make all repairs as deemed necessary by Madison County. (JD)
3. At the end of the scheduled event, it is the responsibility of the Applicant to dispose of all debris and trash accumulated during the event and dispose of it legally at an off-site facility. (JD)
4. Applicant must have copy of an Approved Permit Application on site at the time of the rental. (JD)
5. Alcohol and/or Illicit Drugs are prohibited. (JD)
6. Security is **NOT** provided by the Madison County Board of Supervisors for either the Applicant, Participants or personal property. (JD)
7. Restroom facilities are not available. The Applicant is responsible for securing this service. (JD)
8. No signage, decorations or other materials shall be attached to the fence. Locations for signs are provided by Madison County. (JD)
9. Only service animals are allowed on Courthouse Grounds. (JD)

**VEHICLES AND PARKING:**

1. **NO Vehicles** shall be allowed on the courthouse grounds except for Emergency Vehicles, Madison County/County Vendor Maintenance Vehicles and CMU Maintenance Vehicles. (JD)
2. Event parking is available one block north of the Square at the Madison County Circuit Courthouse, 128 West North Street. Please notify the participants prior to the event of parking location availability. (JD)

I hereby agree to the above conditions of this agreement and have tendered the fee of \$ 25.00  
(Cash/Check)

  
\_\_\_\_\_  
Applicant Signature (Responsible Party)

  
\_\_\_\_\_  
Date

MADISON COUNTY BOARD OF SUPERVISORS  
MADISON COUNTY, MISSISSIPPI

Reservation Application for use of the Historic Courthouse Grounds

Today's Date: 2-21-2018

Contact Persons Name: Jana Deav - Canton Tourism

Contact Persons Phone Number: 601-859-1307

Contact Persons Address: 141 N. Union St  
Canton, MS  
39010

Briefly Describe Program/ Event:  
Pictures with the Easter bunny in the Gazebo for  
a town easter promo!  
Being a city event we would like to have no charge.

Facility Fee:	Courthouse Grounds -	\$300.00
	North Courthouse Grounds -	\$100.00
	South Courthouse Grounds -	\$200.00

Date(s) of Reservation: 3-24-2018 Time of Event: 10:00 a(m)/p.m. to 4:00 a.m./p.m.

**PERMIT APPLICATION:**

1. Permit Applications must be completed and delivered to the Administration Office on the 2<sup>nd</sup> floor of the Administration Building located at 125 West North Street, Canton, MS. Applicant may call (601) 855-5500 for information or questions any weekday from 8AM-5PM. Reservations can be submitted one (1) year in advance. (JP)
2. Applicant must be twenty-one (21) or older to submit a permit application. A copy of an state-issued ID must accompany this application. (JP)
3. Permit Applications shall be submitted to the Administration Office at least thirty (30) days in advance of the scheduled event. (JP)
4. The entire application fee shall be paid in full when submitting the Permit Application for the Courthouse Grounds. Checks or Money Orders shall be made out to the *Madison County Board of Supervisors*. (JP)
5. The Applicant and all participating members will hold the Madison County Board of Supervisors and its employees harmless in the event of an injury or damage or any kind. (JP)
6. All Permit Applications are subject to denial. All events are approved or denied at the discretion of the Madison County Board of Supervisors. (JP)

7. All Permit Applications are on a first come, first serve basis. Applications will not be accepted by phone, fax or e-mail. (JP)
8. Refunds will be granted in the event of a cancellation or rain out. If desired, a credit and new event date can be requested at (601)855-5500. (JP)
9. Applicants shall be a Not-For-Profit entity. (JP)

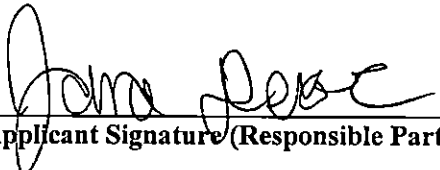
**RULES AND REGULATIONS:**

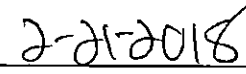
1. All events can begin at 8:00AM, and shall be completed, cleaned, secured and vacated no later than 10:00PM, unless specifically approved by the Board of Supervisors. (JP)
2. Applicant is responsible for any misuse or damage to County Property and is responsible for charges required to make all repairs as deemed necessary by Madison County. (JP)
3. At the end of the scheduled event, it is the responsibility of the Applicant to dispose of all debris and trash accumulated during the event and dispose of it legally at an off-site facility. (JP)
4. Applicant must have copy of an Approved Permit Application on site at the time of the rental. (JP)
5. Alcohol and/or Illicit Drugs are prohibited. (JP)
6. Security is **NOT** provided by the Madison County Board of Supervisors for either the Applicant, Participants or personal property. (JP)
7. Restroom facilities are not available. The Applicant is responsible for securing this service. (JP)
8. No signage, decorations or other materials shall be attached to the fence. Locations for signs are provided by Madison County. (JP)
9. Only service animals are allowed on Courthouse Grounds. (JP)

**VEHICLES AND PARKING:**

1. **NO Vehicles** shall be allowed on the courthouse grounds except for Emergency Vehicles, Madison County/County Vendor Maintenance Vehicles and CMU Maintenance Vehicles. (JP)
2. Event parking is available one block north of the Square at the Madison County Circuit Courthouse, 128 West North Street. Please notify the participants prior to the event of parking location availability. (JP)

I hereby agree to the above conditions of this agreement and have tendered the fee of \$ 25.00  
(Cash/Check)

  
\_\_\_\_\_  
Applicant Signature (Responsible Party)

  
\_\_\_\_\_  
Date



MADISON COUNTY BOARD OF SUPERVISORS  
MADISON COUNTY, MISSISSIPPI

Reservation Application for use of the Historic Courthouse Grounds

Today's Date:

2-21-2018

Contact Persons Name:

Jana Dear - Canton Tourism

Contact Persons Phone Number:

(601) 859-1307

Contact Persons Address:

141 N. Union St

Canton, MS 39046

Briefly Describe Program/ Event:

Easter bunny pictures as a city promotion

Facility Fee:	Courthouse Grounds -	\$300.00
	North Courthouse Grounds -	\$100.00
	South Courthouse Grounds -	\$200.00

Date(s) of Reservation: 3-31-2018 Time of Event: 10:00 a.m./p.m. to 4:00 a.m./p.m.

**PERMIT APPLICATION:**

1. Permit Applications must be completed and delivered to the Administration Office on the 2<sup>nd</sup> floor of the Administration Building located at 125 West North Street, Canton, MS. Applicant may call (601) 855-5500 for information or questions any weekday from 8AM-5PM. Reservations can be submitted one (1) year in advance. (JD)
2. Applicant must be twenty-one (21) or older to submit a permit application. A copy of an state-issued ID must accompany this application. (JD)
3. Permit Applications shall be submitted to the Administration Office at least thirty (30) days in advance of the scheduled event. (JD)
4. The entire application fee shall be paid in full when submitting the Permit Application for the Courthouse Grounds. Checks or Money Orders shall be made out to the *Madison County Board of Supervisors*. (JD)
5. The Applicant and all participating members will hold the Madison County Board of Supervisors and its employees harmless in the event of an injury or damage or any kind. (JD)
6. All Permit Applications are subject to denial. All events are approved or denied at the discretion of the Madison County Board of Supervisors. (JD)

7. All Permit Applications are on a first come, first serve basis. Applications will not be accepted by phone, fax or e-mail. (JP)
8. Refunds will be granted in the event of a cancellation or rain out. If desired, a credit and new event date can be requested at (601)855-5500. (JP)
9. Applicants shall be a Not-For-Profit entity. (JP)

**RULES AND REGULATIONS:**

1. All events can begin at 8:00AM, and shall be completed, cleaned, secured and vacated no later than 10:00PM, unless specifically approved by the Board of Supervisors. (JP)
2. Applicant is responsible for any misuse or damage to County Property and is responsible for charges required to make all repairs as deemed necessary by Madison County. (JP)
3. At the end of the scheduled event, it is the responsibility of the Applicant to dispose of all debris and trash accumulated during the event and dispose of it legally at an off-site facility. (JP)
4. Applicant must have copy of an Approved Permit Application on site at the time of the rental. (JP)
5. Alcohol and/or Illicit Drugs are prohibited. (JP)
6. Security is **NOT** provided by the Madison County Board of Supervisors for either the Applicant, Participants or personal property. (JP)
7. Restroom facilities are not available. The Applicant is responsible for securing this service. (JP)
8. No signage, decorations or other materials shall be attached to the fence. Locations for signs are provided by Madison County. (JP)
9. Only service animals are allowed on Courthouse Grounds. (JP)

**VEHICLES AND PARKING:**

1. **NO Vehicles** shall be allowed on the courthouse grounds except for Emergency Vehicles, Madison County/County Vendor Maintenance Vehicles and CMU Maintenance Vehicles. (JP)
2. Event parking is available one block north of the Square at the Madison County Circuit Courthouse, 128 West North Street. Please notify the participants prior to the event of parking location availability. (JP)

**I hereby agree to the above conditions of this agreement and have tendered the fee of \$ 25.00 (Cash/Check)**

\_\_\_\_\_  
Applicant Signature (Responsible Party)

\_\_\_\_\_  
Date