



# MADISON COUNTY BOARD OF SUPERVISORS

125 West North Street • Post Office Box 608  
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www.madison-co.com

## MEMORANDUM

To: Madison County Board of Supervisors

From: Gloria Nichols, Receptionist

Date: May 15, 2013

RE: Refund for Ms. Nontangela Hawkins

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This is to request a refund in the amount of \$75.00 .00 for Ms Nontangela Hawkins.  
Due to family emergencies she will not be using Roger Park for her child birthday. Ms  
Hawkins is sorry for the inconvenience ..

Attached is a copy of her application. Thank you very much for your consideration.

To: Whom it may concern  
From: UNorTangela Hawkins

RECEIVED

MAY 15 2013

Due to family emergencies I am reconsidering renting the Rogers Park on June 7, 2013. Although it may cause any problems I do apologize about my actions. I was renting the park for my daughter's 2nd birthday but the location and date has been postponed.

Sincerely,  
UNorTangela  
Hawkins

ed utilities

pd cash  
75.00

MADISON COUNTY, MISSISSIPPI

RESERVATION APPLICATION FOR USE OF COUNTY BUILDING AND/OR GROUNDS

Today's Date: 5/1/13

Contact Person for Organization/Entity: Montangela Hawkins

Nature of Meeting and/or Program: Birthday Party

Grounds Requesting: Rogers Park

Date Requesting: 6/1/13 Time: 4:30 PM (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. The grounds must be cleaned to the satisfaction of the county.
4. Use of grounds shall be limited to no later than 11:00 p.m.
5. No smoking, alcoholic beverages or dances will be allowed. Any activity which would possibly damage the grounds or equipment is forbidden.
6. Any damages will be the responsibility of the reserving party.
7. Indemnification that the county will be held harmless under all conditions.

Name: Montangela Hawkins {print name}

Address: 388 Ricks Dr. Apt  
TB Canton MS

Telephone: (601) 604-8734

I hereby agree to the above conditions of this agreement and have tendered a \$25.00 or \$50.00 deposit for utility services.

Signature: M. Hawkins

NOTE: If utility service is needed a deposit of \$25.00 is required during normal working hours and a \$50.00 deposit will be required after working hours, week-end or holidays.