

MADISON COUNTY BOARD OF SUPERVISORS
MADISON COUNTY, MISSISSIPPI

Reservation Application for use of the Historic Courthouse Grounds

Today's Date:

Contact Persons Name:

Contact Persons Phone Number:

Contact Persons Address:

Briefly Describe Program/ Event:

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

Date(s) of Reservation: _____ Time of Event: _____ a.m./p.m. to _____ a.m./p.m.

PERMIT APPLICATION:

1. Permit Applications must be completed and delivered to the Administration Office on the 2nd 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.
2. Applicant must be twenty-one (21) or older to submit a permit application. A copy of a state-issued ID must accompany this application.
3. Permit Applications shall be submitted to the Administration Office at least thirty (30) days in advance of the scheduled event.
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*.
(____)
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.
6. All Permit Applications are subject to denial. All events are approved or denied at the discretion of the Madison County Board of Supervisors. (____)

7. All Permit Applications are on a first come, first serve basis. Applications will not be accepted by phone, fax or e-mail. (____)
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. (____)
9. Applicants shall be a Not-For-Profit entity. (____)

RULES AND REGULATIONS:

1. All events can begin at 8:00 AM, and shall be completed, cleaned, secured and vacated no later than 10:00 PM, unless specifically approved by the Board of Supervisors. (____)
2. Applicant is responsible for any misuse or damage to County Property, irrigation system, brick wall, landscape, etc. and is responsible for charges required to make all repairs as deemed necessary by Madison County. (____)
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. (____)
4. Applicant must have copy of an Approved Permit Application on site at the time of the rental. (____)
5. Alcohol and/or Illicit Drugs are prohibited. (____)
6. Security is NOT provided by the Madison County Board of Supervisors for either the Applicant, Participants or personal property. (____)
7. Restroom facilities are not available. The Applicant is responsible for securing this service. (____)
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. (____)

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. (____)
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. (____)

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

Applicant Signature (Responsible Party)

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

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, irrigation system, brick wall, landscape 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

Date