



MADISON COUNTY BOARD OF SUPERVISORS

125 West North Street • Post Office Box 608
Canton, Mississippi 39046
601-855-5500 • Facsimile 601-855-5759
www.madison-co.com

MEMORANDUM

To: Madison County Board of Supervisor
From: Gloria Nichols, Receptionist
Date: May 29, 2014
RE: Refund for Ms. Catrisa Lambert

This is a request for a refund to Ms. Catrisa Lambert in the amount of \$100.00. On March 17, 2014, Ms. Lambert reserved Rogers Park for her class reunion held on May 25, 2014. She paid \$75.00 for utilities and rent. Ms. Lambert returned on May 22, 2014, and paid an additional \$100.00 to include rental of the portable toilets for her event. With the dual transactions, I, Gloria Nichols, overlooked the request for the portable toilet rental, thus, portable toilets were not delivered for the event. I apologized to Ms. Lambert for the inconvenience caused.

Attached is a copy of Ms. Lambert's application. Thank you very much for your consideration

MADISON COUNTY BOARD OF SUPERVISORS

Rogers Park Rental Application

Ad Cash 75.00

Please submit completed application along with a Park rental fee of \$25.00 (make checks or money orders payable to Madison County).

Name of Organization/Individual Class of 2004

Type of Event Class Reunion ~~Reunion~~ Reunion Event Date May 25, 2014

Start Time 12:00 pm End Time 6:00 pm

Contact Name Catrina Lambert Cell phone # 601 407 8230

Contact Address(street,city,zip) 128 Davis Ave Canton MS 39046

Alternate Contact _____ Alternate Cell # _____

RULES AND REGULATIONS:

1. Reservations must be made in the Board of Supervisor's office
2. Reservations should be made one month in advance
3. The grounds must be cleaned after the event to the satisfaction of Madison County
4. Use of grounds shall be prohibited after 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 prohibited
6. Any damages will be the responsibility of the reserving party
7. Indemnification that the county will be held harmless under all conditions

Is Electrical power needed? Yes No _____ (\$50.00 additional utility charge)

Will portable toilets be used? Yes No _____ (\$100.00 per day additional fee)
*Portable toilets will be available daily from 8:00 am until 6:00 pm

_____ I understand the \$100.00 portable toilet rental fee is non-refundable (initial please)

I have received a copy of the rules and regulations that govern the use of Madison County, Rogers Park. Your signature below verifies that the information provided in the application is accurate and complete and that you understand and agree to comply with the rules, conditions and regulations contained in this rental application.

Signature: Catrina Lambert Date 3/17/14

*For additional information please call 601-855-5500

RECEIPT

DATE 3/17/14

No. 699712

RECEIVED FROM Catrina Compton

\$ 75.00

(601) 707-8220

DOLLARS

FOR RENT
 FOR Royal Park Class of 2004

ACCOUNT	<u>75.00</u>
PAYMENT	
BAL. DUE	

- CASH
- CHECK
- MONEY ORDER
- CREDIT CARD

FROM 12.00 TO 6.00 pm

BY Clara Lottaker

601 217 2490

RECEIPT

DATE 5-22-14

No. 699738

RECEIVED FROM Catrina Lambert

\$ 100.00

Class of 2004

DOLLARS

FOR RENT

FOR Port-A-potie

ACCOUNT	
PAYMENT	
BAL DUE	

- CASH
- CHECK
- MONEY ORDER
- CREDIT CARD

FROM 12 TO 6

BY Susan