

Pascagoula Parks & Recreation

P.O. Drawer 908

Pascagoula, MS 39568

PH (228) 938-2356 FAX (228) 938-2355

Rental Policies and Procedures

Recreation Centers and Pool

Procedures:

1. Persons wanting to reserve the facility or pool for private, semi-private or public events at the Andrew Johnson, 12th Street or Pascagoula Recreation Centers or Pool should contact the administrative office by calling 938-2356 or by visiting 2935 Pascagoula St. in Pascagoula.
2. The Rental Agreement is the official confirmation when signed by the rental party and the Administrative Assistant (or her representative). The center is not reserved until:
 - a. The Rental Agreement is properly signed and the original is filed in the Recreation Dept. office and all fees are paid.
 - b. A copy is also given to the rental party.
 - c. Agreements are not to be signed until all questions about the event are answered (hours, chaperones, decorations) and arrangements for payment of fees has been made.
3. Only adults twenty-one years of age and older, may reserve Recreation Dept. facilities.
4. Parks and Recreation Dept. lifeguards will be present during the time of the pool rental event and are responsible for the safety of the swimmers in the pool as well as the facility. The rental party is responsible the conduct of its participants, security and clean up.
5. Parks and Recreation Dept. staff will be present during the time of the recreation center rental event and is responsible for opening and closing the facility. The rental party is responsible for its participants, security and clean up.

Hours:

1. Activities in the Center must be complete by 12 midnight and activities in the Pool must be completed by 9:00 p.m. unless approved in advance and recorded by the Park & Recreation Dept. on the rental agreement when it is signed.
2. Regularly scheduled activities of the Parks & Recreation Dept. and the City of Pascagoula will not be cancelled in order to provide room for a rental request.

Supervision:

1. Youth groups who do not have acceptable adult supervision are not allowed to reserve the Centers or Pool. Only adults (21 years of age or older) are allowed to make the arrangements.
2. The adult who signs the rental agreement assumes responsibility for the required arrangements and liability for any and all damages. This adult must be on-site for the duration of the event scheduled.
3. Chaperons for youth groups must be approved by the Recreation Dept. prior to signing the rental agreement. One approved adult per twenty (20) children or teenagers is required. The names and other pertinent information about chaperons are to be listed on the rental agreement retained by the Recreation Dept.
4. Security must be provided by the rental party with one approved security policeman for every 50 persons at the event. There will be a minimum of 2 security persons there at all times. Approval and security must be arranged with the Pascagoula Police Department. No substitutions will be allowed. The names of the officers are to be listed on the rental agreement retained by the Recreation Department.

Fees:

1. Residents of Pascagoula will be charged \$50.00 per hour for the use of the pool or the recreation center. Non-residents will be charged \$100.00 per hour. The fee is due in 72 hours in advance of the planned event.
2. The rental party must also post a clean-up/damage deposit for use of the facility. The deposit for classrooms or the pool is \$50.00. The deposit for gymnasiums is \$500.00. If you do not clean-up after your function or there are damages, you forfeit your deposit. If the damages exceed the amount of the deposit you will also be charged the expense of all repairs. If there are no damages to facility and the pool, building and grounds have been properly cleaned the City of Pascagoula will process your refund within five (5) working days. If your deposit was made with a check, the check will have to clear the bank before a refund will be issued.

Decorations:

1. Decorating is to be done during the period of time reserved by the rental group.
2. Materials such as tacks, nails, staples may not be used to attach decorations. Masking tape is the only approved material for such tasks.
3. All decorations and materials used to affix decorations to fences must be completely removed by the rental group.

Alcoholic Beverages:

1. Alcoholic beverages are permitted on City property by permit ONLY. Rental parties will not bring alcoholic beverages, for consumption or sale, to the Center for any reason unless previously permitted by the City Manager.

Other rules:

1. The renter or lessee must agree to personally accept responsibility for any and all damages done to the center, pool or premises by persons in their group during the reserved period of time, and to maintain order and control over persons in the group, and to abide by all policies and procedures of the Parks & Recreation Dept.
2. Any violation of rules and regulations pertaining to the use of the center or pool will result in the forfeiture of rental fees, deposit, and possible restrictions from future use of the facility.
3. The center and pool must be utilized as is and the moving of equipment and changing the appearance of the facility other than normal decorations will not be permitted.
4. The control of the lights and other equipment as well as the unlocking and locking of doors/gates is the responsibility of the Recreation Dept. Staff person. The staff person is not assigned to clean up after your group or to decide if the facility is left clean. The Parks & Recreation Director, or designee, will decide if the facility is left clean and undamaged.
5. The Recreation Centers & Pool will be rented to any individual/group on a first come first served basis. The Pascagoula Parks & Recreation Dept. reserves the right to operate City programs when the need arises, notwithstanding any agreement to the contrary.

Upon receipt of application, the Parks & Recreation Dept. will refer it to the Police Chief for review. After review is completed, you will be notified by the Parks & Recreation Dept. if permission is granted or denied along with any special conditions. Once approved, you will need to contact the Pascagoula Police Dept. for all events shall be coordinated by the Police Department and police security will be provided at all events.

Do not write below this line

Comments: _____

Police Chief

Granted with the following conditions (if any): _____

Denied for the following reason(s): _____

Parks & Recreation Director

Pascagoula Parks & Recreation
P.O. Drawer 908
PASCAGOULA, MS 39568
PH (228) 938-2356 FAX (228) 938-2355

RENTAL AGREEMENT FOR RECREATION CENTERS AND POOL

Name of Person and Organization Requesting Facility

| | | | |
|--------|------|-------|-----|
| Street | City | State | Zip |
|--------|------|-------|-----|

| | | |
|------------|------------|------------|
| Home Phone | Work Phone | Cell Phone |
|------------|------------|------------|

| | | |
|----------------|--------------------|----------------|
| Date Requested | Facility Requested | Time (From-To) |
|----------------|--------------------|----------------|

| | |
|---------------------|------------------------|
| Activity to be held | # of Persons Attending |
|---------------------|------------------------|

Other Chaperones

PLEASE READ CAREFULLY BEFORE SIGNING:

1. LESSEE represents that it is fully aware of all of the applicable laws, ordinances and rules pertaining to the use of this property and lessee will fully abide by such laws, rules and ordinances.
2. LESSEE further represents that it will not conduct nor allow to be conducted any improper or unlawful act or deed in or on the premises of the Recreation Centers or Pool and specifically that it will not violate such laws, rules and ordinances concerning curfew, minor's rights, disorderly conduct, alcoholic beverages, or like or similar activities, or deed and in consideration of the lease of premises does further indemnify and hold harmless the City of Pascagoula, the Pascagoula Parks & Recreation Dept., it's officers, agents, and employees from any and all claims, causes of action or damages, arising out of lessee's use of premises.
3. LESSEE further agrees that if permission is granted, to abide by the rules and regulations given and to assume responsibility and liability, and to be answerable for any and all accidents or injuries to persons or damages to property resulting from the use of the facility.
4. LESSEE acknowledges having read rental policies and procedures of the Pascagoula parks and recreation department, a copy of which is attached hereto and made a part of this agreement, and further acknowledges its full and complete understanding of same and agrees to be bound thereby.

| | | |
|--------------------------------|-------------------------|------|
| Signature of Responsible Party | Driver's License Number | Date |
|--------------------------------|-------------------------|------|

-----OFFICE USE ONLY-----

| | | |
|--------------------|-------------------|------------|
| Date Permit Issued | Date Deposit Paid | Cash/Check |
|--------------------|-------------------|------------|

| | | |
|-------------------|---------------|------------|
| Rental Fee Amount | Date Fee Paid | Cash/Check |
|-------------------|---------------|------------|

| | |
|----------------------------------|------------------------|
| Signature of PPRD Representative | Evaluation or Comments |
|----------------------------------|------------------------|