

**Pascagoula Parks & Recreation
Pascagoula Senior Center
P.O. Drawer 908
Pascagoula, MS 39568
PH (228) 769-8329 FAX (228) 938-2340**

**Rental Policies and Procedures
Pascagoula Senior Center**

Procedures:

1. Persons wanting to reserve the facility for private, semi-private or public events at the Pascagoula Senior Center should contact the administrative office by calling 228-769-8329 or by visiting 1912 Live Oak Ave. in Pascagoula.
2. The Rental Agreement is the official confirmation when signed by the rental party and the Senior Center Director (or her designee). The center is not reserved until:
 - a. The Rental Agreement is properly signed and the original is filed in the Senior Center 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, security, decorations) and arrangements for payment of fees has been made.
3. Only adults twenty-one years of age and older, who reside within Jackson County may reserve Recreation Dept. facilities.
4. City of Pascagoula staff will be present during the time of the event and are responsible for opening and closing the facility. The rental party is responsible for its participants, security and clean up.
5. The facility will be initially set up by the City staff.

Hours:

1. Activities in the Center must be completed by 10:00 pm unless approved in advance and recorded on the rental agreement when it is signed.
2. Regularly scheduled activities of the City will not be cancelled in order to provide room for a rental request.

Supervision:

1. Only adults (21 years of age or older) are allowed to make reservations or serve as chaperones. Youth groups are not allowed to make reservations.
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.
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 chaperones 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 City. The Chief of Police, or his designee, shall have the final say on all issues concerning security and the number of security officers required.

Available Areas/Equipment:

1. The Live Oak Room – 50' x 50', room accommodates up to 260 people depending on set up.
 - a. Kitchen is available for those who have a catering license. Stage is included. Sound equipment is available but must be set up by staff. Exclusive use of lobby, hallways, porches will depend on availability.
 - b. 300 banquet chairs, 25 round banquet tables and 8 serving tables are available for use.
2. Classroom 103 – East Hall – 14' x 26', room accommodates up to 40 people depending on set up. Refrigerator, stove, sink, counter, tables and chairs are available for use.
3. Classroom 134 – West Hall – 14' x 26', room accommodates up to 40 people depending on set up. Sink, countertop, tables and chairs are available for use.

Other:

Televisions, DVD players, sound system and other electronic equipment may be available.

Fees: are due 14 days in advance of the planned event.

1. Pascagoula residents who rent the facility will be charged \$30.00 per hour per classroom and \$75.00 per hour for the Live Oak Room, that the Center will be used during regular operating hours (Monday-Friday, 8am-5pm). Non-resident fees are \$60.00 per hour per classroom and \$150.00 per hour for the Live Oak Room during regular operating hours.
2. Pascagoula residents who rent the facility will be charged \$45.00 per hour per classroom and \$90.00 per hour for the Live Oak Room that the Center will be used during non-regular hours. Non-resident fees are \$90.00 per hour per classroom and \$180.00 per hour for the Live Oak Room during non-regular hours.
3. Pascagoula residents who rent the entire building (consisting of exclusive use of two classrooms, the live oak room, hallways and lobby) are \$1000 for an 8 hour event and \$150 per hour thereafter. This option is only available during non-regular hours. Non-resident fees are \$90.00 per hour per classroom and \$180.00 per hour for the Live Oak Room. Non-resident fees are \$2000 for an 8 hour event and \$300 per hour thereafter.
4. The rental party must also post a \$500.00 clean-up/damage deposit upon the execution of the rental agreement. If you do not clean-up after your function or there are damages, you forfeit your deposit. If the damages exceed \$500.00 you will also be charged the expense of all repairs. If there are no damages to facility 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.
5. In the event the rental party needs to use electronic equipment, the fees shall be:
 - a. Overhead projector/screen \$50 per event

Decorations:

1. A decorating plan must be presented to the Senior Center Director.
2. Decorating is to be done during the period of time reserved by the rental group.
3. No items will be allowed to be fixed to walls, doors, curtains, or windows.

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 Council.

Other rules:

1. The renter or lessee must agree to personally accept responsibility for any and all damages done to the center 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 City of Pascagoula.

2. Any violation of rules and regulations pertaining to the use of the Center will result in the forfeiture of rental fees, deposit, and possible restrictions from future use of the facility.
3. The Center 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. Tables, chairs and other equipment are not to be dragged for any reason.
4. All trash will be removed from the facility and trash liners replaced immediately following an event. Spills must be immediately cleaned. Access to the janitor closet will be granted.
5. The control of the lights and other equipment as well as the unlocking and locking of doors/gates is the responsibility of the City staff person. The staff person is not assigned to clean up after your group or to decide if the facility is left clean. The Senior Center Director, or designee, will decide if the facility is left clean and undamaged.
6. The Senior Center 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 Senior Center Director will refer it to the Police Chief for review. After review is completed, you will be notified by the Director if permission is granted or denied along with any special conditions. Once approved, you will need to make contact with the Pascagoula Police Dept. 228-762-2211. All events shall be coordinated by the Police Department and police approved security will be provided at all events.

Do not write below this line

Approved: _____ Denied: _____

Comments:

 Police Chief

Granted with the following conditions (if any):

Denied for the following reason(s): _____

 Senior Center Director

Pascagoula Parks & Recreation
Pascagoula Senior Center
P.O. Drawer 908
PASCAGOULA, MS 39568
PH (228) 769-8329 FAX (228) 938-2340

RENTAL AGREEMENT FOR PASCAGOULA SENIOR CENTER

Name of Person and Organization Requesting Facility

Street	City	State	Zip
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Home Phone	Work Phone	Cell Phone
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Date Requested	Area of Facility Requested	Time (From-To)
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Activity to be held	# of Persons Attending
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Other equipment requested

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 Pascagoula Senior Center 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 the premises.
3. LESSEE further agrees 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 by Lessee, its agents, servants, employees, guests and invitees.
4. LESSEE acknowledges having read rental policies and procedures of the City of Pascagoula, 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
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-----OFFICE USE ONLY-----

Date Permit Issued	Date Deposit Paid	Cash/Check
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Rental Fee Amount	Date Fee Paid	Cash/Check
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Signature of PPRD Representative	Evaluation or Comments
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