



City of Pascagoula Parks & Recreation Department
P.O. Drawer 908 Pascagoula, MS 39568
228-938-2356

Policy for Use of Public Facilities

STATEMENT: The purpose of the Parks and Recreation Department is to provide recreational opportunities to people of all ages and abilities by following all applicable laws and ordinances of the State of Mississippi and the City of Pascagoula.

HOURS OF OPERATION*: Pascagoula Parks & Recreation Facilities are open to the public for their intended use during the hours of 7:00am-10:00pm daily. Loitering and vagrancy are not allowed.

Beach Park hours are 7:00am-8:30pm daily. Boat Launch facilities and fishing piers are open 24 hours per day.

Parks and Recreation offices are located at the Pascagoula Recreation Center and are open Monday-Friday (excluding City Holidays) from 8:00am-5:00pm.

Pascagoula Recreation Center is open Monday-Friday 6:00-10:00pm for gymnasium use and classes. Fees are charged for admission of \$1 per person or applicable class fees.

Pascagoula Senior Center is open Monday-Friday from 8:00am-5:00pm for general use.

Andrew Johnson Recreation Center is open to the public for gymnasium use on Saturday & Sunday from 12 noon – 8:00pm, except holidays. Admission is \$1 per person. Andrew Johnson Pool hours are: June and July, Monday – Friday from 8am-5:00pm for swimming lessons, group swim and open swim and on Saturdays for open swim from 1:00-5:00pm. Admission is charged for the use of the pool.

Round Island Lighthouse is open Friday-Saturday, 10:00am-5:00pm.

REGISTRATON: Registration for programs will be completed on-line using the City of Pascagoula’s on-line registration formats. Senior Center programs and forms are available in paper format.

USE OF FACILITIES & PUBLIC LANDS: Programs offered by the City utilizing employees or contracted instructors are allowed. The City does allow individuals or groups to utilize facilities by rental agreement or use agreement. Please fill out a PUBLIC LANDS USE AGREEMENT and email it to CommunityRelations@cityofpascagoula.com to secure your event.

Priority is given for City programs and events. Facilities can be used on a first come, first serve basis for the citizens of Pascagoula, Jackson County, the State of Mississippi and then non-state residents. The use of public facilities may not be used solely for the use of private gain.

The Andrew Johnson Recreation Center is utilized by the Jackson County Boys and Girls Club, by contract, Monday-Friday from 10am-6:30pm.

NON-PROFIT USE OF FACILITIES: 501 (c)(3) organizations MUST fill out the Public Lands Use Agreement. Non-Profit organizations may request rental fees to be waived, as permitted by the City Manager. The waiver of such fees is authorized by City Council as long as the organization is located in Pascagoula. Fees may not be waived if the cost of said event is at a significant cost to the City for labor, utilities, materials, or equipment.

CANCELLATION OF USE: The City of Pascagoula reserves the right to close parks and facilities in the event of inclement weather, natural disasters or unsafe conditions on property owned, maintained or leased by the City. If facilities are rented for the period of closure, refunds will be issued.

SEVERE WEATHER: It is your responsibility to monitor weather to insure your own safety – our shelters are not intended to protect you from severe weather. Refunds are not issued for rain or storms unless parks are closed by the City.

CLASSES: Rec Center classes are scheduled by City staff. If a private instructor is used to teach classes, said instructor is paid 75% and the City of Pascagoula retains 25% of the class fee collected. Staff using proper receipt procedures may collect monies. Instructors are paid in a timely manner, per state law. All potential instructors are to complete an IRS Form W9 that will be kept on file in the City of Pascagoula Accounting Department. An IRS Form 1099 will be provided at the end of each calendar year if said instructor income exceeds \$600 in a calendar year. If an employee or volunteer teach a class, the employee gets their regular pay for teaching said class and the participant pays class fees for supplies and overhead.

RENTALS: Many City of Pascagoula facilities are available to rent. Renters must check availability and follow rental guidelines. Rental rates vary based on what is rented, when and residency. A detailed rental agreement is available upon request at the Parks & Recreation Department at 228-938-6839.

ALCOHOL POLICY: The City of Pascagoula adopted an Alcohol Use Policy in 2010 that outlines the use, serving and consumption of alcohol on City property. That policy was updated in December of 2013. A copy of the latest policy is available at the Pascagoula Recreation Center, Pascagoula Senior Center or on the City's website. No alcohol can be used, served or consumed at the Center or on City property unless there is a copy of the approved documentation on hand.

SENIOR CENTER GIFT SHOP: The vendor is the person or group selling items. Homemade items are welcome to be checked in and sold in the Center gift shop. Items are sold on a percentage of 80/20 with all monies receipted at time of purchase. Monthly requisitions are processed with the Accounting Dept. to pay vendors. This opportunity is for individual vendors or groups. IRS form W-9 must be completed by all vendors and turned in to the Senior Center in order for payment to be made to the vendor. (Other details available upon request.)

FEES AND CHARGES: Fees and charges are set by the City Council on an as needed basis. For a schedule of fees, please call 228-938-2356.