

CIVIC CENTER APPLICATION

Name of Person/Organization: _____

Phone Number(s): _____

Address: _____ City _____, State _____, Zip _____

Organization Type: Public () Private () Govt. () Non-Profit ()

Date(s) Requested: _____ Time of Function: From _____ To _____

Description of Event: _____

Alcoholic beverages served by Host: Yes () No () Security Guards required

Alcoholic beverages brought in by Guest: Yes () No () Security Guards required

Will persons under age 21 be present? Yes () No ()

\$750.00--Charge for any event for one (1) day-7:00 a.m. until 1:00 a.m. This includes putting everything back in order and vacating the building (no exceptions).

\$350.00--Damage deposit refundable after approved inspection of the building (**See Setup and Cleanup No. 4 under Operating Rules and Policies**).

A damage deposit check that is not picked up will be shredded three (3) months from date of check.

Additional Charges

\$40.00--Charge per hour for setup on the day preceding booked use, and may not conflict with any other booked event. Setup is not allowed between 1:00 a.m. and 7:00 a.m.

To Book a Date(s):

\$100.00 deposit is due at time of booking.

Deposit is **forfeited** if event is cancelled within thirty (30) days of the event. The damage deposit and the remaining payments are due ten (10) days before the event. Set-up and facility limits must be in no later than Monday on the week of the event. There will be a \$40.00 charge on all returned checks.

I _____ have been given the OPERATING RULES AND POLICIES FOR
Print Name

THE WEST POINT/CLAY COUNTY CIVIC CENTER: I understand that by signing below that I agree to abide by the conditions, rules, and the regulations set forth within the guidelines for the OPERATING RULES AND POLICIES FOR THE WEST POINT/CLAY COUNTY CIVIC CENTER.

Signature of Responsible Applicant: _____ Date: _____

Office Use Only

Initial Deposit Amount: _____

Cash () Credit Card () Check #: _____

Receipt #: _____ Clerk's Initials: _____

PLEASE PROVIDE A CUSTOMER COPY

(EFFECTIVE 4 AUGUST 2015)

**OPERATING RULES AND POLICIES
FOR
THE WEST POINT/CLAY COUNTY CIVIC CENTER**

1. Ownership & Organization

The West Point/Clay County Civic Center ("The Civic") shall be jointly owned by the City of West Point and Clay County, Mississippi.

2. Maintenance and Use of Fees

The City of West Point shall be responsible for all maintenance, repair, and utility costs incurred in the operation of the Civic Center.

3. Use of The Civic Center

The Civic Center, including the parking lot and the surrounding open areas, may be used for any function or event which is appropriate and for the benefit of the general public. The Civic may, in its discretion, restrict or limit commercial "for profit" uses of the facility, or uses which are not in the best interests of the citizenry.

Activities which constitute the direct use of the facility by the Board of Mayor and Selectmen of the City of West Point, and the Board of Supervisors of Clay County, take priority over all other requests for use of the facilities.

4. Setup and Cleanup

The setup of tables and chairs for functions and activities in the building will be performed by the City of West Point in accordance with the instructions and needs of the user. Normally, setup will occur the day before a scheduled event. Persons or organizations renting the facility shall not rearrange or otherwise handle tables and chairs.

The person or organization renting the facility shall be responsible for basic cleanup immediately after the event. Basic cleanup shall include removal of any decorations, cleanup of kitchen facilities, removal of trash and garbage (including emptying all trash cans in bathrooms), removal of stage props and scenery, and removal of any extra furnishings provided by the user. Trash bags are available. All trash should be placed in the bin behind the building.

The City will be responsible for cleaning of the floors, restrooms, and other building areas. In addition, the City will breakdown and store all tables and chairs as required.

5. Sound Equipment and Stage Lighting

The main sound equipment and stage lighting systems of the Civic Center will be

operated ONLY by qualified personnel. Qualified operators will be provided upon request. Per hour charges for operator(s) will be made for all hours the operator's presence is required, including practice sessions. Setup of sound equipment, i.e. microphones, etc., will be performed by the operator. Sound equipment and/or stage lighting will not be turned on and used unattended. Portable sound and lighting systems may be used only for special events that require equipment not available at the Civic Center, i.e., bands, etc. In such cases, the building sound and/or lighting systems are not interconnected with portable systems. Persons or organizations requiring the use of portable sound or lighting systems will be responsible for setup, operation, and removal of the equipment.

6. Care of Facility

A cash deposit or other suitable guarantee of proper care will be required of each person or organization that reserves the use of the facility. The facility shall be inspected by a representative of the user and a representative of the City prior to use and again immediately after use.

The user will be held responsible for, and the deposit applied to, any damage, accidental or otherwise, to the building, equipment, or grounds which results from the use of the facilities during the event (normal wear and tear accepted).

Examples of damage for which a user may be held responsible include, glass breakage, clogged toilets, cigarette burns, defaced walls, floors, etc., broken locks, lost or stolen items of City property, damage to chairs and tables, damage to kitchen equipment, or damage to sound or lighting equipment caused by any persons except the authorized operator.

The user shall pay on demand the amount required to repair or replace the item or items damaged, less the amount of any cash deposit.

If no damage to the facility is found, the entire deposit shall be returned to the user.

Open flame (including candles) is strictly prohibited within the Civic Center building unless special approval is obtained in writing from the Commission prior to the intended use.

7. Smoking and Consumption of Alcoholic Beverages

No smoking shall be permitted anywhere within the Civic Center building unless special approval is obtained in writing from the Commission prior to the intended use.

The sale of alcoholic beverages on public property is expressly prohibited. Alcoholic beverages may, however, be served at The Civic Center under the following conditions:

- A. Alcoholic beverages are served at no charge or the charge is included in the admission price.
- B. No person under the age of twenty-one (21) is present on the premises at any time during

the event.

C. By signing the reservation form the person or organization sponsoring the event releases the City of West Point, Clay County, Mississippi, from any liability arising out of the use of alcoholic beverages at the event.

8. Reservations and Fees

All reservations for use of The Civic Center and the collection of all fees shall be handled by The City. All checks for fees, charges, and deposits shall be made payable to the City of West Point.

The following fee schedule shall apply to all individuals, groups, and organizations, public and private, for use of the facilities:

Damage Deposit (due at final payment) \$350.00
Daily Bldg. Rental for Dances, Weddings or Concerts \$750.00
Extra Days for Decorating/Cleanup only (per day) 4pm-12pm \$40.00 per hour
Security Guards (2) (per hour) (due at final payment) \$25.00

In lieu of the Building Rental charges in the above schedule, the Commission may apply a special fee for use of the facility for a private, for-profit activity. Such in-lieu charges shall not be less than the established Building Rental charges in the above schedule.

A Reservation Fee of \$100 shall be paid at the time the facility is booked and will be considered as pre-payment towards the applicable fees. A booking WILL NOT be considered firm without the payment of the Reservation Fee.

The Reservation Fee is refundable if the event is canceled at least thirty (30) days prior to the scheduled day(s).

All applicable fees (less the Reservation Fee), including the Damage Deposit, shall be paid in full not later than ten (10) days prior to the scheduled event.

EXCEPTIONS: Activities which constitute the direct use of the facility by the Board of Mayor and Selectmen of the City of West Point, the Board of Supervisors of Clay County, are exempt from the payment of Damage Deposit Fees, Reservation Fees, and Building Rental Fees. Furthermore, these type activities take priority over all other requests for use of the facilities.

9. Opening and Closing of Building

The Civic will be opened and closed by authorized staff personnel only. Keys to the building or grounds will not be released to persons or organizations using the facilities. The Director shall employ for each event a Custodian, who shall be present during all times that the facility is open. As a minimum, the duties of the Custodian shall be as follows:

- A. Maintain custody of keys to the facility
- B. Be responsible for opening and closing the facilities as required
- C. Enforce the rules of the Civic, including any special conditions during the event
- D. Operate the heating & air conditioning controls of the building
- E. Supervise the setup and cleanup activities
- F. Ensure that the building and grounds are closed and secured when not in use
- G. Inspect the facility with a representative of the user before and after each event to ascertain proper use of the facilities and inform the Director of any change

In addition to the above duties and responsibilities, the Custodian on duty at any event shall have the absolute authority to impose any condition, rule, order, or directive he or she deems necessary to ensure that the building and grounds are utilized in the proper manner, for the purpose for which it was rented, and to ensure that public property is protected and not abused. The Custodian is further authorized to take such action as he or she may deem appropriate to enforce these rules, including in extreme instances, canceling the event and closing the building. In the exercise of this authority, the Custodian may call upon any agency of the City or County government, including the West Point Police Department, Fire Department, or Clay County Sheriff's Department, to assist in the enforcement thereof.

10. Hours of Operation

The hours of operation for all activities held at the Civic are as follows:

- A. Meetings & Banquets7:00AM - 12:00 Midnight
- B. Dances7:00 AM - 1:00 AM
(Music must stop at Midnight and building closed at 1:00 a.m. - NO EXCEPTIONS)
- C. Other Activities..... As set by Director

The above hours of operation shall constitute the earliest opening of the Civic and the latest time for closing the building. All activities associated with the event shall be conducted during these times, including any cleanup required to be done by the sponsoring person or organization, breakdown and loading of equipment, etc. If there are special circumstances where earlier openings are required or later closings are necessary. An additional fee of \$40 per hour shall be charged. Prior arrangements and payment of extra hour fees must be made BEFORE the event takes place and must be approved by the Director in writing. Regardless of the circumstances, no activities of any kinds shall be allowed at the Civic after 1:00 AM on any day. Event sponsors should carefully plan their schedule to comply with these restrictions.

11. Hold Harmless

The Lessee(s) agree(s) to indemnify and hold harmless the City of West Point, its employees and/or representatives against any legal liability with respect to loss, bodily injury, and death and/or property damage.

KITCHEN AND SEVERAL KITCHEN/SERVICE ENTRIES

The Civic

Curtains

STAGE

21' x 21' Dance Floor

60'

PARKING

S
T
A
I
R

Rest Room

Rest Room

18'

31'

42'

17'

