



CITY OF MOSS POINT

DEPARTMENT OF PARKS AND RECREATION

Facility Rental Agreement

Event Date: _____ Set-up Time: _____ Start Time: _____ End Time: _____
 Type of Event: _____
 Individual(s)/Group Name: _____
 Primary Contact: _____ Phone: _____ Email: _____
 Secondary Contact: _____ Phone: _____ Email: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Number of Participants: _____ Number of Chairs: _____ Number of Tables: _____

Facility	Deposit	Rental Fee	Total
Riverfront Community Center			
○ Grand Hall	\$150.00	\$300.00	\$450
○ Class A	\$75.00	\$150.00	\$225
○ Class B-D	\$25.00	\$50.00	\$75
○ Stage	\$25.00	\$100.00	\$125
Sue Ellen Recreation Center			
○ Gym	\$100.00	\$300.00	\$400.00
○ Class A	\$25.00	\$50.00	\$75.00
○ Concession	\$100.00	\$200.00	\$300.00
○ Stage	\$25.00	\$100.00	\$125.00
Riverfront Welcome Center			
○ Pallet Mill	\$100.00	\$300.00	\$400.00

All Non- Profit Organizations will receive a 50% discount on all Rental fees. Documentation Required.

For use on the event date and time stated above for rental fee of \$_____ is due. Cash, check, or money order is accepted. **(ALL PAYMENTS SHOULD BE MADE TO MOSS POINT RECREATION DEPARTMENT)**
 All balances must be payable to **Moss Point Recreation Department 10 days in advance of the event.**
A SIGNED AGREEMENT AND SECURITY DEPOSIT MUST BE RECEIVED TO RESERVE YOUR DATE AND TIME.

Acknowledgment, Agreed by Responsible Party _____ Date: _____

Acknowledgement, Agreed by MPRD _____ Date: _____

4400 Denny Street Moss Point, MS 39563
228-475-7887 | FAX 228-475-3624
 www.mprec.blogspot.com | www.facebook.com/mosspointrecreation

**Riverfront Community Center Rental Agreement
Policies and Regulations**

CONDITIONS AND RESPONSIBILITES OF RENTER

Please read the information below to make sure all parties understand the requirements of providing everyone’s safety and keeping **Riverfront Community Center** a well maintained and safe location for future use. **Renters must be at least 21 years of age to lease facility with proper identification. No rentals in observance of holidays deemed by the City of Moss Point. No Sunday rentals.**

RENTAL FEES

All balances **MUST** be payable to Moss Point Recreation Department 10 days in advance or facility will be forfeited. A deposit, along with the signed agreement, is required to reserve the date and space. Payment may be made by cash, check or money order. No terms are implied or established and no work will be allowed to commence until full payment is received.

SECURITY DEPOSIT AND DAMAGES

A security deposit made payable to Moss Point Recreation Department is required upon booking of the event. Please note that this deposit is separate from the rental fee to secure the date and space. The deposit refund can take up to four weeks provided the premises are maintained and left in the same condition as when rented, and satisfactory to Moss Point Recreation Department. However, if any cleaning or repairs deemed necessary beyond normal use (i.e. paint damage and floor gouges) will be charged and deducted from the security deposit. If damages exceed the deposit, the renter will be responsible and billed accordingly. Failure to remove or clean will result in additional fees. If the building or any part of the premises, including equipment, is damaged during the event, renter will be solely liable for such damages and replacement cost.

USAGE

Facility consists of the gym, classrooms, stage, float, restrooms, and kitchen (when applicable). The kitchen is available for serving food only. Food preparation must be done in advance. No ice machine is available in this facility. Stage, chairs, and tables will be available. However, the renter is responsible for setup.

CLEAN UP

Clean up must be done immediately following the event **(SAME DAY)**. Floors are to be swept and mopped if needed. No chairs, tables, equipment, or supplies belonging to Moss Point Recreation Department shall be removed from the premises.

Primary Contact/Renter Initials: _____ **Date:** _____

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SITE DECORATION

Decorations must be done during the allotted rental time. **NO nails, screws, staples, tacks or penetrating items should be used on the walls. NO rice or birdseeds can be thrown within the building.** Masking tape only shall be used to put up decorations. Any tape or gummed backing materials must be properly removed. Any wall damage will be deducted from the deposit. And if such damage exceeds deposit amount, renter will be liable for such additional cost. No glitter confetti allowed on site. Changing the appearance of this building, other than normal decoration, is not permitted.

ENTRY AND EXIT

Renter agrees that Moss Point Recreation Department staff may enter and exit premises during the course of the event. No keys to the facility are given out. A representative of Moss Point Recreation Department will be on-site (to open and close) during your entire event and will be checking periodically with responsible parties to insure everything is working suitably. The representative control the lights, thermostat, and any/all City equipment located on the premises. We will also be checking the restrooms, the overall premises, and will be available for questions or to respond to the needs or issues that may arise at any time.

TIME

Renters have up to 8 hours to rent the facility. That includes, set up time, event time, and break down time. All Renters will be held accountable for the time stated on the contract. If there is any changes to the time that is on the agreement, you must contact the office 1 week before your rental.

NOISE

Renter acknowledges that the premises are located in downtown Moss Point and therefore agrees to control the noise level at the event such that it not disturb neighboring occupants. In the event that renter’s event creates a disturbance due to high noise volume, renter shall immediately reduce the volume. If repeated disturbances are created, at Moss Point Recreation Department discretion, renter may be expelled from the premises or the offending noise will be ended. In the event of disturbances to the point of expulsion, no portion of the rental fee will be refunded to renter.

Note: Music must end by 10p.m. during weeknights and by 11:00p.m. on weekends. Additional time can easily be added provided the volume is modest and it cannot be heard beyond the boundaries of the property or by immediate neighbors.

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LOST AND FOUND

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Moss Point Recreation Department takes no responsibility for personal possessions left on premises during or after any event. However, we do maintain a lost and found and will hold recovered items up to 30 days.

CAPACITY

Renter understands that the maximum capacity of Sue Ellen Recreation Center **GYM 300 people, CLASSROOM A 100 people, and Classroom B 50 people.** Renter will not exceed this limit.

CONDUCT

There is absolutely no drug use or smoking of any kind tolerated on premises. Loitering or congregating in front of building is not allowed. Disparaging remarks or any type of physical violence will not be tolerated and will be cause for immediate expulsion. Renter and guests shall use the premises in a considerate manner at all times. Conduct deemed disorderly at the sole discretion of Moss Point Recreation Department staff shall be grounds for immediate expulsion from the premises and conclusion of the rental period. In such cases **No Refund** of the rental fee shall be made.

BEVERAGES

The responsible party shall be liable for all beverages. Moss Point Recreation Department reserves the right to disapprove the provision of alcohol at any event. All alcohol must be pre-approved by the Superintendent. In the event alcohol is approved, the responsible party shall be liable for all permits and licenses, a copy of which shall be furnished to Moss Point Parks and Recreation Department prior to the event, at the time an application is submitted and for complying with all rules, regulations and laws regarding alcohol consumption and disbursal. If alcohol is served in concurrence with an event, security is mandatory. **(For Special events only)**

SECURITY

Moss Point Parks and Recreation Department must book Security Guards through our Police Reserve unit and **compensate them separately one week prior to event.** The cost is \$25.00 per hour, per guard.

1 Security Guard → per 50 guests

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CANCELLATION

More than 10 days prior to event: 100% of down payment refunded and 50% security deposit will be forfeited

Less than 10 days prior to event: 75% of down payment refunded and security deposit will be forfeited

If an occurrence, natural disaster, hurricane, rain storm, etc., outside the Moss Point Recreation Department’s control occurs the City or Recreation Department to close the premises, the party or parties will be refunded all of the cost, security deposit and rental fees. The supervisor and other authorized personnel should be aware of the weather forecast by watching the news, or other resources available to make the final decision to cancel a special event. The decision will be made based on the weather at the time of the forecast for the hours to come. All parties will be notified immediately if an event is canceled.

CONTRACT ENFORCEMENT

In the event Moss Point Recreation Department, its landlord, building owners, officers, employees and/or agents are required to file any action in court in order to enforce any provisions of this agreement, Renter agrees to pay Moss Point Recreation Department, its landlord, building owners, officers, employees and/or agents, all reasonable attorney fees, court fees, and costs of suit incurred by Moss Point Recreation Department, including all collection expenses and interest due.

LIABILITY

I/We, acknowledge that I/we am/are aware of and understand the potential risks associated with being the responsible party for any and all activities conducted during this facility reservation. I and/or the organization being represents further agree that I/we shall indemnify and hold harmless the City of Moss Point and Moss Point Recreation Department from and against all claims, damages, losses, actions, liabilities and expenses arising from or in connection with undersigned’s access to and use of the reserved fields.

NO EXCEPTIONS!

I, _____, have read this document carefully, and I fully
(Print name)

Understand and agree to all policies and regulations herein.

Signature

Date

Title: _____

Organization: _____

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OFFICE USE ONLY

Rental Deposit \$150.00 \$75.00 \$25.00 \$25.00

Check Number _____ Cash _____ Money Order _____ CC _____

Receipt Number _____ Date _____ Staff Initials _____

Rental Fee \$300 \$150 \$100 \$50

Check Number _____ Cash _____ Money Order _____ CC _____

Receipt Number _____ Date _____ Staff Initials _____

Proper I.D.

Comments: _____