



# City of Pearl – Parks and Recreation Facility

## RENTAL POLICIES, PROCEDURES & FACILITY RATES

320 Center City Drive – Pearl, MS 39208

Phone: 601-932-3541 Fax: 601-932-6092

The Pearl Parks and Recreation Facility (PPRF) has been constructed and maintained by the tax revenues of the taxpayers of the City of Pearl, Mississippi, ("the City") and is intended for use by the citizens of the City. The following rules have been adopted for the purpose of placing reasonable restrictions on the use of the Facilities which will further this purpose. It is necessary that all persons using these Facilities adhere to the following rules and regulations.

### **Facility Policies**

To ensure the maximum and most efficient usage of the Facilities, the City has policies governing their uses. These policies shall be administered and enforced by the Director of Pearl Parks and Recreation Department (PPRD) or his designated representative reserves any and all rights to attend any event or function and make any decisions concerning policy, procedure, liability, or safety without consultation with responsible person / organization/ company of the event or function. Loss of park privileges and suspension of all department and non-department programs, events and special functions may result if any violation occurs.

These policies are as follows:

- The Facilities will be made available for rental for social functions such as receptions, retirement parties, teas, showers, banquets, birthday parties, meetings and family reunions on a first come, first serve basis. However, the PPRD reserves the right to schedule activities sponsored by the City on those dates deemed appropriate in carrying out its mandate. There shall be no fundraising activities, door charges, or sales of any article for personal gain on City property unless granted prior approval by Board of Aldermen.
- County, State or Federal governments will be able to reserve the Facilities at a reduced rate, Monday through Thursday, provided it's during normal facility hours from 8:00 am to 4:30 pm.
- Individuals or Groups requesting rental of the Facilities "For Profit" will pay the adjusted rate for rental of the Facilities.
- The person holding the reservation permit is solely responsible and answerable for damages and for any and all accidents or injuries to persons or property resulting from his/her actions to the Facilities or grounds and by renting of the Facilities agrees to indemnify and hold the City of Pearl harmless from same. A Certificate of Liability Insurance; no less than one million dollars; naming Pearl Parks and Recreation Department must be submitted if any event or rental is open for the public to attend.
- The only person allowed to modify the reservation is the person holding the reservation permit. They are the responsible party and primary contact person. In some cases that this person is not able to be present upon initial opening/closing of the building, they can list any person(s), along with contact numbers, that they give permission to take responsibility of the reservation upon entering/leaving the building (Wedding Coordinators, Event Planners, etc.)
- All materials and equipment shall be moved immediately upon completion of the use of the Facilities and the City will not be responsible for property left in the Facilities. Any such property, which is not removed, shall be disposed of by the City as determined by the PPRD Director.

## **Rental Procedures**

- The rental fee and security deposit must be paid in full, in person, at the PPRF, 320 Center City Dr., Pearl, MS 39208. They must be paid separately. The rental fee may be paid cash, check or credit/debit card. The security deposit may be paid by check or credit card authorization form.
- The following applies to reservations made within two (2) weeks of the event: The Rental Fee must be paid by CASH OR CREDIT/DEBIT CARD ONLY. Checks will not be accepted. The Security Deposit must be paid by CREDIT/DEBIT CARD ONLY. Checks will not be accepted.
- Reservations may not be made more than 12 months in advance.
- May arrive no earlier than fifteen (15) minutes prior to rental time. Rental time must include all SET-UP, EVENT & CLEAN UP. The facility must be vacated within the agreed rental time. Failure to do so will result in loss of security deposit.
- NO ADDITIONAL TIME may be purchased at time of event. All additional hours must be purchased in advance, during regular business hours Monday-Friday 8:00am to 4:30 pm (closed on State observed holidays). The On-Call attendant will ONLY open the building during your CONTRACT HOURS.

## **Renter's Responsibilities**

*Organizations or individuals issued a permit will be responsible and accountable for:*

- Abiding by all policies and procedures of the PPRF as directed by the instructions in the contents of this packet.
- Maintaining and cleaning the building and grounds following the event. It is the responsibility of the person(s) holding the reservation permit to see that this is done.
- Failure to properly clean building and grounds, or failure to abide by policies and procedures established by the City, will result in loss of security deposit.

## **Police Security**

Additional charges for security may be required:

- PPRD reserves the right to require security at functions deemed necessary at the expense of the group or organization using the Facilities. There is a minimum requirement of two (2) Pearl Police officers per event with a minimum charge of \$25.00 per hour, per officer. The fee must be paid in full with cash at the time of the rental.

## **Operational Rules**

- **NO ALCOHOLIC BEVERAGES** are allowed on City property
- **NO SMOKING OR USE OF TOBACCO** in any form is allowed on City property
- **NO ANIMALS** (excluding service animals) are allowed on City property.
- Materials such as nails, tacks, staples, glue, etc. may not be used to attached decorations to walls. Damage to walls will result in loss of deposit and additional charges.
- No property, furniture, equipment, or any other item may be removed or moved including banners, plaques, etc. from the Facilities.
- With the rental of the Multipurpose Room or Meeting Room, tables and chairs may be set up for you as a courtesy. In order for us to do so, you must provide us with a set up diagram at least two (2) weeks prior to your event. **YOU ARE NOT ALLOWED TO BRING TABLES AND CHAIRS FROM AN OUTSIDE SOURCE.**

- THE EVENT MUST BE CONTAINED IN YOUR RENTED ROOM ONLY. All decorations must be contained in rented room only! NO DECORATIONS IN HALLWAY OR FRONT DESK. (Registration table ONLY may be used in hallway.)
- Fresh flowers, petals, bubbles and flameless candles (battery operated) are recommended for weddings. **NO birdseed, NO candles, NO glitter, NO confetti, NO rice, NO sparklers and NO fog/smoke machines are allowed.**
- All spills must be cleaned up immediately; any stains left on floors will result in loss of deposit and require professional cleaning fees at the renter's expense. **NO EXCEPTIONS!**
- All trash must be disposed of properly. It is the renter's responsibility to clean up & take out trash from rental event. There is a dumpster onsite for trash.
- Without prior consent, use of the Facilities Monday – Thursday before 8:00 am and after 10 pm is not allowed; Friday - Saturday before 7:00 am and after 12:00 am is not allowed.
- The rented facility must be completely cleaned and vacated within the agreed rental time or additional charges will apply.

Failure to comply with all the terms of these regulations, or violations of any federal, state or municipal law, ordinance or regulation in conjunction with the use of the Facilities, will result in immediate cancellation of the privilege of using the Facilities and will be grounds for future denial of similar reservations.

#### **Cancellation Policy**

- In the event of a cancellation **within fifteen (15) days** of the scheduled event, **the security deposit will be forfeited** unless the cancellation is due to a death, serious illness or other unforeseen hardship and is approved by the Mayor and Board of Aldermen. In the event of a cancellation **within 48 hours** of the scheduled event, **the security deposit and the rental fee will be forfeited** unless the cancellation is due to a death, serious illness or other unforeseen hardship and is approved by the Mayor and Board of Alderman. **CANCELLATION REQUEST MUST BE IN WRITING BY THE PERSON ON THE CONTRACT.**

#### **Return Check Policy**

- In the event of a returned check, a \$40.0 Return Check Fee will be charged. This fee, along with the original amount of the returned check must be taken care of as soon as possible at Pearl City Hall, 2420 Old Brandon Rd., Pearl, MS 39208; 601-932-2262. The only forms of payment acceptable at that time are CASH, CERTIFIED FUNDS, and CREDIT/DEBIT CARD. We will attempt to contact you a maximum of two (2) times before it will be turned over for collections to the proper authorities.



# Pearl Parks & Recreation

## Rental Facility Rates

### Facility Rental Hours:

Mon – Thurs 8:00 am – 9:00 pm

Fri & Sat 8:00 am - 11:00 pm

Sun 12pm – 8pm.

All Facilities Closed/Not Open for Rental on all City & State Holidays!

### City Park Hours:

Mon - Sun 8:00 am – 8:00 pm

<b>Multipurpose Room</b> (Max Capacity - 70)	<b>Residents and City Businesses - 4 hours</b>	\$200
	Each Additional 1 Hour	\$50
	ALL DAY	\$400
	<b>NON-Resident - 4 hours</b>	\$300
	Each Additional 1 Hour	\$75
	ALL DAY	\$600
<b>Meeting Room</b> (Max Capacity - 40)	<b>Residents and City Businesses - 4 hours</b>	\$150
	Each Additional 1 Hour	\$40
	ALL DAY	\$300
	<b>NON-Resident - 4 hours</b>	\$200
	Each Additional 1 Hour	\$50
	ALL DAY	\$400
<b>Gymnasiums:</b> Parks & Rec Gym & Old HS Gym	<b>Residents and City Businesses - 1 hour</b>	\$20
	ALL DAY	\$150
	<b>NON-Resident - 1 hour</b>	\$35
	ALL DAY	\$200
<b>Park Pavillions:</b> City Park Jenkins Park & Bright Park	<b>Residents and City Businesses - 1 hour</b>	\$15
	Holiday Rental - 1 hour	\$30
	<b>NON-Resident - 1 hour</b>	\$30
	Holiday Rental - 1 hour	\$60
	<b>DRY INFLATABLES ONLY - PRICE PER DEVICE</b>	\$25
Inflatable company MUST have a "General Liability" insurance policy - NO LESS than 1 million dollars with <i>The City of Pearl</i> listed as the "Additional Insured". <b>NO WATERSLIDES, NO CARNIVAL TYPE RIDES, NO DUNKING BOOTHS, NO PETTING ZOOS</b>		
<b>***NOTICE***</b> There shall be NO fundraising activities, door charges or sales of any article for personal gain on City property, unless granted prior approval by the Board of Aldermen. Request MUST be made 30 days prior to the event or function.		



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## RENTAL POLICIES, PROCEDURES & FACILITY RATES

320 Center City Drive – Pearl, MS 39208

Phone: 601-932-3541 Fax: 601-932-6092

### -Resident- FACILITY Rental Agreement

Rental Date: \_\_\_\_\_ Rental Day: \_\_\_\_\_ Time: \_\_\_\_\_ am / pm until \_\_\_\_\_ am / pm

Expected Attendance: \_\_\_\_\_ Type of Activity: \_\_\_\_\_

Name of Individual/Organization Responsible: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: Primary \_\_\_\_\_ Secondary \_\_\_\_\_ Email: \_\_\_\_\_

Is this a fundraiser? ( ) YES ( ) NO: If so, this form is due in our office 30 days prior to the event or function. Raising funds on City property is against City policy without prior approval from the Mayor and/or Board of Aldermen.

If YES, please explain \_\_\_\_\_

In order for the Department to schedule a rental reservation, payment and this form MUST be received in our office before reservation can be made.

#### Pavilions

(Please Circle)

City Park

Bright Park

Jenkins Park

Non Holiday

\$15 Per Hour

Holiday

\$30 Per Hour

\_\_\_\_\_ Hours \$ \_\_\_\_\_

Dry Inflatable(s)

\$25 Per Inflatable

\_\_\_\_\_ Qty \$ \_\_\_\_\_

#### Pearl Parks and Recreation Facility Rooms

Multipurpose Room\* \$200 4 Hours \$50 Add. Hrs. \_\_\_\_\_ Hours \$ \_\_\_\_\_

Meeting Room\* \$150 4 hours \$40 Add. Hrs. \_\_\_\_\_ Hours \$ \_\_\_\_\_

Parks & Rec Gym \$20 Per Hour \_\_\_\_\_ Hours \$ \_\_\_\_\_

Old HS Gym \$20 Per Hour \_\_\_\_\_ Hours \$ \_\_\_\_\_

**Security Deposit\*** **\$150** \$ \_\_\_\_\_

\*The Security Deposit will be refunded on the next business day; provided property left in order.

**TOTAL \$**

**FULL DEPOSIT WILL BE KEPT FOR DAMAGED PROPERTY SUCH AS; TABLES, CHAIRS, FLOOR STAINS OR ANY CITY OWNED PROPERTY. IN THE EVENT OF EXCESSIVE DAMAGE, EXCEEDING \$150, THE RENTER IS RESPONSIBLE FOR THE ADDITIONAL COST OF REPAIRS/REPLACEMENTS. PLEASE SEE RENTAL POLICY FOR ADDITIONAL INFORMATION.**

I agree to abide by the policies and procedures of the City of Pearl. I understand that I am responsible and liable for any damages to City property that may occur during my usage. I also understand I should immediately report any problems to Pearl Parks and Recreation Department

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

#### OFFICE USE ONLY

Payment \$ \_\_\_\_\_ Payment Method \_\_\_\_\_ Receipt # \_\_\_\_\_ Date: \_\_\_\_\_ Security Deposit \$ \_\_\_\_\_

Return of Security Deposit \_\_\_\_\_ Was Security Deposit Returned? \_\_\_\_ Yes \_\_\_\_ No

Reason for No Return \_\_\_\_\_ PPRD Initials \_\_\_\_\_



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320 Center City Drive – Pearl, MS 39208

Phone: 601-932-3541 Fax: 601-932-6092

### -Non Resident- FACILITY Rental Agreement

Rental Date: \_\_\_\_\_ Rental Day: \_\_\_\_\_ Time: \_\_\_\_\_ am / pm until \_\_\_\_\_ am / pm

Expected Attendance: \_\_\_\_\_ Type of Activity: \_\_\_\_\_

Name of Individual/Organization Responsible: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: Primary \_\_\_\_\_ Secondary \_\_\_\_\_ Email: \_\_\_\_\_

Is this a fundraiser? ( ) YES ( ) NO: If so, this form is due in our office 30 days prior to the event or function. Raising funds on City property is against City policy without prior approval from the Mayor and/or Board of Aldermen.

If YES, please explain \_\_\_\_\_

In order for the Department to schedule a rental reservation, payment and this form MUST be received in our office before reservation can be made.

#### Pavilions - No Security Deposit Required

(Please Circle)

City Park

Bright Park

Jenkins Park

Non Holiday

\$30 Per Hour

Holiday

\$60 Per Hour

\_\_\_\_\_ Hours \$ \_\_\_\_\_

Dry Inflatable(s)

\$25 Per Inflatable

\_\_\_\_\_ Qty \$ \_\_\_\_\_

#### Pearl Parks and Recreation Facility Rooms - Security Deposit Required

Multipurpose Room\* \$300 4 Hours \$75 Add. Hrs. \_\_\_\_\_ Hours \$ \_\_\_\_\_

Meeting Room\* \$200 4 hours \$50 Add. Hrs. \_\_\_\_\_ Hours \$ \_\_\_\_\_

Parks & Rec Gym \$35 Per Hour \_\_\_\_\_ Hours \$ \_\_\_\_\_

Old HS Gym \$35 Per Hour \_\_\_\_\_ Hours \$ \_\_\_\_\_

**Security Deposit\*** **\$150** \$ \_\_\_\_\_

\*The Security Deposit will be refunded on the next business day; provided property left in order.

**TOTAL \$**

**FULL DEPOSIT WILL BE KEPT FOR DAMAGED PROPERTY SUCH AS; TABLES, CHAIRS, FLOOR STAINS OR ANY CITY OWNED PROPERTY. IN THE EVENT OF EXCESSIVE DAMAGE, EXCEEDING \$150, THE RENTER IS RESPONSIBLE FOR THE ADDITIONAL COST OF REPAIRS/REPLACEMENTS. PLEASE SEE RENTAL POLICY FOR ADDITIONAL INFORMATION.**

I agree to abide by the policies and procedures of the City of Pearl. I understand that I am responsible and liable for any damages to City property that may occur during my usage. I also understand I should immediately report any problems to Pearl Parks and Recreation Department

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

#### OFFICE USE ONLY

Payment \$ \_\_\_\_\_ Payment Method \_\_\_\_\_ Receipt # \_\_\_\_\_ Date: \_\_\_\_\_ Security Deposit \$ \_\_\_\_\_

Return of Security Deposit \_\_\_\_\_ Was Security Deposit Returned? \_\_\_\_ Yes \_\_\_\_ No

Reason for No Return \_\_\_\_\_ PPRD Initials \_\_\_\_\_