

**Tunica County Community Center**

3092 US Highway 61 South  
 Tunica, Mississippi 38676  
 (662) 357-0523 Office (662) 363-2242 Fax



**Policy Letter #15**

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

User Name/Organization: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Phone (\_\_\_\_\_) \_\_\_\_\_ Contact Email: \_\_\_\_\_

Date Requested: Day 1: (\_\_\_\_/\_\_\_\_/\_\_\_\_) Day 2: (\_\_\_\_/\_\_\_\_/\_\_\_\_) Day 3: (\_\_\_\_/\_\_\_\_/\_\_\_\_)

Rental Hours: Day 1: \_\_\_\_\_ to \_\_\_\_\_ Day 2: \_\_\_\_\_ to \_\_\_\_\_ Day 3: \_\_\_\_\_ to \_\_\_\_\_

Event/Function: \_\_\_\_\_

**(Security must be assigned and approved by the Tunica County Sheriff's Office. The Individual User or Organization is responsible for paying for security at an hourly rate of \$25 per hour. Contact Tammie Norwood at 662.363.1411) FACILITY KEY WILL NOT BE ISSUED WITHOUT THE APPROVED SECURITY. (\_\_\_\_) Initial**

I, hereby, request use of the Tunica County Community Center and agree to the following terms and conditions concerning the use of the Tunica County Community Center space. I understand that regardless of whether or not a group or organization is using the space that I personally am responsible for the space and that the same be returned to Tunica County without any damage being done. Meeting space utilized should be cleaned and restored to the condition in which it was prior to my using the space.

I further hereby represent that the space will be used by either a business, resident, or organization (chartered or organized to serve Tunica County). **I further represent that no for-profit activities will take place on the premises. For profit activities includes functions that has admission fees and will require additional fees.** I further represent that no political event endorsing a political candidate (s) will take place on the premises or political event endorsing one side of a particular political issue. I further represent that no regular scheduled worship services and no funerals will take place on the premises. Events by religious organization (s) such as music programs and special recognitions programs will be allowed. (\_\_\_\_) Initial

I understand that all facilities and properties have a ZERO TOLERANCE POLICY. No smoking, alcohol, illegal substances, profanity or unruly conduct (verbatim or in pre-recorded music), sexual misconduct or indecent exposure, weapons or vandalism of property is allowed. Any participant in violation of these rules and regulations may be subjected to removal from the premises, cancellation of event or criminal prosecution.

I further understand that the meeting space is available seven (7) days a week for functions occurring between the hours of 8:00 a.m. and no later than 12:00 midnight. I plan to utilize the space on the above date, time and for the above function.

I further understand that reservations must be made at least 14 days in advance. Rental fees are as follows: \$100 per day and a \$25 deposit is required at the time of reservation and is non-refundable. A \$25 clean-up deposit is required and is refundable if the building is clean at the end of the event. The balance is due five (5) days prior to the event. I plan to utilize the facility during the duration of the time allotted including set up and clean-up. I understand and agree that after the event, there will be no refund of money if building not clean and the no refund policy will apply in the event of a cancellation. Payments can be in the form of cash, cashier's check, money order or company check, to Tunica County Community Center. (\_\_\_\_) Initial

I further agree to indemnity and hold Tunica County, Tunica Parks & Recreation, its officials, employees, attorneys, etc, harmless for any and all causes of action which may arise out of the use the facility. Access to the facility/space is limited solely to the community meeting space area, kitchen, and restrooms needed. At all times, the round canister lights should be kept on. I represent and agree that at no time shall anyone enter any of the permanent office space located in the building.

I further understand that all individuals within the group/organization and those to be involved in the function/event must adhere to all local, state and federal laws, rules and regulations, and I hereby agree to be responsible for any damages caused as a result to someone not adhering to said local, state and federal laws, rules and regulations.

**I represent that the policy has been read and understand and agree to abide by its terms as set forth above.**

\_\_\_\_\_  
 Representative Signature      Date

\_\_\_\_\_  
 Director of Parks & Recreation      Date

Department Use Only			
Approved ( )	( ) \$100	( ) Clean Up Deposit \$25	( ) Key Deposit \$5
Disapproved ( )			
Total _____		Amount Paid _____	Balance _____ Key # _____
Assigned Deputy _____		Contact # _____	@\$25 per hour
Approved by _____		Date _____	
***NOT VALID UNLESS SIGNED BY THE DIRECTOR OF PARKS & RECREATION**			