

CITY OF FLORENCE
203 COLLEGE STREET
PO BOX 187, FLORENCE, MS 39073

REQUEST FOR USE OF THE HEMPHILL PARK PAVILION

The undersigned hereby requests use of the Hemphill Park Pavilion. The undersigned understands and agrees that the use of the Hemphill Park Pavilion is subject to the rules contained in the Policy of the City of Florence on the Use of the Hemphill Park Pavilions, attached hereto and agrees to be responsible for compliance of all persons in attendance with these rules. The undersigned certifies that he/she is a resident of the City of Florence, Mississippi, or is the owner of a business located in the City of Florence, Mississippi, is a member of the organization or group and will personally be present during the meeting to be held at the Hemphill Park Pavilion. The undersigned agrees to be responsible for any damages which may occur to the Hemphill Park Pavilion as a result of the use of the Hemphill Park Pavilion by the individual, organization or group named in this request and does hereby release and agree to indemnify and hold harmless the City of Florence, Mississippi and any of their officers, agents, servants, employees and insurers harmless from any and all damages to persons or property occurring during or as a result of the use of the Hemphill Park Pavilion by the individual, organization or group named in this application.

Rental Fee: \$50.00 for large pavilion (only available when Splash Pad is not open)
 \$25 for small pavilion

Individual, organization or group name: _____

Describe function to be held: _____

Estimated attendance: _____ Date of proposed use: _____ Beginning and ending time: _____

Has individual/organization previously used the Hemphill Park Pavilion? Yes _____ no _____

Is the use of the Hemphill Park Pavilion being requested by:

- A. A resident or business located in the city of Florence for a social function?

- B. A resident of the city of Florence for a group or organization of which the city resident is a member?
 - If the answer to (b) is yes, is the group or organization requesting the use of the Hemphill Park Pavilion a civic organization/club composed primarily of citizens of the City of Florence whose purpose include promoting the common good and general welfare of the citizens of the City of Florence? Yes _____ No _____

Name of Responsible Person: _____

Address: _____ Phone: _____

Agreed this the _____ day of _____, 20____.

Signature of responsible person

POLICY OF THE CITY OF FLORENCE ON THE USE OF THE HEMPHILL PARK PAVILLIONS

The Hemphill Park Pavilions are two facilities which have been constructed through the fund raising activities of the Florence Area Mens Association and which are maintained by the tax revenues of the City of Florence, Mississippi, and are intended for use by the citizens of the City of Florence and the surrounding areas. These rules are adopted for the purpose of placing reasonable restrictions on the use of these facilities.

The pavilion rental fee must be paid at Florence City Hall prior to renting the pavilion(s). Reservations must be made two weeks in advance of the proposed date. Reservations may not be made more than six months in advance.

Use of the Hemphill Park Pavilions by any person, persons, groups or organizations is conditioned upon compliance with the following rules:

1. Civic organizations/clubs, scout groups and sports teams may reserve the pavilions without paying a pavilion rental fee.
2. Any citizen of Florence or the surrounding area may rent the pavilions for the purpose of receptions, teas, showers, banquets, birthday parties, family reunions, church homecomings and other such social events provided the proper application has been made and the pavilion rental fee is paid in advance.
3. An application for the use of the Hemphill Park Pavilions must be made in person at City Hall and the Request for use of the Hemphill Park Pavilion form must be signed by a responsible person asking for use of said pavilion. The responsible person must be present during the event. The responsible person must agree to be responsible for any and all damages which may occur to the Hemphill Park Pavilions as a result of the use of said pavilions by the organization, group, person or persons attending the scheduled event and agree to release and to indemnify and hold harmless the City of Florence, Mississippi and any of its officers, agents, servants, employees and insurers from any and all damages to persons or property occurring during or as a result of the use of the Hemphill Park Pavilions by the organization, group or person named in the application.
4. A separate application must be made for each meeting date requested.
5. The City of Florence will not be held responsible for materials or equipment left in the Hemphill Park Pavilions and all materials and equipment shall be removed immediately upon completion of the use of the Hemphill Park Pavilions.
6. The persons using said pavilions will be responsible for cleaning and leaving said pavilions in the same condition in which they were found immediately after use of the Hemphill Park Pavilions. The responsible person will be responsible for any damages to the pavilions or the premises of Hemphill Park. All trash must be removed after use. No trash may be left at the Hemphill Park Pavilions. If the Hemphill Park Pavilions are not cleaned and left in the same condition in which they were found, they will be cleaned by City personnel and the costs of cleanup will be charged to the responsible person.
7. Use of the Hemphill Park Pavilions before 7:00am and after 10:00pm is not allowed.
8. Any person or persons causing a disturbance on the premises of the Hemphill Park Pavilions will be removed from the premises.
9. No property, equipment, or any other item may be removed or moved from the Hemphill Park Pavilions.

10. No decorations are allowed in or on the pavilions without approval.
11. No alcoholic beverages are allowed on City property.
12. Use of the Hemphill Park Pavilions for business or commercial purposes is not allowed.
13. In accordance with a resolution adopted by the governing authorities on February 2, 1999, littering with golf balls in the park is prohibited.
14. As to activities in the park in which different parties/entities wish to engage in such a manner as to be incompatible (e.g. a softball game and a baseball game on the same field at overlapping times, or an outdoor concert near a prayer group), the decision of the Mayor and Board shall govern.