

**REQUEST FOR USE OF THE FLORENCE COMMUNITY CENTER**

**Located at 437 South Church Street, Florence, MS 39073**

The undersigned hereby requests use of the Florence Community Center. The undersigned understands and agrees that the use of the Florence Community Center is subject to the rules contained in the Policy for Use of the Florence Community Center and agrees to be responsible for compliance of all persons in attendance with these rules. The undersigned certifies that he/she is: (circle one)

- a. a resident of the City of Florence, Mississippi, or the owner of a business located in the City of Florence
- b. a resident of or the owner of a business located outside the City of Florence, but in Rankin County
- c. a resident or business owner outside of Rankin County but within the State of Mississippi
- d. a non-resident of Mississippi

The undersigned certifies that he/she will personally be present during the meeting to be held at the Florence Community Center. The undersigned agrees to be responsible for any damages which may occur to the Florence Community Center as a result of the use of the Florence Community Center 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 Florence Community Center by the individual, organization or group named in this application.

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 Florence community center? Yes \_\_\_\_\_ no \_\_\_\_\_

Is the use of the Florence community center being requested by: (circle one)

- a. A resident or business located in the city of Florence for a social function such as a reception, tea, shower, banquet, birthday party or family reunion
- 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 Florence Community Center 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 \_\_\_\_\_
- c. A non-resident of the city of Florence for a social function such as a reception, tea, shower, banquet, birthday party or family reunion?

Name of Responsible Person: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Agreed this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of responsible person

Application Fee Paid: \_\_\_\_\_

Deposit Paid: \_\_\_\_\_

Rental Fee Paid: \_\_\_\_\_

The following is a guideline for use of the Community Center. A complete copy of the Policy for Use of the Florence Community Center is available for viewing at City Hall.

**Application must be made in person, and all fees must be paid at City Hall.**

**Application Fee:** \$10.00

Application Fee must be submitted with Request for Use of the Community Center form. The \$10.00 application fee will be credited toward the rental fee once the application is approved.

**Security Deposit:**

- Residents of Florence: \$100.00
- Rankin County Residents outside of Florence: \$150.00
- Mississippi Residents outside of Rankin County: \$250.00
- Non-Mississippi Residents: \$500.00

You are responsible for cleanup after your event. If the Community Center is not left clean, a cleaning fee will be charged. Please bag your garbage and take it to the dumpsters located at the other end of the park by the tennis courts. Please make sure that the lights are turned off and the building is locked. When leaving the building, in the winter, set heat to 50 degrees. In the summer, set air conditioner to 90 degrees. Following the event, provided the Community Center is left properly cleaned and without damages, the security deposit will be returned.

**Base Rental Fee includes use of the building and kitchen.**

- Half Day (four hours or less) \$50.00
- Full Day (more than four hours) \$100.00
- Use of tables and chairs additional \$25.00 (18 rectangular tables & 85 folding chairs)
- Use of sound system additional \$25.00 per hour

**Hours available for rental:**

- No earlier than 8:00am
- No later than 10:00pm

**Maximum Occupancy:** 125

**Community Center is closed on all City and State holidays.**

- No furniture or property may be removed from the Community Center.
- No decorations are allowed on posts or walls in the building.
- No alcoholic beverages are allowed on City property.
- No smoking or tobacco in any form is allowed on City property.
- The use of the Community Center for the profit of the renter is prohibited.
- No skateboard or roller skate use is allowed in the building.
- No weapons are allowed.