

Vicksburg Catholic School
St. Aloysius / St. Francis Xavier / Sisters of Mercy ELC
Vicksburg, MS 39183

St. Aloysius High School
1900 Grove Street
601-636-2256

St. Francis Xavier Elementary
1200 Hayes Street
601-636-4824

Sisters of Mercy ELC
1220 Howard Street
601-638-5810

March 23, 2026

To: Mayor and Board of Aldermen, City of Vicksburg

Re: Rental of City Auditorium

Dear Mayor and Aldermen,

This letter is to request to waive the rental fee for the use of the Ardis T. Williams, Sr. City Auditorium for the St. Aloysius High School graduation service on Tuesday, May 19, 2026.

St. Aloysius, which is non-profit, has used the facilities for several years due to the need for a larger commencement venue. Graduation is free of charge and open to the public and we hope we can continue to use this facility again this year.

If you have any further questions or requirements, please contact me at 601-636-2256.

Thank you,



Dawn Meeks, Principal

St. Aloysius High School

Ardis T. Williams, Sr. Auditorium

Application for Complimentary Use

Please note: If you are not a City Department utilizing the facility for official City business, your event will require a certificate of insurance. There may also be additional costs (labor, cleanup, security, etc.) associated with your function. This will be determined prior to contracting the date/event.

Catered food is permitted in the Auditorium only if prepared and served by a licensed and insured caterer doing business in the State of Mississippi. An exception can be made if the user signs a waiver indemnifying and holding harmless the Board of Mayor and Aldermen and employees elected and appointed of the City of Vicksburg. Beer, wine and liquor must be controlled and dispensed only by a caterer with an off-premise liquor license.

Your request is subject to:

1. Date availability.
2. Review by City of Vicksburg (Criteria of the Comp Use Policy set forth by the Mayor and Aldermen)
3. Signed approval by the Board of Mayor and Aldermen. The process must follow the above three steps before complimentary use is finalized.

Group/Organization Vicksburg Catholic School

Primary Contact Person Shelley Plett

Address 1900 Grove Street

City Vicksburg State MS Zip 39183

Telephone (Day) 601-636-2256 Email shelley.plett@vicksburgcatholic.org

Date(s) Requested 5-19-26

Event Start Time(s) 6:00 pm Event End Time(s) 7:30 pm

*Please attach a separate sheet if more space is required for date(s) and time(s)

Reason for usage (please give as much detail as possible)

2026 Graduation
Signature Shelley Plett Today's Date 3-24-26

Do NOT write below this line

(Signify approval with initials below)

March 27, 2026 Reviewed —City Clerk, Deborah A. Kaiser-Nickson

Mayor Thompson _____ Alderwoman Bailey _____

Alderman Mayfield _____