

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 St Aloysius High School

Primary Contact Person Barbara May

Address 1900 Grove St

City Vicksburg State MS Zip 39183

Telephone (Day) 601-636-2250 Email barbara.may@vicksburgcatholic.org

Date(s) Requested May 20, 2025

Event Start Time(s) 6:00 p.m Event End Time(s) 7:30 p.m

*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)

Graduation for the class of 2025 - May 20, 2025

Signature Barbara May

Today's Date 04.07.2025

Do NOT write below this line

(Signify approval with initials below)

Reviewed —City Clerk, Deborah A. Kaiser-Nickson

Mayor Flaggs, Jr. _____ Alderman Monsour, Jr. _____

Alderman Mayfield _____

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

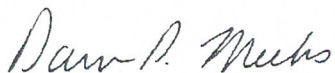
April 2, 2025

To: Mayor and Board of Alderman of the City of Vicksburg

Re: Rental of City Auditorium

This letter is to request the rental fee be waived for the use of the City Auditorium for the St. Aloysius High School Commencement services on Tuesday, May 20, 2025. St. Aloysius has used the facilities for several years due to the need for a larger commencement venue and we hope we can continue to use these facilities in the future.

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



Dawn P. Meeks, Principal

St. Aloysius High School