

**APPROVED AND ACCEPTED  
IN BOARD MEETING**

**MAR 10 2025**

*Gertrude A. Young*

1st Revision to Policy to  
Change Facility Times:

**Jackson Street**

Approved and Accepted in  
Board Meeting

February 10, 2026

# **Community Center**

## **Facility Use Policy**

Rev. 02/10/2026



**923 Walnut Street  
Vicksburg, MS 39183  
(801) 631-3723  
Revised February 2025**

*Gertrude A. Young*  
**Jackson Street  
Community Center**

**Facility Use Policy**



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Vicksburg, MS 39183  
(601) 631-3723  
Revised February 2025**

# Jackson Street Community Center named for Gertrude Young at ceremony

Published 1:35 pm Saturday, September 19, 2020

By John Surratt



Gertrude Young speaks during the ceremony Saturday dedicating the Jackson Street Community Center in her honor. (John Surratt/The Vicksburg Post)

Gertrude Young stood in the small patio at the entrance to the Jackson Street Community Center talking to well-wishers coming for a ceremony naming the center in her honor.

Choking up with emotion, the former Alderwoman addressed the crowd that had come to honor her as well.

“It’s surreal; I’m trying to keep from crying,” she said. “It’s just a blessing. I appreciate everything the board has done.”

# **Background History**

The Jackson Street Community Center was previously known as the Jackson Street YMCA.

It was built in built in 1924 with a donation from Fannie Willis Johnson, who also funded a YMCA for whites that was built a few blocks away on Clay Street. The Jackson Street YMCA served Vicksburg's black residents during segregation and remained open until the mid-1980s.

The building was donated to the city in 1994 and collapsed in 1995.

Flagstar Construction Company of Ridgeland was awarded a \$1.586 million contract in 2000 to build the Jackson Street Community Center at the corner of Jackson and Monroe streets on the site of the former Jackson Street YMCA.

It was dedicated in August 2002.

**The mission of the Jackson Street Community Center is to improve the quality of life for all citizens by providing a clean and safe place where individuals, families, and groups can enjoy a variety of cultural, educational, health, and recreational activities. The policy of the Board of Mayor and Aldermen is to make this facility available for activities that align with the center's mission. Approved individuals and groups can use the facility when it does not interfere with the center's programs and activities.**

## Facility Use Policy

### 1. General Rules and Regulations

- A Certificate of Insurance may be required; if so, proof of general liability insurance in the amount of \$1,000,000 must be provided at the time of reservation, listing the City of Vicksburg and the Board of Mayor and Aldermen as additional insured (see attached example).
- Security may be required depending on the nature of the event. The applicant must secure services through a licensed security company naming the City of Vicksburg as an additional insured and provide proof of an agreement five (5) days prior to the event (see attached list). A minimum of one (1) security personnel is needed for each 100 guests.
- A \$50.00 cleaning deposit may be required, refundable if the reserved space is left clean as determined by City of Vicksburg staff.
- Any damages associated with facility use will be billed to the applicant.
- Reservations are limited to activities, dates, times, and rooms listed on the Facility Use Application. Interference with other activities in the building must not occur.
- Long-term use or multiple bookings (ex. every Monday or third Monday of each month) by any person(s) or groups(s) will not be permitted. Only one (1) day events are considered.
- Usage areas include the Multi-purpose Room (Gym), Classrooms, and Playground.
- Minors must have adequate adult supervision.
- Nails, tacks, or substances causing permanent markings are not allowed.
- Flammable, toxic materials, or those presenting potential damage to the facility are prohibited.
- The reserved area(s) must be left clean; floors swept, and trash bagged and placed in receptacles.
- Sponsors of outdoor activities must keep ground free of trash and debris.
- Users must provide their own supplies, equipment, setup, and cleanup. The City of Vicksburg will provide tables and chairs for indoor use only.
- Any items brought into the facility must be removed at the event's close. The City of Vicksburg is not responsible for any property left on the premises.

- Kitchen facilities are not available. Light snacks and drinks are allowed only in designated areas, adhering to state food handling regulations.
- Advertisement must clearly state the name of event, sponsor with a contact number and must be approved.
- Smoking, use of tobacco related products, possession or distribution of drugs or alcoholic beverages are prohibited.
- Firearms, chemicals, explosives or weapons of any kind are prohibited.
- All police and fire department ordinances, as well as local and state laws, regarding public assembly must be complied with.

## 2. Facility Hours

- Monday through Friday: 10:00 a.m. to 8:00 p.m.
- Saturday: 10:00 a.m. to 3:00 p.m.
- Closed on Sundays and City holidays.
- Requested hours should include setup, decoration, and cleanup time.
- Individuals associated with the event must vacate the facility by the indicated ending time.

## 3. Application Process

- A Facility Use Application must be completed and approved **BEFORE** any person(s) or groups(s) can occupy any part of the facility.
- Applicants must be at least 21 years of age.
- Applications must be submitted at least ten (10) working days prior to the desired date of use.
- Telephone requests will not be accepted. All applications must be submitted in person at the GAYJSCC or via email at [jacksonstreetgym@vicksburg.org](mailto:jacksonstreetgym@vicksburg.org)
- An application is considered approved once reviewed, signed, and dated by the Supervisor of the Department or designee.
- Applicant is responsible for paying insurance fee at the City Clerk's Office, 1401 Walnut Street, 2<sup>nd</sup> floor, Suite 212, Vicksburg, Mississippi.
- Approval or denial notice will be given within five (5) working days of receipt.

#### 4. Group Classifications & Examples

- Groups are categorized for convenience:
  - Group 1: Programs administered by the City of Vicksburg.
  - Group 2: City-sponsored groups, including the local school district (VWSD) for recreational, cultural, or educational purposes.
  - Group 3: Organized non-profit youth groups, clubs, sports leagues, service groups, and organizations serving Vicksburg youth.
  - Group 4: Non-profit service, community, and public groups/agencies meeting the community's recreational, cultural, educational, health, and social needs.
  - Group 5: Private use by local organizations or groups where no admission is charged, primarily for their own members—limited to the classroom.

**Group 1:** Programs administered by the City of Vicksburg.

**Group 2:** Groups sponsored by the City of Vicksburg, including the local school district, when used for recreational, cultural, or educational purposes.

- Activities sponsored or co-sponsored by the City of Vicksburg have the highest priority.
- Priority is otherwise on a first-come, first-serve basis.
- Be free of charge

**Examples include:**

- Fire Academy
- VWSD

**Group 3:** Organized non-profit youth groups, clubs, sports leagues, service groups, and organizations dedicated to serving the youth of Vicksburg. **These groups must:**

- Have open and available activities for all school-age youth
- Be supervised by a responsible adult
- Be free of charge

**Examples include:**

- Boy/Girl Scouts
- 4-H
- Soccer/Baseball Association

**Group 4:** Non-profit service, community, and public groups/agencies whose events meet recreational, cultural, educational, health, and social needs of the community. These groups should have limited or open membership and be free of charge. **Examples include:**

- Home Health Fair

**Group 5:** Private use by local organizations, businesses or groups where **no admission is charged**, and activities are primarily for the benefit of their own members. Space is limited to the classroom.

**Examples include:**

- Community Associations
- Sorority/Fraternity Meetings
- Training Sessions

**5. Building Supervision**

- A minimum of one City of Vicksburg employee will be on duty at all times during facility use.
- The employee is not responsible for cleanup or supervision of group activities.
- The employee is authorized to terminate any function for non-compliance with the policy.

**6. Cancellations**

- Applicant is responsible for providing immediate written notification to cancel use of the facility.
- All cancellations must be submitted in writing either in person or via email.
- In case of an emergency, the City of Vicksburg reserves the right to cancel any facility use reservation upon notice to the applicant.

**7. Prohibited Use**

- The facility cannot be used for:
  - Commercial gain, including admission, participation, registration, or membership fees, sports leagues not sponsored by the City of Vicksburg, and the sale of items or services.
  - Weddings, rehearsal dinners, retirement or anniversary parties, birthday parties, showers, funerals, family reunions, class reunions, or church services.
  - Fundraisers or Pop-up shops of any kind

**8. Fees**

- Applicable insurance fees must be paid in full by cash, credit card/debit card, or money order five (5) days prior to the event. All payments should be made at the City Clerk's Office, 1401 Walnut Street, 2<sup>nd</sup> floor, Suite 212, Vicksburg, Mississippi or via telephone at 601-634-4553

**9. Application Denial**

- Misuse of the facility or the failure to comply with the policy will be sufficient reason for denying any/all future applications.

Please be advised that any events not explicitly covered by this policy must go before the Board of Mayor and Aldermen for consideration and approval.

No CHARGE or DONATIONS for admission is allowed



SAMPLE

# CERTIFICATE OF LIABILITY INSURANCE

DA  
R054

DATE (MM/DD/YYYY)  
3/9/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

**PRODUCER**  
HART & WELLS INSURANCE COMPANY  
1541 WEST HILL BLVD.  
HOLLYWOOD, CA 98378

YOUR INSURANCE CO.

<b>CONTACT NAME:</b>	
<b>PHONE (A/C, No, Ext)</b> (866) 467-8730	<b>FAX (A/C, No)</b> (888) 443-6112
<b>E-MAIL ADDRESS:</b>	
<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURER A</b> Sentinel Ins Co LTD	<b>NAIC#</b> 11000
<b>INSURER B</b>	
<b>INSURER C</b>	
<b>INSURER D</b>	
<b>INSURER E</b>	
<b>INSURER F</b>	

**INSURED**  
HOUSE OF HEBREW CULTURE  
PO BOX 98299  
HOUSTON, TX 92943

YOUR ENTITY OR BUSINESS

### COVERAGES

### CERTIFICATE NUMBER:

### REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR #2-D	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> General Liab			12 SBA TO1325	06/14/2015	06/14/2016	EACH OCCURRENCE	\$1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$1,000,000
							MED EXP (Any one person)	\$10,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:						PERSONAL & ADV INJURY	\$1,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						GENERAL AGGREGATE	\$2,000,000
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE						PRODUCTS - COMP/OP AGG	\$2,000,000
	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N <input type="checkbox"/> Y <input type="checkbox"/> N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
							EACH OCCURRENCE	\$
							AGGREGATE	\$
							PER STATUTE	
							OTH-ER	
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

Wording must be exact

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The Board of Mayor & Aldermen of the City of Vicksburg, George Flaggs, Jr., Thomas J. Mayfield and Alex J. Monsour individually, City of Vicksburg, city employees are additional insured.

### CERTIFICATE HOLDER

CITY OF VICKSBURG  
PO BOX 150  
VICKSBURG, MS 39181

### CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

## Security References

### Approved/Licensed/Insured Security Providers:

**You must choose a provider from the list below; it is the client's responsibility to contact and make payment to the security provider....**

Once the provider has been contacted, please list them on the application or contact the City Clerk's Office. All events require a minimum of one (1) security guard for up to 100 attendees. Events with 100-500 attendees will need a minimum of two (2) guards. Please be advised that more than two (2) guards may be needed based upon the nature & type of event, this will be determined by the City Clerk's Office.

If no security provider is chosen within 3 days of submitting your application, one will be appointed to you.

Ideal Training & Security Services, LLC. Contact: Orlon D. Smith 601-831-6251

United Security LLC Contact: Ronnie Nichols 601-218-0357

Thomas & Thomas Security Contact: Trent Thomas 601-618-9517

RRR Security Contact: Reginald Flagg 769-203-8018