

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 (deposit, 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 are allowed with the purchase of a Host Liquor Liability Insurance policy naming the City of Vicksburg as an additional insured.

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 United Way of West Central Mississippi

Primary Contact Person Michele Connolly

Address 920 South Street

City VICKSBURG State MS Zip 39180

Telephone (Day) 601-636-1733 Email michele@unitedwayvicksburg.org

Date(s) Requested Tuesday, September 9, 2025

Event Start Time(s) 630PM Event End Time(s) 7PM

*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)

THE UNITED WAY IS PARTNERING WITH CAMPAIGN FOR GRADE LEVEL READING, MDE, AND VWSD TO HOST A FAMILY LITERACY NIGHT FOR FAMILIES WITH PK-3RD GRADE STUDENTS.

Signature Michele Connolly Today's Date 8-1-2025

Do NOT write below this line

(Signify approval with initials below)

Reviewed —City Clerk, Deborah A. Kaiser-Nickson

Mayor Thompson _____ Alderwoman Bailey _____

Alderman Mayfield _____



8/1/2025

Dear Board of Mayor and Aldermen,

The United Way of West Central Mississippi (EIN #64-0330259) in conjunction with the Campaign for Grade Level Reading Coalition, Mississippi Department of Education and Vicksburg Warren School District will be hosting a **Family Literacy Night: Super Readers Save the Day** on Tuesday, September 9, 2025, from 530PM to 7PM. This event will be free of charge and open to the public.

The event will kick off at 5:30 PM with a MS author sharing their love of literacy while families enjoy hot dogs, chips and cookies. We're excited for parents to have the opportunity to visit tables featuring their child's local elementary school, so they can see firsthand how their individual school inspires a love of literacy! To add to the fun, we're asking each school to embrace our superhero theme while decorating their table. After the families are formally welcomed by a representative from the school district and City of Vicksburg, the Mississippi Department of Education will begin their presentation at 610PM, with the event concluding at 7PM.

The theme for this year's Literacy Night is **Super Readers Save the Day**, and we can think of no better hero for this event than the City of Vicksburg! Your ongoing support has always made a significant impact, and we are hopeful you will consider assisting us once again for this event. Since we are a non-profit organization hoping to make a significant difference in the lives of others, we are asking for the rental fee of the Ardis T. Williams, Sr. Auditorium to be waived for this event.

Thank you so very much for your continued support of our mission and children of our community.

Sincerely,

A handwritten signature in blue ink that reads "Michele Connelly".

Michele Connelly

Executive Director

United Way of West Central MS