

Approved 10/17/2022  
Amended 07/20/2026



*Vicksburg*  
**Mississippi**

# **CITY OF VICKSBURG**

## **CITY OF VICKSBURG**

### **PAVILION, PARKS AND RECREATIONAL FACILITIES**

### **POLICY RULES AND REGULATIONS**

#### **BOARD OF MAYOR AND ALDERMEN:**

**Mayor Willis Thompson**

**Ward 1 Alderman Thomas J. Mayfield**

**Ward 2 Alderwoman Vickie Y. Bailey**

## **INTRODUCTION**

The use of the City of Vicksburg's pavilions, parks and recreational facilities is subject to the following rules and regulations. *Failure to adhere to these rules and regulations will result in the forfeiture of deposit and/or suspension of reservation privileges and any other remedies as provided by law.* Compliance with all laws and City ordinances shall be strictly enforced by the Vicksburg Police Department. All police, fire and other municipal ordinances and regulations governing use of the facilities, as adopted by the City of Vicksburg, are hereby made part of these conditions. Violators may be ordered to leave the premises or be charged with a criminal offense at the discretion of the Vicksburg Police Department. Recreation Department employees and/or other City employees shall be allowed physical access to the facility at any time during the rental period as deemed necessary by the City.

### **1. APPLICATION**

- The individual named on the application and the group in whose name the application is issued shall be held responsible for any use and shall accept responsibility for all damage done to City property.
- The pavilion, parks and recreational facilities may be reserved through the City Clerk's office, whose office hours are Monday through Friday from 8:00 a.m. until 5:00 p.m. For additional information, please call 601-634-4553.

### **2. RESERVATIONS**

- Only adults aged 21 and older are allowed to reserve the pavilion, parks or recreational facilities.
- Hours of operation for the facilities are between 7:00 a.m. - 11:00 p.m. on Sundays through Saturdays.
- To reserve the pavilion, parks or recreational facilities, the full deposit must be made at the time of the reservation.
- To complete a reservation, the rental fee must be paid at least five (5) business days prior to the event date.
- Rental and use is on a first come, first served basis.
- The applicant must have a copy of the approved City of Vicksburg Reservation Application during rental to verify reservation in case of conflict.
- The City of Vicksburg reserves the right to refuse or cancel any reservation at any time.
- Applicant shall be responsible for picking up a key to the pavilion gate or keys to any park or other facility on the business day immediately prior to the event date. For example, if the reservation is for Sunday, the applicant must pick the key up prior to close of business day on Friday. Failure to do so could result in the loss of the use of the pavilion, park or recreational facilities.
- The Applicant must return the pavilion gate or park or recreational facility key no later than the close of business day following the event.

### **3. ACTIVITIES**

- All activities shall cease in sufficient time so that Applicant may completely clean and vacate the rental facility(ies) approved on the application. The use of facility(ies) shall be restricted to those times and spaces specifically requested on the application.
- Any activity deemed inappropriate by the Mayor and Aldermen or their representative will not be tolerated and may be grounds for immediate termination of the Rental Agreement.
- All fires must be maintained in grill receptacles.

- If food is served, Applicant shall make sure all health codes as well as local, state and federal laws are followed. The City of Vicksburg shall not be liable for any illnesses or injuries to any applicant or third party after consuming food served by Applicant.
- The Vicksburg Parks and Recreation Department reserves the right to cancel facility requests due to inclement weather or other unforeseen acts that may cause damage to the facility.

#### **4. SUPERVISION**

- Adult parents, guardians or sponsors shall be required to submit applications for reservations for youth groups or individuals under 21 years of age with on-site supervision during the event.
- No youth will be allowed on any City owned facility or inside any building without adult supervision. There must always be adequate supervision of youth participants. Adequate supervision is one (1) adult (age twenty-one (21) or older) per every ten (10) children under the age of 21.
- Failure to obey park closing times or other inappropriate behavior will warrant forfeiture of all reservation deposits. Other measures may be taken, including arrest, depending on the severity of the infraction.

#### **5. SECURITY**

- Security is required. It must be provided by a reputable company, group or individual(s) that is approved by the City of Vicksburg. Security must be present during the entire event.

#### **6. RESPONSIBILITY**

- The sponsoring individual/organization is responsible for ensuring that his/her/their respective participants or guests adhere to all facility use rules and procedures.
- The Applicant must always be present throughout the permitted rental time and must also have a copy of the approved application available upon request.

#### **7. SET UP/CLEAN UP**

- Applicants must move materials, equipment, furnishings or rubbish at his/her/their sole expense. No equipment or supplies may be left beyond the allotted time.
- All groups shall leave the recreation facility in the same order and condition in which it was found.

#### **8. DAMAGE**

- The Applicant should inspect the facility prior to rental and report any damages to the Vicksburg Recreation Department before usage.
- The Applicant is responsible for any damage to the facility or additional clean up that may occur as a result of usage. The person and/or organization whose signature appears on the application is solely and fully responsible for all participants using the facility.
- Should damages be incurred during use of the facility, the Applicant must file a written statement within 24 hours with the City Clerk's Office. In the event of damage incurred that requires immediate attention, the Applicant must immediately notify the Vicksburg Parks and Recreation Department and/or the Vicksburg Police Department.
- The Applicant will be solely responsible for damage to or maintenance of facilities resulting from usage beyond normal usual wear reserving the facility. In the event of damage to the premises, the damage will be documented with photos, and any repair bills will be invoiced to the Applicant named on the reservation application.
- Failure to reimburse Vicksburg Parks and Recreation Department for damage incurred may result, among other remedies, in forfeiture of facility use fees and/or loss of future use of Vicksburg Parks and Recreation facilities.

#### **9. LIABILITY**

- The City of Vicksburg will not be responsible for loss of personal property by individuals or groups when the facility is being used.

- The individual, group or organization shall abide by all rules and regulations set forth by the City of Vicksburg, both written and verbal.
- The Applicant agrees to hold the City of Vicksburg, its Mayor and Aldermen, employees and any agent acting on behalf of the City of Vicksburg harmless for any damages to any personal property or injuries to the Applicant, guests or participants using the facility. The Applicant will not hold the City of Vicksburg liable for any injury sustained while using the facility.
- Liability Insurance is required either through the City or proof of insurance coverage in an amount not less than one (1) million dollars. Liability insurance acquired by the Applicant must have the City of Vicksburg and its Board of Mayor and Aldermen of the City of Vicksburg listed as additional insurers. The Applicant must provide proof of insurance before renting the facility.
- Applicant shall also hold The Board of Mayor and Aldermen of the City of Vicksburg, its successors, employees and any and all other persons so associated with the City, harmless from any and all claims, demands, damages, actions, causes of action, or suits of any kind or nature whatsoever, both known and unknown that may arise as a result of this event. **Payment for insurance through the City is non-refundable.**
- The Applicant shall be directly responsible for any damage done or additional clean-up required because of the approved use. If an organization is named below, the Applicant and the organization shall be jointly and severally responsible.

#### **10. CANCELLATIONS**

- All payments and/or cancellations shall be made to the City Clerk located at 1401 Walnut Street, 2<sup>nd</sup> floor, Suite 212, Vicksburg, Mississippi, Monday through Friday, 8:00 am. - 5:00 p.m. **In case of cancellation, the deposit will be forfeited.**

#### **11. PROHIBITIONS**

- Alcoholic beverages, including beer and wine, are prohibited on all City property.
- No markings or the application of materials to walls, ceilings or floors of park buildings shall be permitted which will mar, deface or injure these surfaces.
- No glass containers are permitted at the facility.
- ***BOUNCE HOUSES ARE NOT PERMITTED AT ANY OF THE CITY PARKS, PAVILIONS AND RECREATIONAL FACILITIES. Bounce houses shall mean any temporarily inflatable structure, trampoline, house, moon bounce or similar apparatus that is used for recreational purposes, particularly for children to jump within.***

**If any of the above is not followed, the City of Vicksburg may immediately terminate the event, retain the damage deposit, in part or in whole, and the privilege to rent a recreation facility may be revoked.**

## CODE OF CONDUCT

The City of Vicksburg Parks and Recreation Department strives to provide a safe environment for participants, spectators, and officials of any sporting or recreational activities occurring at the pavilion, parks and recreational facilities. To achieve this goal, anyone attending or participating in any activities must be accountable for their behavior and zero tolerance is given for intentional violation of this Code of Conduct.

**Any violation of this Code for the following offenses will result in the offending participant, spectator or official being banned from all City owned parks and recreational facilities for a period of one (1) year:**

- Exhibit appropriate behavior and follow directions while participating, spectating, or attending park and recreation activities
- Respect the game, play fairly, and follow its rules and regulations.
- Use appropriate language, tones and volume when communicating. When in doubt, remain silent.
- Demonstrate good sportsmanship before, during, and after games.
- Be courteous to opposing teams and treat all players, coaches, officials, and City employees with respect.
- Refrain from the use of tobacco, alcohol, and abusive language.
- Show respect for all individuals and property.
- Demonstrate self-control and conduct yourself appropriately.
- Do not cause bodily harm to self or unwanted body contact.
- Do not behave in a way that may constitute a danger to yourself.

**Any violation of this Code for the following offenses will result in the offending participant, spectator or official being banned from all City owned parks and recreational facilities permanently and criminal charges may be pursued:**

- Anyone destroying, damaging, or defacing any of the fixtures, structures, equipment or other property at the parks or recreational facilities.
- Anyone causing bodily harm to others.
- Anyone behaving in a way that may constitute a danger to others or leading to a hostile environment.
- Anyone possessing or using illegal drugs.
- Anyone possessing weapons including but not limited to firearms, knives, brass knuckles, etc.