

# 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. 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 Memorial Day Committee

Primary Contact Person Rick Martin

Address 305 Newitt Vick Dr.

City Vicksburg State MS Zip 39183

Telephone (Day) 601-529-6062 Email rpmcol@yahoo.com

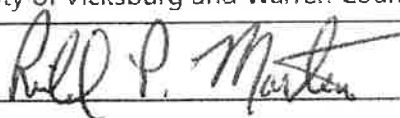
Date(s) Requested May 25, 2026

Event Start Time(s) 11:00 AM Event End Time(s) 12:30 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)


This is a ceremony to honor all men and women who have died in U.S. Military service, in  
which the City of Vicksburg and Warren County has many. The ceremony brings the community together.

Signature 

Today's Date April 25, 2026

*Do NOT write below this line*

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 (Signify approval with initials below)  
Reviewed — City Clerk, Deborah A. Kaiser-Nickson

Mayor Thompson \_\_\_\_\_ Alderwoman Bailey \_\_\_\_\_

Alderman Mayfield \_\_\_\_\_

RE: Memorial Day Committee to Board of Mayor and Aldermen

April 27, 2026

Board of Mayor and Aldermen  
City of Vicksburg  
Vicksburg, Mississippi

Re: Request for Waiver of Rental, Deposit, and Attendant Fees  
Ardis T. Williams, Sr. Auditorium — Vicksburg-Warren Memorial Day Ceremony  
May 25, 2026

Honorable Mayor and Members of the Board of Mayor and Aldermen,

The Vicksburg-Warren Memorial Day Committee respectfully requests a waiver of the rental fee, deposit, and attendant fees for the Ardis T. Williams, Sr. Auditorium for the Vicksburg-Warren Memorial Day Ceremony scheduled for May 25, 2026.

This annual ceremony is held to honor and remember all men and women who have died in U.S. military service. Our city of Vicksburg and Warren County have been greatly blessed by generations of service members, and we are committed to ensuring that their sacrifice is recognized with dignity, respect, and appropriate remembrance.

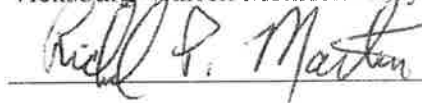
We anticipate that the community will gather to participate in a meaningful program that reflects the purpose of Memorial Day and supports ongoing recognition of our veterans and their families. Waiving these fees will help the Committee allocate limited resources toward ceremonial needs, program materials, and other event-related expenses that directly serve the public.

We would be grateful for your favorable consideration of this request.

Thank you for your time, service to our community, and support of our efforts to honor those who gave their lives for our country.

Respectfully submitted,

Vicksburg-Warren Memorial Day Committee



Chairperson / Committee Representative