

Vicksburg City 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 Alcorn State University Extension Program

Primary Contact Person Mattie R. Rasco

Address 1000 ASU Drive #479

City Lorman State MS Zip 39096

Telephone (Day) 601-877-6281 Fax Number 601-877-6219

Date(s) Requested November 2, 2016

Event Start Time(s) 10:00 AM Event End Time(s) 2:00 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)

To conduct Extension Program's Holiday Affair Event

Mattie R. Rasco/Suzanne 08/09/2016
Signature Today's Date

Do NOT write below this line

(Signify approval with initials below)

Reviewed – Walter W. Osborne, Jr., City Clerk

Mayor Flaggs Alderman Mayfield Alderman Thompson



Alcorn®

EXTENSION PROGRAM

1000 ASU Drive, #479 – Alcorn State, Mississippi 39096 Telephone: 601-877-6128 Fax: 601-877-6694

August 8, 2016

Mayor and Aldermen
City of Vicksburg
1401 Walnut Street
Vicksburg, MS 39180

Dear Mayor and Aldermen:

In the capacity of Alcorn State University Extension Program as a Vicksburg Mayoral Health Council Collaborator, I am writing to request your approval for Alcorn State University Extension Program to use the Vicksburg City Auditorium to host Alcorn State University Extension Program's "Holiday Affair" event on November 2, 2016 free of charge. The Alcorn State University Extension Program has been instrumental in helping to improve the health and wellness of Vicksburg's citizens for the past several years by providing nutrition education, including healthy food demonstrations and preparations/tastings, recipes, and nutrition materials; age and health appropriate physical activity; gardening assistance; and other means of technical assistance at no cost to the City of Vicksburg. Based on personal testimonials of Alcorn State University Extension Program participants and pre-/post-tests, Alcorn State University Extension Program has promoted key lifestyle improvements for Vicksburg's citizens, both youth and adults, in regards to increasing home cooking; using healthier food preparation methods; consuming more fruits and vegetables in their diets; reducing fats, salt and sugar intake; increasing physical activity levels; and other healthy lifestyle changes. Such lifestyle behavior changes greatly reduce personal and city-related healthcare costs. The "Holiday Affair" event is a concise avenue for reaching out to more individuals/families. The Vicksburg Auditorium is ideally located and sized for reaching a large number of Vicksburg citizens.

The "Holiday Affair" event is held annually in Claiborne County (Port Gibson, MS) and was expanded to Warren County (Vicksburg, MS) in 2015. The event promotes substantial positive impacts for residents of targeted counties. The "Holiday Affair" focuses on Family and Consumer Sciences (FCS) issues in empowering individuals/families to be fit in all areas of life for the holidays and throughout the upcoming year. Topics include nutrition and physical activity, financial management, and parenting. Examples of specific program content

Mayor and Aldermen
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include scam and identify theft prevention, healthy food for the holidays, food safety, age and health appropriate physical activity, parenting tips, and many other aspects of health and well-being. This program will be a great asset to the citizens of Vicksburg/Warren County. Your assistance in allowing Alcorn State University Extension Program to host this event at the Vicksburg City Auditorium at no cost will be greatly appreciated. If further information is required, please feel free to contact me at 601-877-6281 or 601-415-0491. You may also contact Mrs. Vanessa Prentiss at 601-631-1698.

Sincerely,



Mattie R. Rasco, PhD, RD, LD
Nutrition Specialist/Assistant Professor

c: Dr. Gregory Reed
Ms. Jackie Ford
Ms. Valarie Wright
Mrs. Vanessa Prentiss