

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 ST. ALOYSIUS HIGH SCHOOL

Primary Contact Person MICHAEL JONES

Address 1900 GROVE ST

City VICKSBURG State MS Zip 39180

Telephone (Day) 601-629-7500 Fax Number _____

Date(s) Requested MAY 26-27 2017

Event Start Time(s) 10 AM Event End Time(s) 12

*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)

GRADUATION

Michael Jones 3/30/17
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 _____

3/30/2017

To: Mayor and Board of Alderman of the City of Vicksburg
Re: Rental of City Auditorium

This letter is to request the rental fee be waived for the use of the City Auditorium for the St. Aloysius High School Commencement services on May 26 and 27, 2017. St. Aloysius has used the facilities for several years due to the need for a larger commencement venue and we hope we can continue to use these facilities in the future. If you have any further questions or requirements, please contact me at 601-636-2256.

Sincerely,

A handwritten signature in black ink, appearing to read "Virgil Strickland". The signature is fluid and cursive, with the first name "Virgil" written in a slightly larger, more prominent script than the last name "Strickland".

Dr. Virgil Strickland, Principal