

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

Primary Contact Person Dr. Mattie Rasco/Valerie Wright

Address 1000 ASU Drive suite #479

City Lorman State MS Zip 39096

Telephone (Day) 601 415-0491 Fax Number 601 877-6219

Date(s) Requested November 1, 2017

Event Start Time(s) 8:30 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)

The reason for this event is to host the 2017 Holiday Affair Expo. (See the attached letter for further details.)

Mattie R. Rasco
Signature

July 20, 2017

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 _____



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Alcorn State University Extension Office

www.alcorn.edu/landgrant

August 8, 2017

City of Vicksburg
Board of Mayor and Alderman
1401 Walnut Street
Vicksburg, MS 39180

To The Board of Mayor and Alderman:

I, Mattie R. Rasco, in the capacity of Alcorn State University Extension Program Nutrition Specialist and a Vicksburg Mayoral Health Council Collaborator, am requesting that the Board of Mayor and Alderman waive the rental fee for the Auditorium on November 1, 2017. Alcorn State University Extension Program will be hosting the 2017 "Holiday Affair Expo" event that is free of charge and open to the public. 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, nutritional materials, age and health appropriate physical activity sessions, and gardening assistance at no cost to the City of Vicksburg. The "Holiday Affair Expo" 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. Please consider accommodating this request. Your time and consideration on this matter is greatly appreciated.

If further information is needed, please contact me by e-mail at mrasco@alcorn.edu or phone at 601-415-0491.

Sincerely,

Mattie R. Rasco, PhD, RD, LD

1000 ASU Drive #479 · Lorman · Mississippi · 39096-7500 · Phone: 601-877-6128 · Fax 601-877-6219

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