

# 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 Warren Co. Soil + Water Conserv. District

Primary Contact Person Nancy Melancon / Raymond Gayner

Address 2660 Sherman Ave.

City Vicksburg State Ms Zip 39183

Telephone (Day) 601-630-0278 Fax Number \_\_\_\_\_

Date(s) Requested August 16, 2018

Event Start Time(s) 7:00 p.m. Event End Time(s) 9:00 p.m.

\*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)

We award landowners who have been good stewards of the land -

Nancy Melancon

5/24/18

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 Monsour \_\_\_\_\_

\* Publically thank City + County officials  
for allowing our event to occur.



## Warren County Soil and Water Conservation District

2660 Sherman Avenue  
Vicksburg, Mississippi 39183

(601) 636-7679, Ext. 3  
Fax (601) 636-7082

Commissioners

JOHN W. BOWEN III

DAVID CHANEY

DOUGLAS C. JETER, JR.

EDWARD R. McKNIGHT III

JOAN M. PRIDDY

May 24, 2018

City of Vicksburg  
Board of Mayor and Aldermen  
P.O. Box 150  
Vicksburg, MS 39181

Dear Honorable Mayor and Aldermen;

The Warren County Soil and Water Conservation District would like to request the Board of Mayor and Aldermen waive the rental fee for the use of the City Auditorium on August 16, 2018. We will be hosting an awards banquet that is free of charge and open to the public. This is a time we set aside to honor those who have excelled in the care of our natural resources and the land.

The Warren County Soil and Water Conservation District is a non-profit agency.

We appreciate your consideration of our request.

Sincerely,

Nancy Melancon  
District Clerk

**A Letter Must Accompany The Complimentary Use Form!!!**

Please fill out this form and also attach a letter addressed to the Board of Mayor and Alderman for your event so that it can be routed and be placed on the agenda for possible approval.

Please be sure in the letter that you state the following or it will be rejected for approval:

- ☒ Rental Fee to be waived
- ☒ Date of interest
- ☒ Name of your organization
- ☒ The purpose you all serve in helping the community, what benefits the event may have on or for the public. etc...
- ☒ You are non profit
- ☒ The event is free of charge and open to the public

**Please be advised that if approved this will only waive the Rental Fee of \$500.00. You are still responsible for all other costs, such as insurance, attendant, and any other applicable fees that may apply.**