



PARKS AND RECREATION DEPARTMENT
410 EAST HARPER STREET, RICHLAND, MS 39218
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POLICY FOR USE OF THE ACTIVITY CENTER, MAGNOLIA ROOM AND PARK PAVILIONS

Richland facilities have been constructed and which is maintained by the tax revenues of the taxpayers of the City of Richland, Mississippi, and is intended for use by the citizens of the City of Richland. These rules are adopted for the purpose of placing reasonable restrictions on the use of these facilities which will further this purpose.

USE OF THE ABOVE CITY FACILITIES BY ANY PERSON, PERSONS, GROUPS OR ORGANIZATIONS IS CONDITIONED UPON COMPLIANCE WITH THE FOLLOWING RULES.

1. Civic Organizations/Clubs, Churches, and Scout Groups composed primarily of citizens of the City of Richland whose purposes include promoting the common good and general welfare of the citizens of the City of Richland may use a city facility for no fee (depending on event and setup). A Civic Organization, Club, or Scout Group composed primarily of least 50% of the members regularly in attendance is a citizen of Richland. No Civic Organization, Club, or Scout Group may reserve any one facility on a Friday, Saturday or Sunday, more than one time in a 6-month period except when the reservations are made within (10) days of the proposed use.
2. A city facility may be used by:
 - a. Residents and owners of businesses located in the City for social functions such as receptions, teas, showers, banquets, birthday parties, plays and family reunions, and:
 - b. Residents for meetings of other groups or organizations (not described in Paragraph 1 hereof) of which a resident of the City of Richland is a member.
 - c. Non-residents when the reservation is made within ten (10) days of proposed use.

The rental fee, together with a security deposit must be paid at Richland Community Center. The security deposit will be refunded upon inspection of the property and a determination having been made that the property has been properly cleaned, that there are no damages to the facility or any property of the City. No resident, group or organization may use any city facility for any of the purposes described in this paragraph more than one time in a 6-month period except when the reservations are made within ten (10) days of the proposed use or approved by Parks and Recreation Department. Reservations may not be made more than 12 months in advance.

3. An application for the use of a city facility must be made in person at Richland Community Center and a request signed by a resident of the City of Richland who is a responsible member of the group or organization asking for use of a city facility. The responsible person must be bona fide member of the group or organization and must be personally present during the entire course of the meeting. The Responsible Person must agree to be responsible for any and all damages which may occur to the facility as a result of the use of the facility by the organization or group named in the request and must agree to release and agree to indemnify and hold harmless the City of Richland, Mississippi, and any of its officers, agents, servants employees and insurers harmless from any and all damages to persons or property occurring during or as a result of the use of the facility by the organization or group named in the application. A separate application must be made for each meeting date requested, provided, however, that the Civic Organizations, Clubs, and Scout Groups described in paragraph 1 hereof shall only be required to submit an application annually. The responsible person will be advised where the keys may be picked up prior to use of the building. The key must be returned no later than 8 o'clock a.m. to the Richland Community Center the day after use of the building.

4. The City will not be responsible for materials or equipment left in the City Facilities or on City Property and all materials and equipment shall be removed immediately upon completion of the use of the facility. **THE USERS OF THE FACILITY WILL BE RESPONSIBLE FOR CLEANING IMMEDIATELY AFTER USE OF THE FACILITY AND LEAVING THE FACILITY IN THE SAME CONDITION THAT IT WAS FOUND UNLESS THE CLEAN-UP FEE WAS PAID. IF THE USER DOES NOT PAY THE CLEAN-UP FEE AND DOES NOT CLEAN UP AFTERWARDS, THE SECURITY DEPOSIT WILL NOT BE REFUNDED.**
5. Without prior consent, use of the facility before 8:00 a.m. and after 12:00 MIDNIGHT is not allowed.
6. Any person or persons causing a disturbance on the premises of any city property will be removed from the premises.
7. No property, furniture, equipment, or any other item may be removed or moved including banners, plaques, etc. from city facilities.
8. No decorations are allowed on posts or walls in the building.
9. No alcoholic beverages are allowed on City property.
10. No smoking or use of tobacco in any form is allowed on City Property.
11. Use of City facilities for profit is not allowed.

