

**PIKE COUNTY MULTI- PURPOSE COMPLEX
GUIDELINES**

2017 QUINLIVAN ROAD, MAGNOLIA, MS

FEBRUARY 2017



Pike County Board of Supervisors

Contact Pike County Administrator's Office

Chancery Court Annex Building, 175 South Cherry Street, Magnolia, MS

Mailing Address: P.O. Box 431, Magnolia, MS 39652

Telephone: 601-783-5289 Fax: 601-783-4101

Indemnification Clause

The County shall assume no responsibility for any property placed on or in its facility or grounds. Renters shall indemnify, save and hold harmless the County, its officers, agents, and employees from any and all claims for losses, injuries, damages, and liabilities to persons or property, caused wholly or in part by the acts or omission of renters, its agents, officers, employees, guests, patrons, or any other person or persons admitted to the premises by the renter. The renter assumes full responsibility for character, acts, and conduct of all persons admitted to the premises of the renter, its officers, employees, or agents.

The renter shall indemnify and save harmless the County from all suits brought against the County on account of any injuries or damages received or sustained by any party or parties by and from the renter, its officers, agents, employees, members, or any person admitted to the premises by renter in the exercise or right and privileges granted here or on account of any admission of the renter.

Purpose

The Pike County Multi-Purpose Complex is first and foremost designated as a Community Safe Room to protect citizens from an impending disaster that would require evacuation of citizens from their residences. Typically, events are recognized as potential threats up to 72 hours' prior to anticipated landfall. The Pike County Emergency Management Agency will be responsible for activation and coordination of local and state emergency procedures.

Policy

The Pike County Board of Supervisors desire to provide the Pike County Multi-Purpose Complex for civic, cultural, educational, recreational, and other approved activities as long as these events do not conflict with state and federal laws, local ordinances, or impact the general care and maintenance of this facility.

General Conditions

- 1.) The activity conducted must be related to religious, cultural, recreational, or educational purposes. Campaign or candidate fund-raisers are strictly prohibited.
- 2.) Approved external events held on the grounds of the facility may be conducted, but must comply with all existing municipal and county ordinances on noise abatement and public health.
- 3.) Approved events held inside the facility are allowed between the hours of 8:00 a.m. and 12:00 a.m. unless otherwise specified. Additional fees may be required if they are conducted outside the normal operational hours.
- 4.) Organizations and renter groups are not allowed to use the name of "County of Pike"; "Pike County Community Safe Room", or Pike County Multi-Purpose Complex endorsements or sponsorships in their invitation, fliers, or other advertising/promotional materials. Please use Pike County Multipurpose Complex in advertising/promotional materials. Physical address: 2017 Quinlivan Road, Magnolia, MS.
- 5.) Event themes must be approved by the Pike County Board of Supervisors and must be consistent with promoting community culture, recreation, and education.

6.) Events that provide meal functions may use the kitchen equipment (excluding the deep fryers) but must demonstrate that they have trained food service individual(s) on site to operate equipment and oversee the cooking procedures to insure health standards and safety protocols are utilized. All food and drink deliveries are to use the rear serving area entrance.

7.) All external food vendors must comply with all applicable ordinances, rules and regulations as stated by the Mississippi State Department of Health and other agencies that regulate food/beverage services.

8.) The group reserving the facility is responsible for all setup and site cleanup. The site must be left in the same condition as it was prior to the event. Appropriate fees will be charged for any damages or for unnecessary clean up.

9.) Setup may be done prior to the event, so long as it does not interfere with previously scheduled use of the space or facility or with the normal function of county Safe Room. Clean up must be completed immediately following the event.

10.) To preserve emergency fire or medical consideration, all vehicles must be parked in approved parking areas; no vehicles are to be left in the fire lane or service entrance area.

11.) The renter is responsible for providing competent adult supervision for all activities at all times. The suggested ratio is one adult per ten minors.

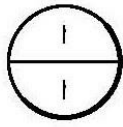
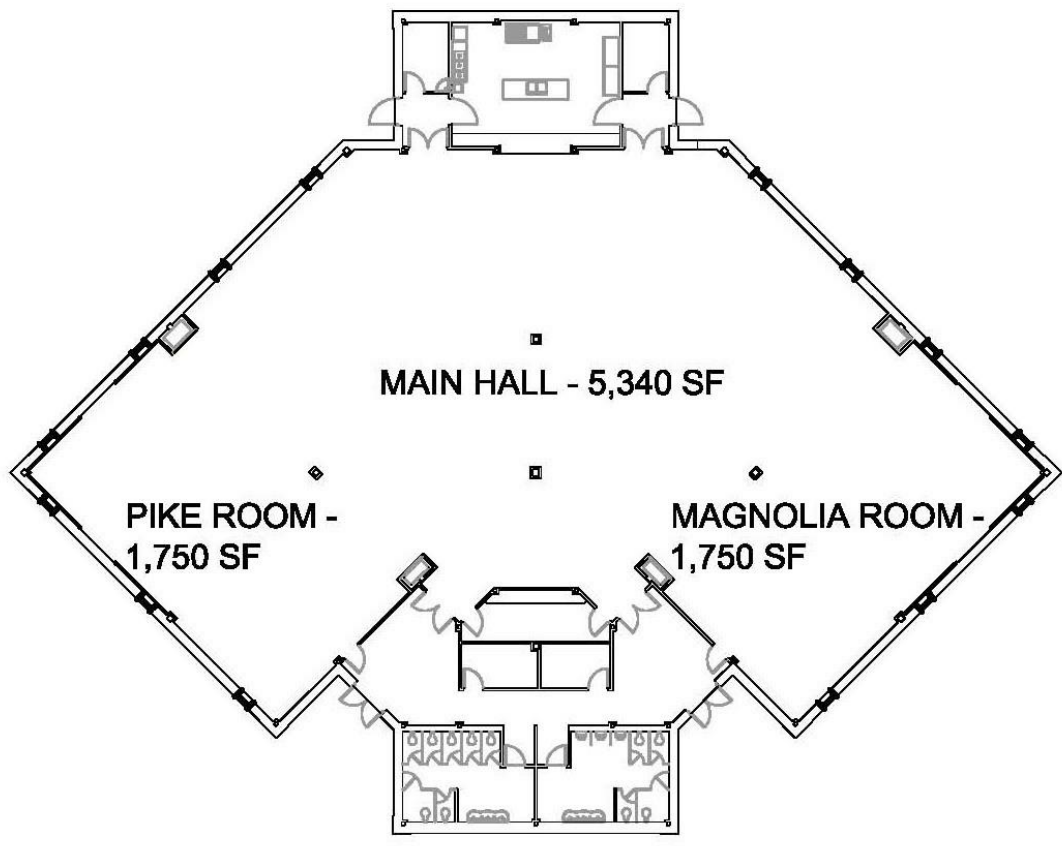
12.) Public or pay phones are not available. As such, all individuals/organizations must have a viable means of communication, such as cellular telephone, to contact local authorities in the event of an emergency.

Room sizes

The Pike County Community Multi-Purpose Complex provides meeting/event room options to best meet your needs. The rooms can be set for banquet style (tables and chairs) or theatre style (chairs only). Below is a description of the rooms available for rent and their approximate capacities followed by a floor plan:

- Magnolia Room (1,750 sq. ft.): 110 people banquet style or 235 people theatre style.
- Pike Room (1,750 sq. ft.): 110 people banquet style or 235 people theatre style.
- Main Room (5,340 sq. ft.): 340 people banquet style or 730 people theatre style.
- Full Facility: 550 people banquet style or 1,200 people theatre style.

Room occupancy shall not exceed posted occupancy limit as set by the Pike County Fire Marshall.



FLOOR PLAN - PIKE SAFE ROOM

SCALE: 1/32" = 1'-0"

I. Leasing Regulations

Operational Hours

The facility is available between the hours of 8:00 a.m. to 12:00 a.m. (midnight) Monday-Sunday. Advance Notice must be given when it is necessary to open the building for event setups. In the event of inclement weather conditions, updated facility information can be obtained by calling the Pike County Administrator's Office.

The Pike County Emergency Management Agency reserves the right to cancel any event should it be required that the **SAFE ROOM** needs to be activated to provide temporary housing to displaced citizens. **During the months of June to November (Hurricane Season), special conditions may apply regarding the rental period of the facility.** Special conditions will be addressed with the renter during the application process to clarify any restrictions of use that may be imposed.

Applications

Pike County Board of Supervisors will review and assess applications received according to space availability and Multi-Purpose Complex programming; Pike County units will be given priority.

1.) Applications are accepted by the Pike County Administrator's Office on a first-come, first serve basis. All applications must be submitted a minimum of 30 working days in advance. Any exception to this must be approved by the Pike County Administrator's Office and depends on room availability.

2.) Applications may be made by mail, fax or in person, by an individual at least 21 years of age. All persons signing the facility rental contract shall be liable and responsible for any problems and damages that occur during the rental period. The Pike County Administrator's Office accepts checks, postal money orders or purchase orders made payable to Pike County. **Cash payments are not accepted.**

Applications Are Accepted Monday through Friday, 8:00 a.m. to 5:00 p.m.

**Pike County Administrator's Office
Chancery Court Annex Building, 175 South Cherry Street, Magnolia, MS 39652**

Telephone: 601-783-5289 Fax: 601-783-4101

3.) No person, firm, or corporation shall use the facilities at the Multi-Purpose Complex without completing a Facility Contract. Any exceptions to the type of agreement required shall be at the discretion of the Pike County Board of Supervisors.

4.) Groups having reservations at the facilities shall be permitted to use only the areas designated to them at the time the reservation was confirmed.

5.) No group shall schedule an event, which will have a larger attendance than the posted maximum occupancy of the area they have rented.

6.) Set-Up: The renter will be responsible for set-up and take down of all tables and chairs. All tables, chairs and decorations must be removed immediately following the event.

Facility Coordinator

Pike County Board of Supervisors shall determine if a Facility Coordinator is required to be onsite during scheduled events. The Facility Coordinator shall be available in the control center area of the building to oversee all activities. The Facility Coordinator shall have unlimited, unrestricted access to any room in the facility. At no time shall the Facility Coordinator be asked to perform any personal services in conjunction with the scheduled event.

Rental Fees and Deposit

All fees for the Pike County Multi-Purpose Complex are set and approved by the Pike County Board of Supervisors and are subject to change.

The County reserves the right in its sole discretion to cancel events due to unforeseen circumstances (including impending tropical storm/hurricane); however, in such unlikely instances, the renter will be refunded in full. Additionally, the renter's failure to comply with any of the facility's regulations may result in the facility's cancellation of the renter's event.

The total rental fee and damage/cleaning deposit are due within seven (7) days of receiving approval of the Facility Application. **Agreements are subject to cancellation if rental fee deposit and balance is not paid within the stated time period.**

Rental times are available for half day events that include up to 6 hours and full day events for 12 hours (maximum). Full day events can utilize a four-hour portion of the 12 hours the day before the event for set up/decorating if available but **cannot** be combined with additional rental hours. If additional hours are required, see the Decoration/Rehearsal Fees section for hourly rates.

An example is provided below to illustrate this process:

Friday – 2:00 to 6:00 p.m. - Set up/Decoration (4 hours minimum)

Saturday 8:00am to 4:00 p.m. – Event (8 hours)

No additional hours can be rented in this event.

In addition to the rental fees, Pike County reserves the right at all times to assess additional fees as deemed appropriate to cover special situations. Special situations may include the need for additional time to clean and remove items brought in by the renter.

Rental rates include the use of a limited number of rectangle table and chairs (see Section II Equipment – Tables and Chairs for specifications). If additional tables and chairs are needed, refer to the guidelines provided in Section III Facility and Grounds Usage – Equipment for Events, Item 2.

See Section VIII and IX for information regarding reoccurring and multi-day events.

Rental Fees and Damage/Cleaning Deposits

Room	Half Day (Up to 6 hrs)	Full Day (Up to 12 hrs. 1st)	Full Day (Up to 12 hrs 2nd Day)	Damage/Cleaning Deposit
Magnolia or Pike Rooms	\$150	\$200	\$150	\$100
Main Room	\$300	\$500	\$400	\$200
Full Facility	\$400	\$800	\$700	\$300
Grounds and Restrooms	\$100	\$100	\$100	\$100
*Kitchen	INCLUDED IN ROOM RENTAL			\$100

***For any kitchen access, an additional damage/cleaning deposit of a \$100 is required along with the room rental fee and damage/cleaning deposit.**

Decoration/Rehearsal Fees

For a fee of \$80.00, a renter may purchase four additional hours to be utilized on the day before their event to be used for decorating or rehearsing, if that day is available for rent. These additional hours cannot be combined with the option to move a four-hour portion of a full-day rental to the day before.

Additional Maintenance and Set-Up Fees

If warranted and determined by the Pike County Board of Supervisors, staff time for those individuals directly involved with extensive coordination and implementation of the event may be assessed in the amount of \$25.00 per hour.

Damage/Cleaning Deposit

A damage/cleaning deposit is required on for all events (see chart under Rental Fees and Damage/Cleaning Deposits on page 6). The damage/cleaning deposit will be refunded to the signer of the contract by mail approximately **four (4) weeks** after the event, provided all policies were followed.

If excessive damage or cleaning services are determined by the Pike County, the renter may be assessed additional fees based on repair/cleaning estimates that are obtained.

Applicable Permits and Licenses

Renters and/or vendors engaged in utilizing the Pike County Community Multi-Purpose Complex as a For-Profit event must provide appropriate permits and/or licenses (i.e. Department of Health Certificates, sales tax, etc.) to charge and/or sell tickets, merchandise, and/or food/beverage items etc. Non-profit organizations must provide applicable permits and proof of non-profit status such as a Tax I.D. or a 501-(c)-(3) documents. These documents should be included with the Facility Contract.

Cancellations and Refunds

The renter may cancel an event in writing to the Pike County Administrator's Office in person or by mail at P.O. Box 431, Magnolia, MS 39652 or by fax at 601-783-4101. Events cancelled 21 days or more of the event will receive a full refund of the rental fee and damage/cleaning deposit. Cancellations made less than 21 days prior to the event will receive 50% of the rental fee and the full damage/clean up deposit.

Subleasing

At no time shall a renter sublease or assign its reservation to another individual, group, or organization. Renters are not allowed to change rooms with other renters.

Security Requirements

- 1.) Presence of a Facility Coordinator may be required by the Pike County Board of Supervisors for certain events held at the facility and is included in the rental fee.
- 2.) A security officer(s) will be on-site for any event held at the facility. Certain events may require the County to provide security for an additional hourly fee of \$25.00 per security officer. Security officers are under the direct supervision of the County who will direct any necessary instructions to the security officers. The security officer(s) shall have unlimited, unrestricted access to any room in the facility. **At no time shall the security officer(s) be asked to perform any personal services in conjunction with the scheduled event.**
- 3.) Pike County reserves the right to assess any charges as appropriate to individual situations, including but not limited to the following:

Security/Safety/Inspection costs: (including any required police or fire department personnel). Should an event require outside (City, County, State) safety or security approvals/inspections, Pike County will assess these charges as part of the Facility Rental Fee.

II. Equipment Provided

Additional services that are not normally provided by the facility, such as sound and lighting equipment, extra electrical and utility services, etc., must be furnished by the renter, who will also assume all necessary expenses.

Equipment

All of the facility's equipment (tables, chairs, trash receptacles etc.) will remain inside the building at all times. Renters MUST NOT sit or stand on tables, as they are designed for limited weight capacity.

Smoking cans and outdoor trash receptacles must remain in their designated places.

All Kitchen equipment may be used with the exception of the deep fryers. Under no circumstances may the deep fryers be used by the renter. An additional deposit is required if the kitchen equipment is used as specified in Section I Leasing Regulations - Rental Fees and Damage/Cleaning Deposits.

Tables and Chairs

Pike County provides rectangle tables (8 ft. x 30 in) that will seat three to four people on each side and chairs. Approximately 225 chairs and 37 tables are available for use. Table linens are not provided. The renter should provide appropriate table linens (i.e. paper or linen) to protect the tables according to the type of use the renter will utilize the tables.

Amplified Sound

Amplified sound is not provided for the Pike or Magnolia Rooms. The renter may bring in portable devices to serve these areas if needed. The Main Room provides hook ups for amplified sound however the renter must provide their own equipment.

III. Facility and Grounds Usage

General Use Stipulations

- 1.) Any group using the facility agrees to assume all responsibility for any injuries or damages beyond normal wear (as determined by the County) incurred as a result of their usage.
- 2.) No personal or rented property shall be left, before rental time frame, after rented time frame or overnight unless prior arrangement is made with the Pike County Administrator's Office.

- 3.) No personal or rented property shall be delivered to the facility outside of the rented time frame. The renter must be present for all deliveries unless prior arrangement is made with Pike County Administrator's Office.
- 4.) Everyone entering the facility shall wear proper attire (shirts and shoes must be worn). Improper attire consists of, but is not limited to, swimsuits, and lack of shirt and/or shoes. Anyone entering the facility improperly attired shall be asked to leave by the County's designated representative (such as Facility Coordinator or Security Personnel).
- 5.) Gambling and loitering are **NOT PERMITTED** within the facilities. This includes the parking lot and park areas surrounding the facility.
- 6.) Smoking, or any other type of tobacco products, is **NOT PERMITTED** inside the facility. Designated smoking areas are located outside of the facility in identified locations. Receptacles are provided for smokers in this area only. Smoking at or near the main entrance is strictly prohibited. A minimum of a 25' buffer zone from all other entrances to the facility entrance must be maintained at all times. (Observe postings and markings in designated areas).
- 7.) The use of profane, vulgar, indecent or inappropriate language gestures or actions will be cause for immediate removal from the facility and premises.

Parking

Public parking must be in designated locations only. At no time is parking permitted along driveways, roads or on grassy areas. A designated loading zone is available at rear entrance, for delivery and pickup purposes only; all vehicles must be moved as soon as delivery is accomplished.

Restrooms

Public restrooms are available in the front of the building. Baby changing tables are available in both the ladies and men's restrooms.

Equipment for Events

- 1.) The facility provides renters a limited number of tables and chairs on site. If additional tables and chairs are needed, the renter will be responsible for contracting with a vendor and coordinate the delivery and pick-up with the Pike County Administrator's Office for the additional equipment needed. Tables/chairs brought in for events must have rubber/plastic padding on the legs that prevent damage to the floor. The renter must get approval from Facility Coordinator for rental equipment.
- 2.) All event supplies, equipment, and rentals must be removed from the facility immediately following the event unless special arrangements have been made with the Pike County Administrator's Office.

- 3.) The County will not be responsible for any equipment, materials or property of any kind left on the premises by the renter or its vendors, although every effort will be made to secure renter's equipment.
- 4.) Pike County staff cannot assist in loading, unloading or carrying equipment to the area being used. The renter and/or renter's vendors must provide their own staff, dollies or carts for this purpose.
- 5.) In compliance with fire regulations, aisles between tables must insure free flow of traffic (at least 36"), and all doors must not be obstructed in any manner. All applicable building capacity requirements including fire codes and regulations regarding exits and entrances must be adhered to.

Utilities and Special Equipment

The renter must accept the facilities existing environmental conditions for lighting, heating, cooling, and humidity ranges, all of which are determined in accordance by standard practice and requirements.

Any additional electrical equipment such as microphones, speakers, amplifiers, projectors, video and computer equipment, extension cords, generators, etc., must be provided by the renter or the renter's vendor and must be approved by the Pike County Administrator's Office.

Clean-Up

Renters are required to clean their rented area and check out BEFORE the end of the rented time frame. In order to protect your damage/cleaning deposit; the room should be left as it was found. All food, beverages, and decorations must be bagged and placed in the trash-receptacle bins located outside the Kitchen/Service Entrance.

Clean-up and removal of refuse from the event is the responsibility of the renter and/or the renter's vendors. This includes inside and outside the facility.

The renter is required to provide cleaning supplies including trash bags and paper towels for cleaning of the premises. Trash receptacles are provided in the building; however, the renter must supply trash bags (for liners). All refuse must be removed by the renter from the building immediately after the event.

If the County judges that, due to use during an event, routine cleaning and maintenance is inadequate to return the premise to its prior condition, special maintenance services will be contracted by the County, and billed to the renter.

Decorations

Event coordinators must meet with the Pike County Administrator's Office, upon acceptance of application, to discuss layout/equipment to be brought in for the event. The Pike County

Administrator's Office must approve the set-up and reserves the right to deny set-up situations not appropriate for the facility. The following ground rules apply:

- No objects of any kind may be attached to the walls by any means.
- Any/all decorations, banners, signs, partitions, and/or furnishings used inside building must be approved by the Pike County Administrator's Office for fire resistance. Self-supporting displays (i.e. easels and the like) are acceptable.
- Tables/chairs brought in for events must have rubber/plastic padding that prevent damage to the floor. Event organizer must get approval from Pike County Administrator's Office for rental equipment.
- Any events involving dancing of any type must consult with the Pike County Administrator's Office in advance to ensure proposed use is appropriate for the Community Multi- Purpose Complex floor.
- Candles or open flames are permitted with prior approval by Pike County Administrator's Office
- Wedding parties are PROHIBITED from throwing rice or confetti, Birdseed may be thrown OUTSIDE the facility.

Failure to adhere to the above will result in the loss of the renter's damage deposit.

Animals and Pets

Animals and pets are not permitted in the facilities except in cases of the physically impaired or other special activities. The Pike County Board of Supervisors must approve special activities involving animals and pets. This should be communicated on the Application in the "Special Request" section.

IV. Food and Concessions

Catering

- 1.) Catering is permitted for events. The County does not provide catering services and it is the responsibility of the organization using the building to make arrangements for all catering needs and services required for the event.
- 2.) The caterer(s) or individual(s) responsible for food/beverages for the renter are required to meet with the Pike County Administrator's Office at least two weeks prior to the event to discuss logistics of preparation and serving of food/beverages within the facility.
- 3.) Food and beverages may be served and consumed in agreed upon fashion and in designated areas only.
- 4.) The caterer(s) or individual(s) responsible for food/beverages for the renter must provide adequate protective covering for all the surfaces on which food and drink is served and

consumed. Under no circumstances will beverage containers, paper goods, plates or dishes be placed near or upon any, video or computer equipment. Cooking inside the building is allowed providing a trained food service individual(s) is present to supervise food preparation and use of equipment. THE DEEP FRYERS ARE NOT AVAILBLE FOR USE. The caterer must supply all necessary catering equipment and supplies.

5.) No catering equipment, supplies, or rentals may be left on the premises after the conclusion of the event, unless with prior written arrangement with the Pike County Administrator's Office. The County will not be responsible for any lost or stolen catering supplies. These are the sole responsibility of the caterer or the renter organization.

6.) The renter will be responsible for ensuring that caterers clean up thoroughly. This includes depositing all trash in trash bags and removing them to containers outside the building and off the premises. If the County judges the clean-up and rubbish removal of the caterer to be inadequate, it will bill the renter for any cleaning required.

7.) The use of canned heat or other open-flame heating devices are permitted with prior approval by the Pike County Board of Supervisors and should be communicated on the Application under the "Special Request" section.

Beverage/Alcohol Policy

All beverages for events, including coffee and condiments, will be provided by the renter. The renter must also provide coffee makers, paper products, utensils, and coolers as necessary.

No persons under the age of 21 will be allowed to serve or consume alcoholic beverages on the property.

Concessions

Vendors providing concession services must provide applicable permits and surety bonds to the Pike County Administrator's Office two weeks prior to the event.

VII. Advertising

Political endorsements, promotion, or advertisement shall not be displayed inside or outside the Community Multi- Purpose Complex property.

Organizations and renter groups are not allowed to use the name of "County of Pike" or "Pike County Community Safe Room" endorsements or sponsorships in their invitation, fliers, or other advertising/promotional materials.

VIII. Recurring Rentals

Recurring Rentals are groups, organizations, or individuals who rent at the Pike County Multi-Purpose Complex /Community Center on a regular basis.

- 1.) Recurring contracts will be valid for a full year from the original contract date. After the contract year has passed, the recurring renter is required to fill out a new contract, and pay a new damage deposit or request a refund.
- 2.) Any recurring renter who wishes to add dates, or make changes to their existing contract must do so in person by fax, or mail. Only the person on the contract may make changes.
- 3.) Cancellations must be received during normal business hours 3 weeks (15 working days) prior to the rental date. If a cancellation is not received 15 business days prior to the event, the person/group is still required to pay for the cancelled reservation. If payment is not made for cancelled rentals, all further reservations will be cancelled. Written cancellations can be sent to the Pike County Administrator's Office in person, by mail, by fax or by email.
- 4.) Recurring rentals must be paid a minimum of 30 days in advance. If no payment is received by this time frame the reservation will be cancelled and the recurring group/person is still required to pay for the reserved space. If non-payment or late payments occur more than TWICE within a year, all remaining reservations will be cancelled and the person/group will be denied "recurring rental privileges".
- 5.) In the event of scheduling conflicts or upon occasions when a more extensive use of the facilities can be scheduled, Pike County reserves the right to give the renting party thirty (30) days notification and to fully refund any fees and deposits paid by the renting party for the cancelled events. This applies to Pike County/municipal sponsored activities, and only if other accommodations are unavailable.
- 6.) Groups having reservations at the facilities shall be permitted to use only the area(s) which were designated to them at the time the reservation was confirmed.
- 7.) No group shall schedule an event which will have a larger attendance than the posted maximum occupancy of the area they have rented.
- 8.) At no time shall a renter sublease or assign its reservation to another individual, group, or organization. Renters are not allowed to change rooms with another renter.
- 9.) Pike County reserves the right to cancel any events if the need to activate the Multi-Purpose Complex (Safe Room) for evacuation purposes. The Pike County Administrator's Office will work with the organization to reschedule their event or work out a mutually acceptable arrangement.
- 10.) Rental fees and damage/cleaning deposits will be negotiated with the renter according to the type of activity to be conducted.

IX. Multi-Day Events

Multi-day events are subject to the same general terms and conditions outlined in this plan.

X. Violations of the Pike County Facility Policies

- 1.) The Pike County Board of Supervisors reserves the right to refuse any individual or group the privilege of using the facilities.
- 2.) Renters who abuse facility policies will be subject to losing their damage/cleaning deposit. The renter may also be subject to paying other assessed fees associated with the damage incurred to County property or additional cleaning services and will be denied further use of the facility.
- 3.) Renters failing to vacate the building by the end of their rental period will forfeit their damage/cleaning deposit.
- 4.) Renters shall comply with all laws: federal, state, and local. This includes the Pike County Sheriff and Fire Departments and the City of Magnolia Police and Fire Departments. Failure to comply with any and all policies will result in loss of damage/cleaning deposit and/or cancellation of contract.
- 5.) Returned Check Policy - Any returned checks on a damage deposit or rental fee will result in a \$40.00 service fee as assessed by the County Administrator to recover bank charges. Upon receipt of a returned check, any and all reservations will be immediately cancelled. The check will be filed with the Pike County District Attorney's office in accordance with Section 97-19-77, Mississippi Code Annotated (1972).