

Key Number: _____

**PLANTERSVILLE COMMUNITY CENTER
225 POPLAR STREET
PLANTERSVILLE, MS 38862**

RENTAL FORM

Today's date: _____

Date of event rental: _____

Person(s) in charge: _____

Organization in charge (if applicable): _____

Type of Event: _____

Comments about event use, etc.: _____

I have read, understood, and agreed to all policies pertaining to the Plantersville Community Center. I have also been provided with a copy of all policies and responsibilities pertaining to my rental.

Signature: _____

Address: _____

Contact Phone number: _____

Amount Paid: _____

***Acknowledgement of receiving the security deposit:**

Signature _____ Amount \$ _____ Date _____

RENTAL POLICY FOR USE OF PLANTERSVILLE COMMUNITY CENTER

The Plantersville Community Center is maintained by the Town of Plantersville on behalf of the citizens of Plantersville, Mississippi, and is intended for use by citizens and non-profit organizations, social and community service programs located within the Town of Plantersville. Non-profit organizations determined per Miss. Code Ann. {21-7-1} (1972), as amended; and social and community service programs as determined per Miss. Code Ann. {21-19-65} (1972), as amended.

The rental fee for the Plantersville Community Center also known as the PCC, will be set at **\$175.00** with **\$25.00** of that fee being a deposit, this includes general citizens, non-profit organizations and social/community service programs **(beginning January 1, 2023 Board's approval)**.

Non-profit organizations that utilize the PCC on Mondays, Tuesdays, Wednesdays, and/or Thursdays must pay **a yearly fee of \$500.00**. But if the non-profit organizations utilize the PCC on Friday, Saturday, and/or Sunday, the organization is required to pay the \$125.00 rental fee each time it is used on Friday, Saturday, and/or Sunday **(Board's approval February 7, 2023)**.

***All persons renting the PCC must provide a current driver's license or state issued identification.**

Person(s) or organizations applying for and signing for rental of the PCC will be solely responsible and answerable for damages and for any and all accidents or injuries to persons or property resulting from his or her actions to the facility or grounds and by renting the PCC agrees to indemnify and hold the Town of Plantersville harmless for same.

RENTAL TIMES AND PROCEDURES:

- The PCC one day rental times are from **12:00 a.m. to 11:59 p.m.**
- Reservations for the PCC must be obtained at the Town Hall in Plantersville and all rental fees including deposit must be paid in full by using **CASH OR DEBIT/CREDIT CARD** prior to receiving approval for rental.
- Rental fee as previously stated will be \$175.00 with \$25.00 of that being a refundable deposit if rental responsibilities as stated are adhered to.
- Lockers are provided with few essential items such as extra trash bags for the day of rental. Each locker has a matching number pad lock and key (for example: key #1 and locker #1).
- **Place key back into the locker and lock the locker once the event is over and the PPC has been properly cleaned.**

The Town of Plantersville requires a minimum of two (2) weeks' notice to rent the PCC.

OPERATIONAL POLICIES / RULES:

Initial **NO ALCOHOLIC BEVERAGES** are allowed anywhere in the PCC, or on the PCC grounds.

Initial **NO SMOKING OR USE OF TOBACCO** in any form is allowed at the PCC.

Initial **Material** such as nails, staples, glue, etc. **MAY NOT** be used to attach decorations to walls. Damage to walls will result in loss of deposit and possible additional charges.

Initial **Upon clean up, ALL** trash is to be placed into the Waste Management Bin provided outside of PCC.

Initial **No property, furniture, equipment or any other items** may be removed from the PCC.

Initial **Rental times for the PCC** are Sunday thru Saturday from 12:00 a.m. to 11:59 p.m.

Initial **A maximum occupancy of no more than 50 people** are to be in the PCC facilities at any given time. (Per Section 1004. 1, 2 of the building code.)

Initial **All renters are to have one person listed as the responsible designee in charge of the entire rental.** This person must stay on the premises at all times during event.

Initial **All renters must have adequate adult supervision. The proper ratio of adult supervision. The proper ratio of adults to children is as follows:**

Preschool 3- Grade 3= 1 to 5 (adult to 5 children)

Grades 4 & 5 = 1 to 8

Grades 6 - 8 = 1 to 10

Grades 9 - 12 = 1 to 15

Initial **NO OUTDOOR WATER ACTIVITIES ALLOWED.** There are no outdoor water hookups available.

Initial **Failure to comply with all the terms of these Operational Rules or Violations of any federal, state or town laws, ordinances or regulations in using this facility will result in immediate cancellation of the privilege of using the PCC and will be grounds for future denial of similar reservations.**

CANCELLATION POLICY:

Any cancellation within thirty (30) days of the scheduled event will result in forfeiture of the security deposit, unless the cancellation is due to death, serious illness or other unforeseen hardship and is approved by the Mayor and the Board of Aldermen.

Security Deposit Refund Policy:

Following the scheduled event, the security deposit will be refunded upon inspection of the building and grounds. A determination will be made that the building and grounds have been properly cleaned and that there are no damages to the PCC.