

Hinds County Board of Supervisors
WILLOWOOD COMMUNITY CENTER
Guidelines/Policy/Rules/Application
Agreement



WILLOWOOD COMMUNITY CENTER GUIDELINES/POLICY/RULES FOR USAGE

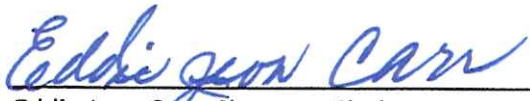
We, the undersigned, do hereby, proclaim, adopt and approve the following Guidelines/Policy/Rules for the operation, usage and maintenance of the Willowood Community Center.

Signed this 15th day of April 2019

Peggy Hobson-Calhoun, President
Supervisor – District 3



Attest:



Eddie Jean Carr, Chancery Clerk

SEAL



WILLOWOOD COMMUNITY CENTER GUIDELINES/POLICY/RULES FOR USAGE

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I. Introduction

The Willowood Community Center is made possible through the Hinds County Board of Supervisors. Funding was provided through County general fund appropriations and County bond fund. The Willowood Community Center operates under the auspices of the Hinds County Board of Supervisors through established policies and guidelines and **managed by Hinds County Maintenance Department. Contact (601) 922-9828 for reservations.** It is the intent of the Hinds County Board of Supervisors to maximize the use of the Willowood Community Center by providing an excellent meeting place for a variety of activities to include group activities, social support, public information and other social, educational, or recreational activities. Operable Security surveillance cameras will be available at times.

The Hinds County Board of Supervisors has established policies that promote the active use of the Willowood Community Center while establishing priorities for use of the facilities and outlining scheduling procedures and guidelines. The policy also set reasonable rules and regulations for use of the facility. To clearly communicate this policy, we ask that all users of the facility read this policy and abide by it. The Hinds County Board of Supervisors hopes that patrons and visitors will have an enjoyable and safe time at the Willowood Community Center.

II. Notice of Responsibility and Liability

The Hinds County Board of Supervisors operates the Willowood Community Center and is responsible only for maintaining the facility and its structural components and systems, such as plumbing, lighting, electrical and grounds in a safe operable condition. ***The Center's maximum person occupancy is 100.*** The Board is not responsible for the conduct of persons participating in events held at the Center. It is the responsibility of the users of the Center and/or the sponsor of an event to see that the participants use the Center in a safe and reasonable manner and obey all laws. The Board of Supervisors is not responsible for loss or stolen items from person's vehicles or damages to vehicles attending events at the Willowood Community Center.

Likewise, the Board of Supervisors or its representative(s) is not responsible for the conduct of any person or business hired by the user of the facility, including, but not limited to food caterers, decorators, or entertainers hired to service the event. The users shall take complete responsibility for the conduct of its groups or others present during the period of usage, and agree to compensate the Board of Supervisors for all damages to the facility, equipment or other property owned by the County. Furthermore, the user(s) assumes all liability for personal injuries, including death caused by participant (s) at the scheduled event.

III. Use of Willowood Community Center

This policy identifies priority classification for use of the Willowood Community Center. For most instances, reservations for the use of the Community Center will be awarded on a first

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come first serve basis. In the case that a conflict arises, the following classifications will be utilized to determine usage:

- **Priority 1:** Public Emergency Activities. In the event of a public emergency (mass immunization, disaster relief, state of emergency declared), the Willowood Community Center may need to assist a Federal/State/County/City agency in recovery efforts. Any event (public/non-profit/private) may be cancelled by the Hinds County Board of Supervisors up to the time of use when a public emergency is declared. In this circumstance, the Board of Supervisors will refund any rental fees due to a cancellation, if cancellation is necessary. No fee will be assessed.
- **Priority 2:** Any events related to the administration of County or City government including, but not limited to, public meeting, community meetings, and neighborhood meetings. No fees will be assessed.
- **Priority 3:** Meeting locations for public agencies which affect citizens of Hinds County, civic groups, and organizations and contribute to the well-being and betterment of the community (i.e. senior groups, youth groups, Scout troops, homeowners and neighborhood associations, etc.). Reservation calendars will be maintained annually. No fees will be assessed.
- **Priority 4:** Users paying for the use of the Willowood Community Center- any individual or group paying rental to use the Center. This includes private events/meetings, wedding receptions, family reunions, anniversaries, banquets, parties, etc. Assessed fees apply.
- **Priority 5:** Other civic and non-profits groups- Non-profits groups must provide proof of not for profit status. Assessed fees apply.

IV. Hours of Use

The Willowood Community is available for use Monday through Saturday of each week except during county recognized holidays. The Willowood Community Center will open no earlier than 8:00 a.m. and will close no later than 10 p.m. on weekend and weekdays. Following an event, one hour or up to 11 p.m., the user(s) may be allowed time to gather their personal items/equipment and clean-up. All users and equipment must be out of the facility by 11:00 p.m. It will be at the discretion of the Hinds County Board of Supervisors for the Community Center to be available on holidays. If the Hinds County Board of Supervisors approves use of the facility on a holiday, an established rate will be accessed with the exception of Priority #1 through #3.

V. General Policies

The general policies of the Willowood Community Center shall be as follows:

- Comply with all County/City Ordinances, Mississippi State Statutes, Federal Laws, and the established rules which apply to the authorized use of the Willowood Community Center.
- Supervise the conduct of the participants at user's event.

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- This is a smoke free public facility. Smoking is prohibited on the inside and outside of the building.
- Illegal Gambling is prohibited.
- The user(s) shall assume full responsibility for any unlawful act committed in the exercise of the usage.
- Disorderly conduct of participants is prohibited.
- All persons and any non-county equipment must leave the Willowood Community Center at the end of the approved usage. No items from the event are to be left overnight. The Willowood Community Center is not responsible for items that have been left during setup, the day before, or left behind after the group has exited the facility.
- Children must be under the direct supervision of an adult at all times.
- The user(s) shall assume all responsibilities of noise level of their attendees and noise levels shall not disturb other groups that may be using the Center during the same time. All band and audio equipment shall be restricted to indoor usage.
- All band and audio equipment must stop by 10:00 pm.
- Leave the Center and parking lot in a clean and orderly fashion
- User(s) shall be fully responsible for any damage to the facility or equipment caused by the user and/or user's guest.
- Any damage to the facility or equipment must be reported as soon as possible to the Willowood Community Center representative.
- Trash is to be properly placed in designated containers.
- All user groups are responsible for controlling noise that is disturbing to other activities in the building or the surrounding neighborhood. The City of Jackson noise ordinance must be followed at all times.
- County representatives shall have the right to enter all portions of the Center at all times during occupancy.
- No fees shall be assessed attendees for attending any event under an agreement.
- No pets are allowed on the premises except approved service animals.
- No buying, selling of food beverages, products, goods, services or other items at the facility.
- No Alcoholic beverages permitted inside or outside of the facility.
- Only County provided stationary grills can be utilized for grilling on the premises of the Willowood Community Center. **(Waste from grilling activities must be disposed of properly to prevent fire damage to Willowood Center property).**

VI. User(s) Charges/Damages Deposit

A list of user charges is included in the Fee Schedule of this policy. In addition to the user fee(s), a damage deposit of \$500 by money orders or certified checks is required. The user fee(s) plus damage deposit shall be the total user amount. The damage deposit will be refunded within thirty (30) days after the scheduled event and upon inspection of the premise. The inspection will be conducted before any other event is held in the center. The Hinds County Board of Supervisors reserves the right to retain part or all of the damage deposit for payment of any cost of repairs or cleaning made necessary by the user's use of the facility. The liability of the

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user is limited to the amount of the damage deposit. The liability of the user shall extend to any damage or cleaning cost incurred as a result of the acts of any participant in the event sponsored by the user(s) on the premises.

VII. Reservation Procedures

Reservations can be made by in person. User fees are due at the time of reservations. The user may not sublet the Community Center nor may the application be transferred or assigned to another party.

VIII. Cancellation of Usage and Refunds

Any reservation cancellation of the lease must be in writing and delivered in person or via postal delivery services. If the reservation is cancelled more than thirty (30) days prior to the scheduled user date, all funds paid will be refunded. If the reservation is cancelled for any reason more than forty-five (45) days to the scheduled event, the Hinds County Board of Supervisors shall retain the entire user deposit amount. The user will be refunded the damage fee in its entirety. Failure to pay user fees no later than thirty (30) days prior to the event will result in forfeiture of the damage and reserved user date shall be cancelled.

Under certain conditions, the Hinds County Board of Supervisors may be forced to cancel a lease agreement prior to an event. Possible reasons for cancellations include, but are not limited to, a declared state of emergency, unsafe environmental or health conditions, or interrupted utility services. In such an event, the user agrees that the Board of Supervisors shall not have the responsibility for anything the User may suffer or incur due to such a cancellation. The Center will attempt to notify the user as soon as possible if such cancellation occurs. All fees paid for use of the Community Center shall be refunded to the user if the reservation is cancelled by the Hinds County Board of Supervisors or its representative.

IX. Violation of Policies/Rules

The Hinds County Board of Supervisors reserves the right to end any event early if policies are violated. A violation of these policies may result in withholding the damage deposit and a possible denial from future usage of the facility usage, civic payment or criminal process.

X. Use of Non-Alcoholic Beverages/Food

Catering is permitted for all events. The Hinds County Board of Supervisors does not provide catering services. The caterers and/or individuals responsible for food/beverages for the renters are required to meet with the Hinds County Board of Supervisors or its representative at least two (2) weeks prior to the event to discuss the logistics of the preparation and serving of food/beverages within the Willowood Community Center. No alcoholic beverages are permitted.

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Food/beverages may be served and consumed in the agreed upon fashion and in the designated areas only. The caterers/individuals responsible for the food/beverages for user(s) of the Willowood Community Center must provide adequate protective covering for all surfaces on which food and drink are served and consumed.

Injuries caused to any person from the result of the consumption of alcohol beverages on County premises, or as the result of alcohol being available on County premises, shall be the sole responsibility of the event sponsor and its representatives. Failure of the event sponsor to comply, monitor, and enforce this rule is grounds for terminating the activity and forfeiting the refundable damage deposit and all of the room fees which have been paid. Alcohol beverages must be removed from the premises immediately.

Red punch, grape drinks or other red or purple beverages are prohibited in the Center because of the difficulty of removing stains from carpets, tiles, and furniture caused by these drinks.

Under no circumstances will beverages containers, paper goods, or dishes be placed near or upon any, video or computer equipment owned by the Hinds County Board of Supervisors.

No cooking inside the building is allowed. The caterer must supply all necessary catering equipment and supplies. NO CATERING EQUIPMENT, SUPPLIES, OR RENTALS MAY BE LEFT ON THE PREMISES AFTER THE CONCLUSION OF AN EVENT UNLESS WITH PRIOR WRITTEN ARRANGEMENT WITH THE HINDS COUNTY REPRESENTATIVE.

All other beverages, including coffee and condiments, are provided by the user. The user must also provide coffee makers, paper products and coolers as necessary.

No sales of beverages, foods, products, equipment, supplies, etc. is permitted on the Willowood Community Center property

XI. Decoration

The Willowood Community Center representative has the right to refuse inappropriate decorations. All decorations must be free-standing or table top. Attachment to walls, windows, doors, etc. **is not permitted**. Users are required to discuss all decorating plans with the Center representative before decorating.

The user agrees to the follow guidelines when decorating:

- There are no permanent hooks over the entrance doors, windows, or hanging of lights, bows, etc.
- The use of tape (includes 2-sided with plastic hooks), 3M hooks, tacky glue, or any other decorating devices on any painted or varnished surface **is not** allowed. (Includes walls, wood trim around windows, doors in hallways or bathroom stalls).
- The use of tape, pins, tacks or any other adhesive type products **is not permitted** on any of the ceilings. The usage of magnetic hooks to attach items to the ceiling is acceptable.

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- Any damage to the ceiling tile by the user due to hanging items from the ceiling will be the responsibility of the user. In the event that Willowood Community Center was to purchase its own hanging material and/or devices, a user will be able to hang items from the ceiling with the facility provided hanger/devices only.
- User(s) must use their own ladders or other devices to hang items from the ceiling. The facility will not provide a ladder.
- Clear scotch tape or electrical tape (no duct/masking/packaging tape) may be used on the window panes (but not on the window frames), baseboards and/or floor.
- No sand/pebbles/rocks; glitter, rice, birdseed, confetti are to be brought into the Community Center.
- Water fountains are permitted with the understanding the user(s) guarantees no leaks.
- Candles are permitted, but must be in a container/holder of sufficient size for the candle so wax does not drip onto tables and/or floors.
- All decorations must be removed from the facility by the conclusion of the event, unless other arrangements are made with the Hinds County representative prior to the event.
- A violation of this policy will result in withholding from the users damage deposit.

XII. Clean- Up

The Hinds County representative will make sure the facility is cleaned before and following a scheduled event. No user will be allowed to break down tables and chairs following any event. This is to be done by the Hinds County representative with the cost included in the user fee. The user fee cannot be waived. While the cleaning staff does the cleaning, the user is still responsible for the following:

- Remove all decorations and personal items from the facility.
- Place all garbage into garbage cans.
- All liquids should be poured down the drain and not placed in garbage cans.
- Empty all garbage containers into the designated dumpster outside.
- Wipe off all countertops and tables.
- Put all items belonging to the Community Center in their respective area.

Failure to follow these cleaning guidelines may result in withholding the user damage deposit.

XIII. Advertisement

No person or group shall post, or affix in any matter, any bill, placard, advertisement political signs or notices either written or printed upon the lawn, fencing, building, walls sidewalk, curbstone, tree, of the Willowood Community Center.

XIV. Fee Schedule

All usages are for 5 hour increments at a rate of \$300. If additional time is needed for set up, clean up, etc., additional user fees of \$75 per hour will apply. Arrangements can be made to

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come in early the day of the rental if not less than 7 working days prior notice is given. Additional fees will apply. All 5-hour usage includes application fee, use of tables and chairs, one (1) staff person on site during event. Damage fee deposit (payable at application approval and reservation confirmation) is at an initial rate of \$500. Other damage rate will be assessed depending on damage not covered by initial damage fee.

Time frames for rental or usage are as follows:

- 8:00 am. – 1:00 p.m. on Saturday (Additional hour may be paid for at the later side, no added hours on early side of event.)
- 8:00 am - 6:00 pm weekdays and weekends.
- 6:00 p.m. – 10:00 p.m. weekdays and weekends. (Additional hour can be paid for at the early side, no added hours on later side of event.) The Community Center shall close no later than 10pm on each day.

XV. Reservation Application (Attached)

**Hinds County Board of Supervisors
Willowood Community Center Usage/Rental Application**

DATE OF APPLICATION _____ DATE OF ACTIVITY _____

TYPE OF ACTIVITY _____

WILL GRILLING TAKE PLACE ON THE WILLOWOOD COMMUNITY CENTER PROPERTY YES ___ NO ___

(Note: Grilling can only take place in stationary County provided grills)

I would like to reserve the Willowood Community Center from _____ AM/PM to _____ AM/PM
(Note: This the time you enter the building and leave the Community Center. Please give yourself adequate time for set-up and clean up)

Estimated # of Attendees _____

If applicable, list of recurring meeting dates: _____

APPLICANT INFORMATION

Name _____ Phone Number: _____

Address: _____ City/ZIP: _____ Email _____

(I have received a copy of the reservation policies and procedures and agree to all conditions.)

Signature of Applicant: _____ Date _____

Organization Affiliation *(If any)* _____ 501(c) 3 Governmental

Public Private Community Other (list) _____

ROOM SETUP REQUIREMENTS:

Seating:

- 60" round tables (Quantity available-2): _____ (Seating for 8)
- 8' rectangle tables (Quantity available-13): _____ (Seating for 8)
- 30 chairs for auditorium-style set-up

(MAXIMUM TABLE SET-UP – 10)

Food/Gift Tables:

- 60" round tables (Quantity available-2): _____
- 6' rectangle tables (Quantity available-3): _____

Setup Options:

- Standard Set Up: 8 chairs per 60" round table, 2-8' food tables, 1-6' drink table, 2- 6' gift tables
- I would like a customized set-up (please attach completed room layout form).

FOR OFFICE USE ONLY:

Staff taking reservation: (Print) _____ Date _____

Signature _____

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Deposit Collected: Money Order \$ _____ Check: \$ _____

Rental Fee-\$ _____ Damage Deposit-\$ _____

Application Approved Application Not Approved

Balance Due Date: _____ \$ _____ Balance Remaining

Balance Paid Cash/Check: _____ Date: _____ Deposit Returned (Date): _____

Comments: _____

The undersigned acknowledges receiving and understanding the Willowood Community Center guidelines/Policy/rules for usage.

The undersigned hereby assumes personal and individual liability and on behalf of Applicant for any damages to the facility or equipment occurring through or during the approved use of the Willowood Community Center by the Applicant.

The undersigned will leave the Willowood Community Center in a condition as good as, or better than, originally found.

The undersigned personally and individually on behalf of the Applicant accepts liability for all repairs to the facility and/or repair or replacement of any equipment in the event of damage.

In the event that you and/or your guests are unable to adhere to the above stated guidelines, you will be charged an additional rental fee and/or asked to vacate the premises by a County's representative staff and/or the City of Jackson Police Department. By signing below, the applicant acknowledges that he/she is responsible for ensuring that all guests adhere to the above rules and will provide payment for the use of the facility by the assigned date.

I/We _____ agree to defend, indemnify and hold harmless the Hinds County Board of Supervisors and/or its representatives, or appointed officials, commission members, agents, employees, and volunteers (hereby collectively referred to as "County") from any claims, demands, suits, losses, costs or expenses including attorney fees, or any damages which may be asserted claimed or recovered against or from Hinds County by reason of any damaged property, personal injury or bodily injury, including death sustained by any person whomsoever and which damage, injury, or death arises out of or is incident to or in any way connected with the performance of this contract, excepting however, claims arising from the sole and unequivocal negligence of the County.

Signature of Applicant _____ Date _____

Printed Name _____