

**CITY OF OCEAN SPRINGS
COUNTY OF JACKSON
STATE OF MISSISSIPPI**

Call for a Special Meeting of the Mayor and Board of Aldermen of the City of Ocean Springs, Mississippi.

From: Aldermen Authement and Blackman

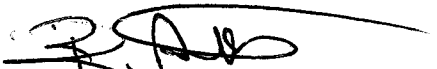
To: The Mayor and Aldermen Cox, Gill, Bellman, Papania, and Impey


You are hereby notified that a Special Call Meeting is called to meet at the City Hall at **4:30 p.m., Wednesday, December 23, 2020.**

THE OBJECT OF THE MEETING IS AS FOLLOWS:

Any and all matters pertaining to:

- a) Discussion of Mardi Gras parades in Ocean Springs
- b) Discussion of Municipal Court for January 6, 2021
- c) Discussion of Church Street waterline replacement project cost share proposal with Rosetti Park East Subdivision (Exhibit c)
- d) Discussion of lease agreement with Gulf Coast Studios for Scharr-Elmo recording studio (Exhibit d)
- e) Discussion of authorizing Northwood Church use of the Civic Center January 6, 7, & 8, 2021 (Exhibit e)


Alderman Authement, Ward 2


Alderman Blackman, Ward 5

ATTEST:


Patty Gaston, City Clerk



P.O. Box 1800
Ocean Springs, MS
39566-1800

1018 Porter Avenue
Ocean Springs, MS 39564

PH 228 875 4236
FX 228 875 7249

Shea Dobson
Mayor

Bobby Cox
Alderman at Large

John Gill
Alderman Ward 1

Rickey Authement
Alderman Ward 2

Joseph Bellman, Jr.
Alderman Ward 3

Ken Papania
Alderman Ward 4

Robert Blackman
Alderman Ward 5

Michael (Mike) Impey, II
Alderman Ward 6

City Clerk
228 875 4236

Police Chief
228 875 2211

Fire Chief
228 872 4407

Public Works
228 875 3955

Community
Development and
Planning
228 875 4415

Human Resources
and Risk Management
228 872 3338

Parks and
Leisure Services
228 875 8665



City of Ocean Springs

Memorandum

To: Honorable Mayor and Board of Aldermen

From: Carolyn Martin, Planning and Grants Administrator

Date: December 23, 2021

**Re: Church Street Waterline Replacement Project
Cost Share Proposal with Rosetti Park East Subdivision**

During the development process for the Rosetti Park East Subdivision on Church Street, it was noted that the existing waterline is undersized to support additional homes. Further review indicated that the line should be replaced and eventually connected to a larger loop system to increase the pressure to hydrants as well as the properties it serves.

The developer of Rosetti Park East will need to have these lines replaced in order to begin construction of the new homes once Final Plat is approved. To this end, city staff has worked with Mr. Applewhite and his representative Donavon Scruggs on a shared project.

The city has received an estimate for the work – a total of **\$24,186**. This amount includes connecting the new waterline at Desoto St., extending north approximately 350 feet to the southern boundary of the parcel just north of the new subdivision. Because the new waterline will serve additional properties and is approximately 80 feet longer than would be required from the developer, a prorated cost share is acceptable to staff.

Additionally, the city has determined that it is best to relocate the line to the east side of the street to avoid mature Magnolia Trees and other utilities. Therefore, the cost of repairing the asphalt after construction will be borne by the city. Based on the number of linear feet for each party and the city assuming the asphalt repair, the cost share would be as follows:

Total Project Length:	350 feet		
<i>Rosetti Park</i>	<i>270 feet</i>	<i>77%</i>	
<i>City</i>	<i>80 feet</i>	<i>23%</i>	
Total Project Cost (rounded):	\$ 24,186		
<i>Rosetti Park</i>	<i>\$ 16,658</i>		
<i>City (includes asphalt)</i>	<i>\$ 7,528</i>		

Authorization is requested for this project and the cost sharing proposal as described. The City's portion would be charged to the Public Works budget.

CITY OF OCEAN SPRINGS – LEASE OF BUILDING SPACE

Herein contains a Lease Agreement made on the ____ day of _____, 2020, between the **City of Ocean Springs**, a municipal corporation organized and existing under the laws of the State of Mississippi with its principal office located at 1018 Porter Avenue, Ocean Springs, MS 39564, referred to herein as "**Lessor**," and **Gulf Coast Studios, LLC**, a limited liability company organized and existing under the laws of the State of Mississippi, with its principal office located at 12 Crooked Creek, Hattiesburg, Mississippi 39402, referred to herein as "**Lessee**."

Whereas, Lessor is the sole owner of certain land and a building located at 1600 Government Street, Ocean Springs, Mississippi 39564 and known as the Mary C. O'Keefe Arts, Education and Cultural Center ("the Mary C"), which includes certain rooms that Lessor desires to lease to Lessee; and

Whereas, Lessee is a limited liability company that desires and is empowered to lease said property; and

Whereas, the parties desire to enter into a lease agreement to define their respective rights, duties and liabilities concerning such a lease;

Now, therefore, for and in consideration of the mutual covenants contained in this agreement, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

I. DEMISE AND DESCRIPTION OF THE PREMISES

Lessor hereby leases to Lessee the Scharr-Ello Recording Studio located within the Mary C.

II. TERM

There term of the Lease shall be six (6) months commencing on January 1, 2021 with the option to renew for an additional six (6) months, unless sooner terminated under the provisions of this Lease Agreement.

III. RENT

The Lessee shall pay the sum of \$350.00 per month commencing on January 1, 2021. Rent shall be due on the first (1st) day of each month. The parties agree that at the end of the six month initial term, the Lessee shall have an additional six-month renewal option during which the monthly payment will remain \$350.00 unless otherwise agreed in writing by the parties. A late penalty of \$50.00 will be due if the rent is not paid by the 10th day of each month plus \$10 per day for each day after the 10th.

IV. UTILITIES

The cost of utilities (water, sewer, gas and power) is included in the monthly rent amount. The Lessee is responsible for Internet services. Internet is not included in the monthly rent amount and should be contracted and paid by Lessee.

V. USE OF PREMISES

The Premises are to be used for the purposes of operating a recording studio, filming podcasts, filming marketing material and for similar purposes. Lessee shall restrict its use to such purpose and shall not use or permit the use of the Premises for any other purpose without the prior, express, and written consent of the Lessor. Lessee agrees to comply with all city, state and federal laws and regulations relating to their operation and agrees that the City of Ocean Springs has no responsibilities or duties toward such compliance.

VI. LESSEE'S COVENANTS

The Lessee covenants with the Lessor as follows:

A. Provide City with Two Marketing Videos Per Six Month Period

In consideration for said Lease Agreement, Lessee agrees to provide the City with two (2) marketing videos per six month term, for a total of four (4) videos per year. Said videos will be produced and filmed by Lessee. The ideas for content will be provided by the City. Said videos will be at least one minute in length and will highlight the City of Ocean Springs and its assets.

B. Provide City with Bi-Weekly Consulting

In consideration for said Lease Agreement, Lessee agrees to provide City with bi-weekly consulting meetings to discuss and plan potential branding and marketing materials and opportunities for the City. Said consulting meetings will be coordinated with the City's Arts & Culture Coordinate and/or Mayor.

C. Provide City with One Streaming Event Per Six Month Period

In further consideration for said Lease Agreement, Lessee agrees to provide City with one (1) live streaming event per six month term, for a total of two (2) streaming events per year. Said streaming event will be produced, filmed and streamed through Lessee. The ideas for content will be provided by the City and will highlight the City of Ocean Springs and its assets.

D. Liability Insurance

Lessee agrees to provide its own liability insurance and to add the City of Ocean Springs as a named insured on that policy. Lessee understands and agrees that the City of Ocean Springs is not responsible for any damage or loss to personal property, fixtures, or furnishing owned by Lessee, either by theft, property casualty, or any other cause. Lessee shall, at its expense, obtain and maintain single limits commercial/general liability insurance in the minimum amount of \$500,000.00 through a company authorized to do business in the State of Mississippi. Lessee shall furnish a certificate of insurance, together with evidence of premium payment to the Lessor annually.

E. Upkeep and Repairs

Lessee agrees to be responsible for any improvements and minor repairs to their portion of the building. Lessee shall be responsible for the first two hundred dollars (\$200.00) per repair as

described in this section. Lessee's aggregate payment for repairs as described in this section shall not exceed one thousand dollars (\$1,000.00).

F. Additions and Alterations

It is specifically agreed that the improvements now on the Premises are the property of the City of Ocean Springs. Lessor acknowledges that Lessee will install such items such as furniture, green screen, cameras and other podcast-type equipment on the Premises. Notifications to Lessor shall be given prior to such installation and Lessee shall not make any such installations or other material alterations without first obtaining the written consent of the Lessor. Those items installed for podcast and video-type purposes on the Premises will remain the property of the Lessee. Any damage caused by the installation or removal of such items will be the responsibility of the Lessee to correct.

All moveable fixtures and personal property placed on the Premises by Lessee shall remain the property of Lessee and may be removed by Lessee at any time provided there is no damage caused to the Property of the Lessor by such removal. Lessee is responsible for daily cleaning and trash removal, and final cleaning of area upon vacating, unless said Premises has been leased to another party through the Lessor for such purposes as music lessons, etc.

The parties agree that Lessor is not required to make any modifications, improvements or alterations to the Premises not specifically set forth in this agreement. Should Lessee desire substantial modifications, improvements or alterations to the Premises, same shall be made only with express written permission of Lessor, and Lessee will not be entitled to any payment, adjustment of rent, or any other compensation for the additions.

G. Waste

Lessee agrees not to make or suffer any waste of the Premises.

H. Signs, etc.

No holes are to be drilled or made in the stone or brick work, nor any placard to be placed on the outer wall, nor any signs to be on the Premises, except such as the Lessor shall approve, and then only in such place and so affixed as the Lessor shall prescribe.

I. Improper Use

Not to make or suffer an unlawful, improper, or offensive use of the Premises, nor any use of the Premises other than the business purpose specified in Section IV.

J. To Conform to Regulations

To conform to such reasonable regulations as may be established from time to time by the Lessor for the general convenience of the tenants of the building.

K. Heating and Lighting Apparatus

Any heating or lighting apparatus which may be used on the Premises shall be of such kind as the Lessor shall approve.

L. Not to Increase Insurance Rate

Lessee shall not conduct any activity upon the Premises, including, but not limited to any trade or business or anything done on the Premises, which would increase the rate of premiums for insurance upon the building or its contents.

M. Inspection

Lessee acknowledges that it has inspected said Premises and accepts same in its present condition and state of repair. Lessee should notify Lessor immediately if there is a failure in operation with any plumbing, electrical, heating or cooling.

N. Water or Other Damage to Property

The Lessor shall not be liable for any damage or injury by water or otherwise to any merchandise or property upon the Premises.

O. To Permit Lessor to Enter

To permit the Lessor at all reasonable times to enter upon and examine the Premises and make such repairs as it may think necessary for the protection of the Premises.

P. Not to Assign or Sublet

Not to assign this Lease or to sublet the whole or any part of the Premises without the consent in writing of the Lessor.

Q. To Yield in Good Repair

At the end of the Term, peaceably, to deliver up to the Lessor the Premises with all future erections or additions upon or to the same, in good repair, and vacant and unencumbered, and in good and tenantable order and condition.

R. Not to Harm Other Tenants

Lessee hereby acknowledges that it has knowledge of other tenants in the Mary C and hereby agrees and covenants not to harm, interfere, or restrict in any manner the operations of said other tenants.

VII. LESSOR'S COVENANTS

The Lessor covenants with the Lessee as follows:

A. Quiet Enjoyment

The Lessee shall peaceably hold and enjoy the Premises without hindrance on the part of the Lessor. The parties agree, however, that said Premises may shared from time to time. Lessee plans to use and occupy the Premises on a part-time basis; thus, Lessor has the right and ability to contract out and/or use the Premises so long as the dates are coordinated among the parties. Within fourteen (14) days of the Premises being used by the Lessor or its contracted party, Lessor shall

notify Lessee in writing of said use. The parties agree to coordinate a master calendar for the use of the Premises.

B. Provide Parking Location for Lessee's Trailer

In consideration for said Lease Agreement, Lessor agrees to provide space for Lessee to park its work trailer on the days that Lessee will occupy and use the Premises. Said parking location for Lessee's trailer shall be located in the green space behind the Mary C near the loading dock. The City's Arts & Culture Coordinator shall direct Lessee to the exact location. Lessee understands that said parking location is not under any surveillance, and Lessor shall not be liable for any damage to person or property while Lessee's trailer is parked in said location.

C. Services

- i. Lessor shall provide the following services:
 - a. Mechanical operation necessary for the proper heat and air-conditioning of the Building;
 - b. City water connections from regular Building outlets for drinking, lavatory and toilet purposes only; and
 - c. Such additional services on such terms and conditions as Lessor may determine.
- ii. All charges for services furnished by Lessor at Lessee's request in addition to those set forth in Paragraph a of this Section shall be payable by Lessee and shall be due within twenty (20) days after billing. If Lessee shall fail to make payment, Lessor may, without notice to Lessee and in addition to Lessor's other remedies under this Lease Agreement, discontinue any or all of such services. Any such discontinuance shall be without any liability to Lessee and shall not be deemed to be an eviction or a disturbance in any manner of Lessee's use and possession of the Premises or relieve Lessee from any obligations under this Lease Agreement.
- iii. Lessee agrees that Lessor shall not be liable for damages for failure to furnish or a delay in furnishing any service, when such failure or delay is caused, in whole or in part, by war, insurrection, civil disturbance, riots, acts of God, governmental action, repairs, improvements, alterations, strikes, lockouts, pandemics, or picketing (whether legal or illegal), inability to obtain electricity, fuel or supplies, accidents, casualties, acts caused directly or indirectly by Lessee (or Lessee's agents, representatives, employees, licensees, or invitees), or any other act or cause beyond the reasonable control of the Lessor. Any such failure or delay in furnishing any service shall be without any liability to Lessee and shall not be deemed to be an eviction or disturbance in any manner of Lessee's use and possession of the Premises or relieve Lessee from any obligation under this Lease Agreement.
- iv. Lessee shall make arrangements directly with the telephone company and the Internet company servicing the Premises for telephone service and Internet service desired by Lessee. Lessee shall pay the entire cost of all telephone charges and Internet charges.

- v. If Lessee desires telephone, burglar alarm, computer networking, cable or satellite television or signal service (which service shall be at the sole expense of Lessee), Lessor shall, upon request, direct where and how all connections and wiring for such service shall be introduced and run. Absent such directions, Lessee shall make no borings, cutting, or installation of wires, cables, or satellite dishes in or about the Premises.

VIII. REENTRY

In case of a breach of any of the Lessee's covenants set forth above, or in case the estate created by the Lease shall be taken from the Lessee by process of law or by proceedings in bankruptcy or insolvency or otherwise, the Lessor may, while the default shall continue, or at any time after such taking, and notwithstanding any license or waiver of any prior breach of condition, without notice or demand, enter upon the Premises and by such act terminate this Lease, and may then expel and remove, forcibly, if necessary, the Lessee and its effects, as allowed by law.

IX. INDEMNIFICATION

Lessee agrees to protect, indemnify and hold Lessor harmless from and against any and all liabilities, losses, damages, costs, expenses (including attorney's fees and expenses), causes of action, suits, claims, demands, or judgments of any nature whatsoever arising from: (1) injury to, or the death of, any person, or any damage to property on the Premises in any manner arising from or connected with the use, non-use, condition, or occupancy of the Premises or any part thereof; (2) violation of any agreement or condition hereof; and (3) violation by Lessee of any contract or agreement which Lessee is a party, or any restriction, statute, law, ordinance, or regulation, in each case affecting the Premises or any part thereof, or the ownership, occupancy, or use thereof; or (4) any negligence or tortious act on the part of Lessee or any of its agents, assigns, representatives, contractors, guests, licensees, or invitees. In case of any action, suit, proceeding brought against Lessor by reason of occurrence herein described, Lessee will, at its expense, defend such action or suit with counsel of Lessor's choosing. Lessee shall indemnify and hold Lessor harmless for the negligent acts of Lessor, its employees and agents. Lessee shall not indemnify or hold Lessor harmless for the intentional and/or criminal acts of Lessor, its employees or agents.

X. INTERPRETATION; BINDING EFFECT

In the interpretation of this Lease, whenever the context so permits, the words Lessor and Lessee shall include the parties' respective executors, administrators, heirs, assigns, agents, and representatives. The covenants and stipulations of this Lease shall be binding upon and insure to the benefit of such persons included under such definitions of the words Lessor and Lessee.

XI. JURISDICTION

Jurisdiction and Venue shall be in Jackson County, Mississippi.

XII. NOTIFICATION

All correspondence from Lessee to Lessor and any notifications pursuant to this Lease Agreement or otherwise shall be to P.O. Box 1800, Ocean Springs, MS 39564. All correspondence from Lessor to Lessee and any notification pursuant to this Lease Agreement or otherwise shall be to _____.

XIII. SUBLEASE

Lessee agrees not to sublease the Premises.

XIV. ENTIRE AGREEMENT

This Lease Agreement contains the entire agreement and understanding of the parties with respect to the subject matter hereof, and supersedes all prior and contemporaneous agreements, understandings, inducements and conditions.

CITY OF OCEAN SPRINGS
Lessor

GULF COAST STUDIOS, LLC
Lessee

BY: _____
SHEA DOBSON, MAYOR

BY: _____
NATHAN MARLOW, MANAGER

Ocean Springs Civic Center Rental Agreement

3730 Bienville Blvd, Ocean Springs, MS 39564
228-875-8665



You must be at least 21 years of age to rent the facility and sign this contract.
Prices are for a twelve (12) hour period of time.
This is a TOBACCO FREE facility.

Name: Stephen DeFazio Organization: Northwood Church
Address: 14281 Oneil Road City: Gulfport State: MS Zip: 39503
Date of Event: January 6, 7, 8, 2021 Type of Event: Set up for Church Service
Start Time: 6:00 pm End Time: 8:30 pm
of People: 25 (Maximum Capacity – 250, main floor)
Phone: Cell- _____ Home- _____ Work- _____

OFFICIAL USE ONLY

Date Paid: _____ Amount Paid: _____

Method of Payment: Check Cash CC Online

Receipt #: _____ Accepted By: _____

Balance Due: _____

Final Payment Due on or before: _____

Date Paid: _____ Amount Paid: _____

Method of Payment: Check Cash CC

Receipt #: _____ Accepted By: _____

Paid in Full: _____

Signature

Date

RENTAL FEES

Main Facility	Private	Non-Profit
Facility Rental Fee	\$600.00	\$300.00
*Deposit	\$300.00	\$300.00

Meeting Rooms	4 Hours	8 Hours	12 Hours
Meeting Room Rental Fee	\$100.00	\$150.00	\$200.00
*Deposit		\$300.00	

- Additional hours must be approved in advance. There will be a charge of \$50.00/hour with a minimum of two (2) hours.
- The deposit is due the DAY THE FACILITY IS BOOKED. The balance will be due two (2) weeks prior to the event.
- All rental fees must be paid prior to the date of the function. Failure to pay fees two (2) full weeks in advance will result in cancellation of the rental agreement.
- The deposit is REFUNDABLE after the event, provided there is no damage to the facility or its contents.
- IF THE EVENT IS CANCELLED BEFORE RENTAL DATE, OR ON THE DAY OF THE EVENT, THE DEPOSIT IS NON-REFUNDABLE.
- Deposit refund checks may take up to 30 days to be issued.

PLEASE INITIAL _____

ALCOHOL

- No persons or group renting this facility will be permitted to SELL ALCOHOLIC BEVERAGES to the public unless the seller is Licensed and Bonded by the State of Mississippi. Groups are permitted to bring alcoholic beverages **for their Personal Consumption Only**.
- NO ONE UNDER THE AGE OF 21 WILL BE ALLOWED TO CONSUME ALCOHOL IN A CITY FACILITY (NO EXCEPTIONS).
- IF ANY TYPE OF ALCOHOL IS PRESENT ON THE PREMISES OF THIS FACILITY, YOU ARE REQUIRED TO HAVE SECURITY PRESENT.

SECURITY GUARDS AND CHAPERONES

For security reasons, any function serving alcohol must have security officers on duty during the event. The number of officers required is based on the number of guests attending the event.

Up to 299	must have 2 officers	300-399	must have 3 officers	Over 399	must have 4 officers
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All youth groups must have TWO (2) SECURITY GUARDS IN ADDITION TO ONE (1) CHAPERONE FOR EVERY 50 CHILDREN/PEOPLE. The chaperone's name and phone number must be provided before the contract can be signed.

The cost for each security guard is \$25.00/hr. There is a minimum of four (4) hours per security guard. The City will book the security guards through the Ocean Springs Police Department. The security guard fee will need to be paid separately the night of your event. The City of Ocean Springs reserves the right to require ADDITIONAL SECURITY AT ITS DISCRETION.

FAILURE TO PROVIDE SECURITY WILL BE GROUNDS FOR IMMEDIATE CANCELLATION OF THE RESERVATION AND POSSIBLE FORFEITURE OF THE DEPOSIT.

There will be a City of Ocean Springs employee present at all times when the facility is reserved or occupied. This employee will be there to open and close the facility, and will control all equipment located on the premises of this facility; however, the City employee on duty will not handle or move property owned by those other than the City. THIS CITY EMPLOYEE WILL NOT ACT AS A CHAPERONE FOR ANY GROUP.

TABLES AND CHAIRS AVAILABLE

Fifty (50) 8-ft. Long Tables	Two (2) 4-ft. Round Tables	400 Folding Chairs
Ten (10) 6-ft. Long Tables	Ten (10) 6-ft. Round Tables	

DECORATING

Decorating must be done during the time period you have reserved this facility. (If you wish to decorate the day before the event, you must pay the rental fee of \$600.00).

- Materials such as tacks, nails, staples, glue, etc. may not be used to attach decorations to walls or tables. 3M packing tape may be used for applying decorations to wood surfaces. **NO TAPE ON SHEETROCK WALLS.**
- Damage to walls will result in loss of deposit and possible additional fees and charges.
- Decorations of any kind may not be attached to the ceiling tiles and/or grids.
- Rice and birdseed are permitted outdoors.
- Under no circumstances are tables, chairs, or any equipment/furniture to be removed from this facility.
- If serving food and/or drinks, all tables must be covered with some type of tablecloth.
- No spray glue, bottled bubbles, smoke machines, spray glitter, spray paint, or any type of aerosol adhesives will be allowed in the facility.
- Changing the appearance of this building other than normal decorating is **NOT PERMITTED.**

CAPACITY AND SEATING

Main Hall	Balcony	Meeting Rooms
400 Auditorium Style	100 Auditorium Style	50 Auditorium Style
or	or	only
250 with Tables & Chairs	80 with Tables & Chairs	

RENTAL PROCEDURES

- No food or drink is allowed on the stage unless **PRE-APPROVED IN ADVANCE.**
- Any food remaining from the event must be removed from the facility. If any food is left, it will be disposed of immediately after the event.
- All functions **must shut down one hour prior to end time** for cleaning, removing food, decorations, and equipment/furniture belonging to the renter. This includes shutting down music and stop serving alcohol. The City of Ocean Springs will not be responsible for any items left in the facility following the conclusion of the reserved event.
- The kitchen area must be cleaned by the rental party.
- Gambling in any form is strictly prohibited.
- No animals other than service dogs are allowed in the facility.
- Maintaining order and control over all persons or guests in the group and encouraging them to abide by all the policies and procedures of this facility during the reserved period of time is the renter's responsibility.

FAILURE TO COMPLY WITH THESE REGULATIONS MAY RESULT IN LOSS OF ALL OR PORTIONS OF THE DEPOSIT TO COVER APPLICABLE FEES.

Renter, including his/her/its heirs, member, assigns, agents, and/or representatives, agrees that The City shall not be liable for any injury or damages, whether to person or property, originating in contract, tort, equity, or otherwise, associated with Renter's use of the facility, inside or outside the subject building. Renter further agrees to hold harmless, defend, release, covenant not to sue, and indemnify The City for any and all liability, claims, demands, actions, and causes of action whatsoever arising out of or related to any loss, damage, or injury that may be sustained by Renter, a third party, and/or any other person, whether based in tort, contract, or equity, whether caused by the negligence of The City or otherwise, that is in any way associated with Renter's use of the Facility.

PLEASE INITIAL _____

Renters are responsible for the cost and repair or replacement of any Civic Center property (e.g. buildings, grounds, contents, or equipment) which is damaged or destroyed by the renter or anyone attending the function during an event covered by the rental contract. The cost of such repair or replacement will be determined by the City and deducted from the deposit. Any remaining costs not covered by the deposit will be paid in full by the renter up to the amount of the insurance policy deductible. Any damage to any property of the City of Ocean Springs must be reported to the event technician immediately.

PLEASE INITIAL _____

***Rental Facilities Department
228-875-8665.***

***In case of emergency please call:
Stephen Glorioso 228-381-1919
Or
Huffy Mayfield 228-218-6015***

IMPORTANT NOTICE

THE ENTIRE FACILITY IS TOBACCO FREE, INCLUDING NO ELECTRONIC SMOKING DEVICES. THERE WILL BE NO EXCEPTIONS. IF THIS POLICY IS NOT ENFORCED WITH YOUR GUESTS, YOU WILL FORFEIT YOUR DEPOSIT.

Please indicate below if alcohol will be served at this event.

Alcohol Served (Y/N)

E-SIGNATURE

Responsible Party's Signature

Date

Printed Name (for Hand-filled Forms only)

Email

CHAPERONE LIST

Name	Phone Number

