



# City of Richland – Richland Community Center RENTAL POLICIES, PROCEDURES & FACILITY RATES

410 East Harper Street – Richland, MS 39218

Phone: 601-420-3400 Fax: 601-420-3405

The Richland Community Center (RCC) has been constructed and maintained by the tax revenues of the taxpayers of the City of Richland, Mississippi, (“the City”) and is intended for use by the citizens of the City. The following rules have been adopted for the purpose of placing reasonable restrictions on the use of the Facilities which will further this purpose. It is necessary that all persons using these Facilities adhere to the following rules and regulations.

## **Facility Policies**

To ensure the maximum and most efficient usage of the Facilities, the City has policies governing their uses. These policies shall be administered and enforced by the RCC.

These policies are as follows:

- The Facilities will be made available for rental for social functions such as receptions, retirement parties, teas, showers, banquets, birthday parties, meetings, plays and family reunions on a first come, first serve basis. However, the RCC reserves the right to schedule activities sponsored by the City on those dates deemed appropriate in carrying out its mandate.
- Richland Civic Organizations/Clubs, Churches, Public Schools, Scout Groups and Non-profit organizations composed primarily of citizens of the City of Richland may use the RCC for no fee, provided they set-up and clean up the Facilities. If needed, clean-up will be available for the Richland Room for a charge to be determined. Set-up and clean up of the Rose and Camellia Rooms will be the responsibility of the reservation applicant. These rentals MUST be a Richland Civic Organizations/Clubs, Churches, Public Schools, Scout Groups and Non-profit organization events only.
- County, State or Federal governments will be able to reserve the Facilities at a reduced rate, Monday through Thursday, provided it’s during normal facility hours from 8:00 am to 5:00 pm.
- To be considered for the Non-Resident Non-Profit rate, you must provide a copy of your 501(c) Non-profit status to the RCC Director.
- Individuals or Groups requesting rental of the Facilities For-Profit will pay the adjusted rate for rental of the Facilities.
- The person holding the reservation permit is solely responsible and answerable for damages and for any and all accidents or injuries to persons or property resulting from his/her actions to the Facilities or grounds and by renting one of the Facilities agrees to indemnify and hold the City of Richland harmless from same.
- The only person allowed to modify the reservation is the person holding the reservation permit. They are the responsible party and primary contact person. In some cases that this person is not able to be present upon initial opening/closing of the building, they can list any person(s), along with contact numbers, that they give permission to take responsibility of the reservation upon entering/leaving the building (Wedding coordinators, Event Planners, etc.)
- All materials and equipment shall be removed immediately upon completion of the use of the Facilities and the City will not be responsible for property left in the Facilities. Any such property, which is not removed, shall be disposed of by the City as determined by the RCC Director.

## **Rental Procedures**

- The rental fee and security deposit must be paid in full, in person, at the RCC, 410 East Harper St., Richland, MS 39218. They must be paid separately. The rental fee may be paid by cash, check or credit/debit card. The security deposit may be paid by check or credit/debit card authorization form.
- The following applies to reservations made within two (2) weeks of the event: The Rental Fee must be paid by CASH OR CREDIT/DEBIT CARD ONLY. Checks will not be accepted. The Security Deposit must be paid by CREDIT/DEBIT CARD ONLY. Checks will not be accepted.
- Reservations may not be made more than 12 months in advance.
- May arrive no earlier than fifteen (15) minutes prior to rental time. Rental time must include all SET-UP, EVENT & CLEAN UP. The facility must be vacated within the agreed rental time. Failure to do so will result in loss of my security deposit.
- NO ADDITIONAL TIME may be purchased at time of event. All additional hours must be purchased in advance, during regular business hours Monday-Friday 8:00 am to 5:00 pm (closed on State observed holidays). The On-Call attendant will ONLY open the building during your CONTRACT HOURS.
- Richland Civic Organization’s/Club’s, Church’s, Public School’s and Scout Group’s contact person may check availability of the RCC by phone, but must reserve by fax, email or in person by using a *Non-Paying Facility Use Request Form* and *Non-Paying Facility Use Contract*.
- Your reservation is not confirmed until you obtain a Permit from the RCC.

## **Renter's Responsibilities**

Organizations or individuals issued a permit will be responsible and accountable for:

- Abiding by all policies and procedures of the RCC as directed by the instructions in the contents of this packet.
- Maintaining and cleaning the building and grounds following the event. It is the responsibility of the person(s) holding the reservation permit to see that this is done.
- Failure to properly clean building and grounds, or failure to abide by policies and procedures established by the City, will result in loss of security deposit.

## **Police Security**

Additional charges for security may be required:

- RCC reserves the right to require police security at functions deemed necessary at the expense of the group or organization using the Facilities. There is a minimum requirement of two (2) Richland Police officers per event with a minimum charge of \$25.00 per hour, per officer. This fee must be paid in full with cash at the time of the rental.

## **Operational Rules**

- **NO ALCOHOLIC BEVERAGES** are allowed on City property.
- **NO SMOKING OR USE OF TOBACCO** in any form is allowed on City property.
- **NO ANIMALS** of any kind are allowed on City property.
- Materials such as nails, tacks, staples, glue, etc. may not be used to attach decorations to walls. Damage to walls will result in loss of deposit and additional charges.
- No property, furniture, equipment, or any other item may be removed or moved including banners, plaques, etc. from the Facilities.
- With the rental of the Richland Room (or Richland A/B), tables and chairs may be set up for you as a courtesy. In order for us to do so, you must provide us with a set up diagram at least two (2) weeks prior to your event. The Rose and Camellia Room(s) are set-up by the customer. **YOU ARE NOT ALLOWED TO BRING IN TABLES AND CHAIRS FROM AN OUTSIDE SOURCE.**
- Please note that with the rental of the Richland Room or Richland Room B (room with stage); there is no access to the rooms on each side of the stage. These rooms are City of Richland EMPLOYEE ONLY access areas
- THE EVENT MUST BE CONTAINED IN YOUR RENTED ROOM ONLY. All decorations must be contained in rented room only! NO DECORATIONS IN HALLWAY OR FRONT DESK. (Registration table ONLY may be used in Hallway).
- Fresh flowers, petals, bubbles and flameless candles (battery operated) are recommended for weddings. **NO birdseed, NO candles, NO glitter, NO confetti, NO rice, NO sparklers and NO flog/smoke machines are allowed.**
- All spills must be cleaned up immediately; any stains left in the carpet will result in loss of deposit and require professional carpet cleaning fees at the renter's expense. **NO EXCEPTIONS!**
- Without prior consent, use of the Facilities Monday – Thursday before 8:00 am and after 10:00 pm is not allowed; Friday & Saturday before 7:00 am and after 12:00 am is not allowed; Sunday before 1:00 pm and after 10:00 pm is not allowed.
- The rented facility must be completely cleaned and vacated within the agreed rental time or additional charges will apply.

Failure to comply with all the terms of these regulations, or violations of any federal, state or municipal law, ordinance or regulation in conjunction with the use of the Facilities, will result in immediate cancellation of the privilege of using the Facilities and will be grounds for future denial of similar reservations.

## **Cancellation Policy –**

- In the event of a cancellation **within thirty (30) days** of the scheduled event, **the security deposit will be forfeited** unless the cancellation is due to a death, serious illness or other unforeseen hardship and is approved by the Mayor and Board of Alderman. In the event of a cancellation **within fourteen (14) days** of the scheduled event, **the security deposit and the rental fee will be forfeited** unless the cancellation is due to a death, serious illness or other unforeseen hardship and is approved by the Mayor and Board of Alderman. **CANCELLATION REQUEST MUST BE IN WRITING BY THE PERSON ON THE CONTRACT.**

## **Returned Check Policy**

- In the event of a returned check, a \$40.00 Return Check Fee will be charged. This fee, along with the original amount of the returned check must be taken care of as soon as possible at Richland City Hall, 380 Scarbrough St., Richland, MS 39218 601-932-3000. The only forms of payment acceptable at that time are CASH or CERTIFIED FUNDS. We will attempt to contact you **a maximum of two (2) times before it will be turned over for collections to the proper authorities.**

## ***Rental Fees/Times***

Community Center Closures: Closed on all City & State holidays (not open for rental).

Park Closures: Closed Thanksgiving Day, Christmas & New Year's Day. Parks close at 3:00 pm on Christmas & New Year's Eve.

### **Richland Room (Occupancy 300) (6072 sq. ft.)**

**Resident and City Businesses (Richland City Tax Payers) \$600 for six (6) hours**, additional hours \$100. Security Deposit \$500.  
**All day Resident and City Businesses \$1200.**

**Non-Resident \$900 for six (6) hours**, additional hours \$150. Security Deposit \$600. **All day Non-Resident \$1500.**  
Monday – Thursday from 7:00 am – 10:00 pm; Friday & Saturday from 7:00 am to 12:00am; Sunday from 1:00 pm – 10:00 pm

**For Profit \$960 for six (6) hours**, additional hours \$160. Security Deposit \$500.

**County, State, Federal Government Agencies/Associations and Non-Resident Non-Profit Organizations \$300 per day**  
**Monday – Thursday during normal facility hours 8:00 am – 5:00 pm** - Resident rate will apply any other times.

### **Richland Room A (Occupancy 200)**

**Resident and City Businesses (Richland City Tax Payers) \$450 for six (6) hours**, additional hours \$75. Security Deposit \$300.  
**All day Resident and City Businesses \$810.**

Monday – Thursday from 7:00 am – 10:00 pm; Friday & Saturday from 7:00 am to 12:00am; Sunday from 1:00 pm – 10:00 pm

**Non-Resident \$660 for six (6) hours**, additional hours \$110. Security Deposit \$300. **All day Non-Resident \$990.**  
Monday – Thursday from 7:00 am – 10:00 pm; Friday & Saturday from 7:00 am to 12:00am; Sunday from 1:00 pm – 10:00 pm

**For Profit \$780. for six (6) hours**, additional hours \$130. Security Deposit \$300.

**County, State, Federal Government Agencies/Associations and Non-Resident Non-Profit Organizations \$150 per day**  
**Monday – Thursday during normal facility hours 8:00 am – 5:00 pm** - Resident rate will apply any other times.

### **Richland Room B (Occupancy 100)**

**Resident and City Businesses (Richland City Tax Payers) \$300 for six (6) hours**, additional hours \$50. Security Deposit \$300.  
**All day Resident and City Businesses \$500**

Monday – Thursday from 7:00 am – 10:00 pm; Friday & Saturday from 7:00 am to 12:00am; Sunday from 1:00 pm – 10:00 pm

**Non-Resident \$420 for six (6) hours**, additional hours \$70. Security Deposit \$300. **All day Non-Resident \$700.**  
Monday – Thursday from 7:00 am – 10:00 pm; Friday & Saturday from 7:00 am to 12:00am; Sunday from 1:00 pm – 10:00 pm

**For Profit \$720 for six (6) hours**, additional hours \$120. Security Deposit \$300.

**County, State, Federal Government Agencies/Associations and Non-Resident Non-Profit Organizations \$100 per day**  
**Monday – Thursday during normal facility hours 8:00 am – 5:00 pm** - Resident rate will apply any other times.

**Richland Civic Organizations/Clubs, Churches, Public Schools, Non-Profit Organizations and Scout Groups- No Fee, provided they set-up and clean up.**

Additional Rentals - Richland Room Only

Projector & Projector Screen - \$150

Dinner Ware Rental (Richland Room & (A) only) - \$300 Includes plates, plastic tumblers and flatware

**Camellia & Rose Rooms (Occupancy 70) (1200 sq. ft.)**

**Resident and City Businesses (Richland City Tax Payers) \$100 for four (4) hours**, additional hours \$25. Security deposit \$100.

**ALL DAY RATE - \$300**

**Non-Resident \$120 for four (4) hours**, additional hours \$30. Security deposit \$100.

**ALL DAY RATE - \$400**

**For Profit \$200 for four (4) hours**, additional hours \$50. Security deposit \$100.

County, State, Federal Government Agencies/Associations and Non-Resident Non-Profit Organizations \$75 per day

**Monday – Thursday during normal facility hours 8:00 am – 5:00 pm** - Resident rate will apply any other times.

**Rose Room (Occupancy 35) or Camellia Room (Occupancy 35) (600 sq. ft. each)**

**Resident and City Businesses (Richland City Tax Payers) \$50 for four (4) hours**, additional hours \$12.50. Security deposit \$50.

**Non-Resident \$50 for four (4) hours**, additional hours \$15. Security deposit \$50.

**For Profit \$100 or four (4) hours**, additional hours \$25. Security deposit \$50.

County, State, Federal Government Agencies/Associations and Non-Resident Non-Profit Organizations \$50 per day

**Monday – Thursday during normal facility hours 8:00 am – 5:00 pm** - Resident rate will apply any other times.

**Richland Civic Organizations/Clubs, Churches, Public Schools, Non-Profit Organizations and Scout Groups- No Fee, provided they set-up and clean up.**

**Parks: East & Westside Pavilions**

**Pavilions ( Eastside, Westside)**

**Resident and City Businesses (Richland City Tax Payers) \$10 for two (2) hours**, additional hours \$5. Security deposit \$15.

**Non-Resident \$20 for two (2) hours**, additional hours \$10. Security deposit \$15.

**Area for Amusement Devices - \$25 PER Device**

DRY INFLATABLES ONLY (NO CARNIVAL TYPE RIDES, NO WATERSLIDES, NO DUNKING BOOTHS & NO PETTING ZOOS)