

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: Crystal Harkleroad Organization: St. Martin High School Prom Committee

Address: 11300 Yellow Jacket Blvd City: OS State: MS Zip: 39064

Date of Event: March 20, 2027 Type of Event: Prom

Start Time: 8:00 pm End Time: 11:00 pm

of People: 350 (Maximum Capacity -- 250, main floor)

Phone: Cell- 228-327-8004 Home- 228-283-3420 Work-

The Jackson County School District Contract Addendum attached hereto as Exhibit "A" is hereby incorporated into the Agreement between the parties.

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

Security Requirement Verified (if applicable): ☐ Yes ☐ No ☐ N/A

Date Received: _____ Staff Initials: _____

RENTAL FEES

Main Facility	Private	Non-Profit
Facility Rental Fee	\$600.00	\$300.00
*Deposit	\$300.00	\$300.00
*Non-refundable administrative fee	\$150.00	\$150.00

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

- *** A non-refundable administrative fee of \$150.00 is required for all Parks and Recreation rentals. This fee covers facility administration, staffing, and operation costs and shall not be waived by the Mayor and Board of Aldermen.**
- 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 canceled before the 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.

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. ANY FUNCTION WITH 50 OR MORE PEOPLE ARE REQUIRED TO HAVE SECURITY REGARDLESS OF ALCOHOL.

Up to 299	must have 3 officers	300-399	must have 4 officers	Over 399	must have 5 officers
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FAILURE TO PROVIDE SECURITY WILL BE GROUNDS FOR IMMEDIATE CANCELATION OF THE RESERVATION AND POSSIBLE FORFEITURE OF THE DEPOSIT.

The renter will be obligated to contact and select a security provider from a list of pre-approved security companies whose business license and bonds are on file with the City of Ocean Springs.

The security contract is strictly between the renter and selected security company.

Any required security-related costs shall apply regardless of whether rental fees are waived by the City. Security services are provided through third-party contracted vendors and are separate from City facility fees and charges.

Proof of a signed agreement with your selected security provider must be submitted to Ocean Springs Parks and Recreation no later than 30 days prior to your event.

There will always be a City of Ocean Springs employee present 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.

PLEASE INITIAL _____

TABLES AND CHAIRS AVAILABLE

Forty (40) 8-ft. Rectangular Tables	One (1) 4-ft Round Table	400 Folding Chairs
Eight (8) 6-ft. Rectangular Tables	Nine (9) 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.**
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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 renters are responsible for removing and disposing of all trash from the venue to a designated on-site dumpster.**
- 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/theirs, members, assignors, 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 repairs 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 662-721-3873

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) (N)

E-SIGNATURE

Responsible Party's Signature

Date

Printed Name (for Hand-filled Forms only)

Email

Crystal.harkleroad@gmail.com

CHAPERONE LIST

Name	Phone Number
Crystal Harkleroad	228-327-8004
Julie Barnett	228-424-0419
Leigh Long	228-860-8199
Janna Jamieson	228-252-3382
martha Bennett	228-860-1677
Michelle Jackson	228-369-4089
Wendi Barrett	228-380-5039
Danielle Barber	228-217-4911



Ocean Springs Parks and Recreation
Stephen Glorioso, Director
400 Alice Street
Ocean Springs, MS 39564

Security Requirements for Event Rentals:

The list below consists of security companies whose business licenses and bonds are on file with the City of Ocean Springs Parks and Recreation Department. You **MUST** contact and select your security provider **from this list only**. The vendors provided below are in alphabetical order and not by any sort of preference.

The security contract is strictly between the renter and the selected security provider. The City of Ocean Springs is not a party to this agreement.

Proof of a signed agreement with your selected security provider must be submitted to Ocean Springs Parks and Recreation Department no later than 30 days prior to your event. Failure to comply could result in the cancellation of your event as well as forfeiture of your deposit.

Proof of the signed agreement can be emailed to RGoley@oceansprings-ms.gov.

1. Madison Security
Derrick Madison, owner
1805 34th Avenue
Gulfport, MS 39501
228-918-3663
2. Scarborough Security Systems
Winfred Scarborough, owner
3413 Washington Avenue, Suite B
Gulfport, MS 39507
228-254-0435
3. Swetman Security Service
Wendi Swetman, owner
180 Delauney Street
Biloxi, MS 39530
228-374-4528

JACKSON COUNTY SCHOOL DISTRICT
CONTRACT ADDENDUM

The Jackson County School District is a political subdivision of the State of Mississippi and as such is restricted from entering into contracts and/or agreements with provisions contrary to or prohibited by Mississippi Law. Accordingly, the Jackson County School District and City of Ocean Springs, Mississippi agree and covenant that each provision and/or paragraph of the Ocean Springs Civic Center Rental Agreement (Revised 04/2026) (pgs. 1-5) and all accompanying documents and forms related to the rental of Ocean Springs Civic Center by St. Martin High School of the Jackson County School District for the SMHS 2027 Prom beginning at 8:00 p.m. on Saturday, March 20, 2027 and ending at 11:00 p.m. on March 20, 2027, are hereby modified and amended to conform to and comply with Mississippi Law applicable to political subdivisions of the State as set forth in the Mississippi Code of 1972, as amended, and as interpreted by the Attorney General of the State of Mississippi and the Courts of the Mississippi Supreme Court.

Jackson County School District

City of Ocean Springs, Mississippi

Signature: _____

Signature: _____

Name (printed): _____

Name (printed): _____

Title: _____

Title: _____

Date: _____

Date: _____

Exhibit "A"