



**Donal M. Snyder Sr. Community Center (Meeting Rooms) – Rates and Rules**

**2520 Pass Road, Biloxi, MS 39531**

**Booking Agent: Tina Cowart**

**Phone: (228) 388-2443/Email: [tcowart@biloxi.ms.us](mailto:tcowart@biloxi.ms.us)**

**[www.biloxi.ms.us](http://www.biloxi.ms.us)**

**RENTAL FEES:**

**MEETING ROOM 1 or 2 (6 hours or less)**

Deposit \$100.00

Rental Fee \$100.00

**MEETING ROOM 1 or 2 (more than 6 hours)**

Deposit \$150.00

Rental Fee \$150.00

**BOTH MEETING ROOMS (6 hours or less)**

Deposit \$150.00

Rental Fee \$150.00

**BOTH MEETING ROOMS (more than 6 hours)**

Deposit \$200.00

Rental Fee \$200.00

\*The cleanup fee is optional. If permittee plans to clean, then no cleanup fee is required. If permittee requests the Parks & Recreation Department cleanup, the cleanup fee must be paid at the time the rental fee is paid.

\*Upon vacating the Donal M. Snyder Sr. Community Center premises, you will be responsible for cleaning the Meeting room(s). Cleaning responsibilities include, but are not limited to, the following: picking up litter; bagging litter and placing bagged litter in the outside garbage area; wiping down all tables and chairs utilized; and sweeping and mopping floors in area used. Failure to clean the area may result in being invoiced for cleaning and/or the denial of any future use of this facility by the above-listed individual(s) or group.

**\*In case of emergency and/or issues accessing the building please contact the following:**

James Payton – 228-297-5017

Tommy Seawright – 228-297-9275

Dispatch – 228-392-0641 or 228-392-5052

Addendum 5B

Effective November 26, 2019

## **POLICIES:**

1. The City of Biloxi Donal M. Snyder Sr. Community Center is owned and operated by the City of Biloxi and administered by the Department of Parks & Recreation. All groups wishing to book the facility are considered on a first come, first serve basis.
2. Only adults 21 years of age and older may reserve the Donal Snyder Community Center.
3. Center Hours: Monday through Friday: 6 a.m. until 8 p.m. Saturday: 8 a.m. until 12 p.m. Center is closed on Sunday. Regularly scheduled activities of the Parks & Recreation Department and the City will not be cancelled in order to provide room for a permit. The facility will remain open during rentals for its regularly scheduled activities.
4. Occupancy Load Meeting Room 1 and 2: 36 or less people are allowed in each upstairs meeting room. If both meeting rooms are being rented, 72 or less people are allowed in upstairs meeting rooms.
5. Tables and chairs are provided with this facility. The number of tables and chairs which are provided are:
  - a. Meeting Room 1: 6 – 6 foot tables; 32 – chairs
  - b. Meeting Room 2: 6 – 6 foot tables; 32 – chairs
  - c. Both Meeting Rooms: 12 – 6 foot tables; 72 – chairs
6. The employee on duty must approve decorating plans and materials. Nails shall not be used to attach decorations. Staples and tacks cannot be used on wood in Multi-Purpose Room. Only masking tape and blue painter's tape is approved for taping. Clear fishing line may be used to attach decorations to railings. Tape shall not be used on any floor or glass surface in the facility. Decorations shall not be attached to ceiling tiles or grid below upstairs railing. All decorations and any materials used to affix decorations to rails or tables must be completely removed by permit group following use of facility. Confetti and glitter are not allowed on tables or floors. Can glitter spray and silly string are not allowed in the facility or on the grounds. Smoke and/or fog machines are not allowed in the facility.
7. Firework and pyrotechnics are not allowed inside the facility or on the grounds. This includes the use of snaps, pops or sparklers.
8. Alcoholic beverages are not allowed in any of the meeting rooms.
9. Any special requests must be submitted in writing and approved by the Park & Recreation Department prior to the beginning of permittee's event.
10. The kitchen area shall not be used by anyone renting the meeting room(s).

**The booking manager must be contacted for availability and full contractual details. Facility rental contracts are not listed on the city's website, only information. Any contracts and/or deposits mailed in without first contacting the booking manager will not be considered.**