



Donal M. Snyder Sr. Community Center– Rental Rates & Facility Rental Rules

2520 Pass Road, Biloxi, MS 39531

www.biloxi.ms.us

Phone: (228)388-7170/email: reservations@biloxi.ms.us

RENTAL RATES:

MAIN FLOOR (GYM SIDE ONLY) (639 PERSONS MAX)

Deposit \$500.00
Rental \$500.00

MULTI-PURPOSE ROOM (157 PERSONS MAX)

Deposit \$300.00
Rental \$300.00

MAIN FLOOR (GYM PLUS MULTI-PURPOSE ROOM) (796 PERSONS MAX)

Deposit \$750.00
Rental \$750.00

MEETING ROOM 1 OR 2 (36 PERSONS MAX)

Deposit \$100.00 (4 hours max.); \$150.00 (6 hours max.)
Rental \$100.00 (4 hours max.); \$150.00 (6 hours max.)

MEETING ROOM 1 PLUS 2 (72 PERSONS MAX)

Deposit \$150.00 (4 hours max.); \$200.00 (6 hours max.)
Rental \$150.00 (4 hours max.); \$200.00 (6 hours max.)

**Load In. Main Floor Rentals Only. Day Before \$100.00 per hour (4 hours max. and based upon facility availability)*

**Mardi Gras Rehearsals. Meeting Rooms Only. \$100.00 per hour (2 hours max.) Rehearsals are only permitted on weekdays and are subject to facility availability. All rehearsals must conclude 15 minutes prior to the rental time expiring to ensure all rehearsal individuals have exited the building by end of reservation time. Please note full bookings will be given priority over rehearsals.*

GENERAL RENTAL RULES:

1. All rental fees will be assessed in accordance with Section 2-14-1, *et seq.* of the Code of Ordinances, Biloxi, Mississippi, of 1992.
2. Checks for all rental fees should be made payable to the City of Biloxi.
3. City facilities may only be rented by adults 21 years of age and older.
4. All City facilities are nonsmoking facilities. The use of tobacco products, electronic cigarettes and water vapor cigarettes are prohibited.

5. Depending on the nature of the event, proof of liability insurance naming the City of Biloxi as an additional insured may be required.

6. Music and entertainment inside of City facilities must be contained so as to not disturb the surrounding area. If amplified sound is utilized outdoors, an Amplified Sound Permit must be obtained from the Biloxi Police Department.

7. The following items are NOT permitted in City facilities or on the premises thereof: Fireworks, sparklers, floating/Chinese lanterns, decals, propane heaters, bird seed, confetti, confetti cans, confetti guns, confetti shooters, streamer shooters, streamer cannons, streamer guns, glitter, gum, rice, dark colored flower petals, or bio-degradable rice. Use of these items may result in loss of security deposits.

8. Occupancy will not exceed the number of guests identified in the Facility Rental Rates.

9. No person(s) or group(s) renting any City facility will be permitted to consume, serve or sell alcoholic beverages in any City facilities or on the premises without written consent from the City of Biloxi.

10. Oil candles are not permitted on property. All candles must be in an enclosed vase/candle holder that allows a minimum of two inches from the top of the flame to the top of the vase/candle holder.

11. With the exception of Sterno cans to warm chaffing dishes and candles as described above, open flames are not permitted inside City facilities. Any fabric used must be flame retardant and the fireguard on duty may ask to see proof of material safety. Burlap material is not allowed near open flames.

12. No propane or butane canisters of any kind are allowed in City facilities. Outdoor cooking stations must be a minimum of 10 feet from any building or structure. Renters are responsible for any damage and/or cleanup involved to the grounds.

13. City furniture (tables, chairs, podium, etc.) must remain inside City facilities.

14. Rental of City Facilities for the purpose of rehearsals, if available, are subject to the schedule and availability. Rehearsals are not guaranteed, full bookings are given preference.

15. Nails, staples and tacks shall not be used to attach decorations. Only masking tape and blue painter's tape is approved for taping. Tape shall not be used on any floor or glass surface in City facilities. Decorations shall not be attached to ceiling. All decorations and any materials used to affix decorations to rails or tables must be completely removed by Renters following use of facility.

16. Glass containers are not permitted in City facilities.

17. Children must be supervised at all times.

18. Styrofoam coolers and coolers measuring six or more feet are not permitted in City facilities.

19. Alcoholic beverages may not be stored overnight in any City facility.

20. The frying of foods is not permitted in the kitchen of any City facility.

21. The Donal M. Snyder Sr. Community Center is owned and operated by the City of Biloxi and administered by the Department of Parks & Recreation. The Director of Parks & Recreation has the authority to interpret and enforce these rules, as well as all Facility Rental Agreements for the Donal M. Snyder Sr. Community Center.

22. Center Hours: Activities in the center must be completed and everyone should be out of the facility at 4:00 a.m. Functions must shut the function down at 2:00 a.m., clean facility and be out by 4:00 a.m. Cleaning responsibilities include, but are not limited to: wiping down any used tables

and/or chairs and placing them in their designated area(s), cleaning restrooms used, sweeping and mopping floors of area(s) used including restrooms, picking up all trash, emptying all trash cans, placing all trash in dumpster, replacing liners in cans. Failure to clean the area may result in forfeiture of the deposit and/or the denial of any future use of this facility by the above-listed individual(s) or group.

23. Kegs of beer are not permitted upstairs.

24. Food and beverages served upstairs must remain in the rooms designated for that purpose.

25. Alcoholic beverages are not allowed in any of the meeting rooms.

26. The kitchen area shall not be used by anyone renting the meeting room(s).

27. If any technical equipment, such as spotlights and sound boards are rented from the City, a licensed technician selected from the City-approved list of technicians must be hired to operate said options.

28. Renter may cancel the Facility Rental Agreement for the Main Floor/Gym and/or Multipurpose Room by giving written notice to the City. If such notice is received not less than thirty (30) days in advance of the Event Date, the City will refund to Renter prepaid amounts, if any. Any cancellations by Renter less than thirty (30) days prior to the Event will result in the forfeiture of the Security Deposit. Upon cancellation by Renter, City shall have the right to re-let the Facility to another party.

29. Renter may cancel the Facility Rental Agreement for a Meeting Room(s) by giving written notice to the City. If such notice is received not less than fifteen (15) days in advance of the Event Date, the City will refund to Renter prepaid amounts, if any. Any cancellations by Renter less than fifteen (15) days prior to the Event will result in the forfeiture of the Security Deposit. Upon cancellation by Renter, City shall have the right to re-let the Facility to another party.

THE DEPARTMENT OF PARKS & RECREATION MUST BE CONTACTED FOR AVAILABILITY AND FULL CONTRACT DETAILS. FACILITY CONTRACTS ARE NOT LISTED ON THE CITY'S WEBSITE, ONLY INFORMATION. ANY CONTRACTS AND/OR DEPOSITS MAILED IN WITHOUT CONFIRMATION THROUGH THE DEPARTMENT OF PARKS & RECREATION WILL NOT BE CONSIDERED.