

The Town of Brooksville



Mississippi  
Est. 1876

P.O. Box 256, 100 East Main Street Brooksville, MS 39739  
Office: 662-738-5531, Fax 662-738-5020  
Email: [townofbrooksville@yahoo.com](mailto:townofbrooksville@yahoo.com)  
Website: [www.brooksvillems.org](http://www.brooksvillems.org)

*Honorable David Boswell*  
Mayor

*Monica Chandler Sanders*  
Municipal Clerk

*Tochonda Brooks*  
Deputy Clerk

*Chynnee Bailey*  
Attorney

*Honorable Dorothy Stewart*  
Municipal Court Judge

*Andreas Walker*  
Sergeant

*Board of Aldermen*  
*Annie Anthony Brooks*

*Curtis Bush*

*Eric Dooley*

*A.E. Williams*

*Tina W. Williams*

APPLICATION FOR THE USE OF LOTTIE SMITH CENTER  
AND OTHER TOWN FACILITIES

Date of application: \_\_\_\_\_

❖ Name of organization or person making application \_\_\_\_\_

Name and location of facility requested for use: \_\_\_\_\_

Date(s) and time requested for use: \_\_\_\_\_

Purpose for requested use: \_\_\_\_\_

We agree to the following stipulations:

1. To pay cost of town supervisory personnel and cost of clean-up;
2. To pay \$150.00 prior to the event for each of the facilities. There is a \$50 refund if clean & no damages that is available the following Thursday.
3. **There's a non-refundable fee of \$100 if you cancel.**
4. To accept responsibility for any and all damages caused either directly or indirectly by this use of town facilities and,
5. To acknowledge that neither the Board of Alderman nor any employee of the Town, professional or non-professional, shall assume liability for anything this happens as a result of this use of town facilities.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Name of Authorized Representative

\_\_\_\_\_  
P.O. Box or Street Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Telephone

**FOR OFFICE USE ONLY**

APPROVED: \_\_\_\_\_

COPIES SENT TO:

\_\_\_\_\_ Mayor

\_\_\_\_\_ Clerk

\_\_\_\_\_ Maintenance

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**PERMISSIBLE TIME: 7AM – MIDNIGHT OF THE DATE RENTED.**

Descriptor Term:                      Descriptor Code:                      Issued Date:  
COMMUNITY USE OF TOWN FACILITIES    Rescind:                      Issued:

As a service to the community and in accordance with laws, the Board of Aldermen will permit the use of public property by individuals and associations for such educational, social, civic, philanthropic, and like purposes as the Board deems to be in the best interest of the community. The affiliation of any association with a religious organization will not disqualify the association from being allowed use of Town facilities.

Permission to use Town facilities will be granted by the Mayor or her designee, in keeping with approved regulations, to organizations and residents when such use will not interfere in any way with the regular programs and activities of the Town.

A nominal rental fee to cover the cost of heat, lights, and general expenses of opening the building will be charged in accordance with a schedule approved by the Board. The fee will not be charged to any Town related organization or agency waiving the fee for other types of public programs and gatherings and for youth organizations.

The Town will provide adequate custodial services prior to the event.

The use of Town buildings, grounds, equipment and facilities will be authorized by the Mayor in conformity with the following regulations governing their use as approved by the Board.

1. With the exception of Town related groups requests for the use of Town facilities will be made at the office of the Clerk based upon availability.
2. Town facilities may be used for individual, private, or commercial purposes.
3. The use of Town facilities for Town purposes, meetings of citizens, programs given by citizens, meetings for the benefit of citizens, and other organizations affiliated with the Town have precedence over all others. Requested for the use of Town facilities by these groups must be cleared with the building Mayor. These groups will be permitted reasonable use of Town facilities with a nominal charge.
4. All activities must be under competent adult supervision approved by the Mayor and/or Board Aldermen of the facility involved. The group using the facilities will be responsible for any damage to the building or equipment.
5. Groups receiving permission are responsible for the observance of local and state fire and safety regulations at all times.

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6. D.J.'s are permissible, however music should not be excessively loud or gambling in any form are prohibited, smoking within the building is not permitted.
7. The Board will cooperate with recognized agencies, such as the Red Cross and Civil Defense, and will make suitable facilities available without charge during community emergency or to prepare for civil defense.
8. The Mayor's Office and the Board of Aldermen will approve and periodically review a fee schedule for use of facilities. Currently the fee is \$150.00 rental with a \$50.00 refundable deposit, which may be returned if the building is returned in same condition and no damages.
9. In situations where there is no cost factor to the Town, or in situations where a mutual exchange of facilities is possible between the Town and the organization, rates may be modified or eliminated by the Mayor. In situations where extended usage is required, rates may be set at a contract price.
10. The Board of Aldermen reserves the right to cancel any permission granted.
11. Sunday use is discouraged and will only be permitted under special circumstances such as repast.
12. Special Town facilities (stage equipment, etc.) will require the use of Town employees trained in the use of that facility and such costs will be added to the regular fee.
13. All predictable costs incurred by the Town use permit shall be paid to the Clerk prior to the event, and all additional costs incurred by the event will be paid with 10 days after the event.
14. Town facilities will not be available for use by rental groups on the following designated holidays: Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Day, Good Friday and Easter Sunday.
15. Facilities will not be used for dances without special provisions and permission.

FEE SCHEDULE FOR USE OF BUILDINGS, GROUNDS AND OTHER FACILITIES OF THE TOWN OF BROOKSVILLE

CLASS I – NO FEE

1. Town and Community Affiliated Groups
  - Town Sponsored Events
  - Teachers' Associations
  - Parent/Teacher Associations
  - Booster Clubs
2. Youth Services
  - Boy Scouts
  - Girl Scouts

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- 4-H
  - Brownies
3. Civic, Recreation, Citizen Associations
- Officially appointed groups or local or state governments
  - Municipally-sponsored recreational programs
  - Local citizens groups of 100% resident membership

CLASS II

Fees shall be charged for the use of town facilities by approved charitable philanthropic, cultural groups, service clubs, fine arts associations, theater groups, and other organizations not operating for profit and devoted to community interest and child welfare. (See Schedule of Fees)

CLASS III

The fees will be charged for use of town facilities by organized groups within the community for profit and when such profit is used by the group for its advancement. (See Schedule of Fees)

CLASS IV

These fees shall be charged for groups not within the community for non-profit, charitable, philanthropic, civic or other non-commercial, non-personal purposes. (See Schedule of Fees)

CLASS V

Religious organizations conducting a building program may be granted use of town facilities provided the required use will not exceed three (3) consecutive years, and must be applied for annually. (See Schedule of Fees)

SCHEDULE OF FEES

CLASS I

No Fee – for use Monday through Friday, after regular hours.

<u>LOTTIE SMITH CENTER</u>	<u>CLASS II</u>	<u>CLASS III</u>	<u>CLASS IV</u>
	\$150.00	\$150.00	\$150.00