

**RIDGELAND RECREATION AND PARKS DEPARTMENT  
RENTAL POLICIES FOR FRIENDSHIP PARK AND FREEDOM RIDGE PAVILIONS**

**GENERAL**

To better serve the citizens of our community, it is necessary that all persons adhere to the following rules and regulations.

**Rates: \$75.00 FOR 3 HOUR RENTAL FOR RESIDENTS/ \$100.00 FOR NON-RESIDENTS**

**RENTAL PROCEDURES**

- Any rental event charging fees of any type for profit or charitable fund-raising requires a separate letter, submitted to the Ridgeland Recreation and Parks Director, at least two weeks in advance of the event. It is not the purpose or intent of city facilities to be used by individuals/businesses for profit.
- Written approval or contract must be obtained from the Ridgeland Recreation and Parks Department prior to rental activities being authorized.
- **Reservations are not official unless placed on the approved reservation sheet and rental fee is paid.**
- Reservations for groups composed of minors will be issued only to adults (parents, teachers, guardians) who will accept responsibility for supervision throughout the entire period covered by the contract.
- **All rental fees must be paid two weeks prior to the date of the event.**

**RESPONSIBILITIES**

Organization or individuals issued a contract will be responsible and accountable for

- Personally accepting responsibility for any damage done to the facility or equipment by persons in his/her group during the reserved period of time.
- Maintaining order and control over persons in the group.
- Abiding by all policies and procedures of the Ridgeland Recreation and Parks Department as directed by the instructions in the contents of this packet and by the employee(s) on duty.
- Maintaining and cleaning the building and grounds following each activity. It is the responsibility of the person(s) holding the reservation permit to see that this is done. Failure to clean the area could result in the denial of any future use by the person or group. **Forfeiture of the deposit will also be a result of this action.**

**SECURITY**

The Ridgeland Recreation and Parks Department reserves the right to require police security at any function deemed necessary by the director.

**SUPERVISION**

Department personnel during all functions shall supervise the facility and they will have full authority to enforce the policies or procedures of the Ridgeland Recreation and Parks Department.

**OPERATIONAL RULES**

- All plans for food, decoration, equipment, band instruments and any other set-up preparations prior to the event must be approved by the Ridgeland Recreation and Parks Director.
- **Balloons are allowed only inside the Pavilion itself.**
- Materials such as tacks, nails, staples, glue, etc. may not be used to attach decorations to the walls or building itself. **NO TAPE ON WALLS!** Damage to walls or any part of facility will be grounds for future denial of similar reservations or permits.
- The building must be completely vacated at the end of the agreed rental time (band equipment, etc.).
- **NO ALCOHOLIC BEVERAGES** OR glass bottles permitted on city property.
- Crawfish boils are not permitted.
- Family Reunions are not permitted.

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