



RANKIN COUNTY SAFE ROOM

651 MARQUETTE ROAD BRANDON, MS 39042 PHONE 601-825-1480

RENTAL APPLICATION

Organization: _____

Physical Address: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person: _____ Phone: _____

Alternate Contact: _____ Phone: _____

Email Address: _____

Event Information

Date: _____ Estimated Attendance: _____

Arrival Time: _____ Exit Time: _____

Note: The earliest access to the building is 7:00am and latest exit time is midnight (these include set up and clean up time) except for school sponsored events.

Description of Event _____

RENTAL FEES AND DAMAGE/CLEANING DEPOSIT

The Rankin County Safe Room is first and foremost a severe weather safe room. Any time the National Weather Service issues a tornado watch or warning for Rankin County, MS the safe room is open to the public and all events may be cancelled prior to or during a rental.

DAYTIME RENTAL FEES AND DAMAGE/CLEANING DEPOSIT FOR RANKIN COUNTY BUSINESS OR RESIDENT

Monday thru Saturday 7:00am to 5:00pm Central Standard Time

1st day \$300.00 plus \$250.00 damage/cleaning deposit

2nd or subsequent days \$250.00 per day

HALF-DAY 7:00am to 12:00pm or 12:00pm to 5:00pm \$150.00 plus \$250.00 damage/cleaning deposit (includes set up and clean up time)

NON RESIDENT DAYTIME RENTAL FEES AND DAMAGE/CLEANING DEPOSIT

Monday thru Saturday 7:00am to 5:00pm Central Standard Time

1st day \$400.00 plus \$350.00 damage/cleaning deposit

2nd or subsequent days \$350.00 per day

NIGHTTIME RENTAL FEES

Monday thru Saturday 5:00pm to midnight

\$50.00 per hour plus applicable damage/cleaning deposit as listed above

Note: The hourly fee may be added to any renter who remains in the building past the scheduled exit time, payable prior to receiving any refundable damage/cleaning deposit. A damage/cleaning deposit must be made by check and must be submitted with application. All checks must be made payable to Rankin County. Rental fees must be received by the Rankin County Sheriff's Department at least 14 days prior to the event. Damage/cleaning deposits will be refunded after the building is inspected and found in satisfactory condition. All cancellations by the renter must be made at least 14 days prior to the event in order to receive a full refund. One Rankin County Sheriff's Department Deputy will be on the premise during all events. The rental fees may be adjusted when renting both the Safe Room and the Rankin County Multipurpose Pavilion for an event. Details are available upon request.

- Alcoholic beverages are not permitted in or on any part of the premise.
- No tobacco use allowed inside the Safe Room.
- No profane, lewd, indecent or slanderous performances are allowed, whether live or recorded.
- No decorations to be placed on the walls or any structural member by use of any means.
- All trash must be bagged and removed from the Safe Room and placed in a dumpster located on the property.
- The Safe Room has 50 tables and 300 chairs available for use. All tables and chairs must be returned to the location they were in upon entry to the Safe Room prior to exiting the building, or an additional fee may be charged.
- Renters are responsible for the set up and clean up within rental time. (Events that serve food usually require extra time for cleaning)

I have been given a copy of the Rankin County Safe Room Rental Policies and Procedures.

I have read, understand and will abide by these policies and procedures.

Signature(s) _____ Date: _____

_____ Date: _____

For Department Use Only: Date received _____ Deposit received Y or N Approved by _____