

POLICIES
FOR USE OF THE MILES WILSON MATTHEWS CHAPEL (MWMC)
At Hurricane Shoals Park Heritage Village

1. The MWMC is available for Tumbling Waters Society (TWS) and Jackson County Historical Society sponsored programs or special events sponsored by other groups or individuals. The facility is not available for partisan political or commercial purposes.
2. Admission fees may not be charged for any event or program and commercial projects will not be allowed.
3. Use of the MWMC will be at the sole discretion of the tumbling Waters Society Board of Directors. Application for use of the Hurricane Shoals Park Museum and Conference Center, located behind the MWMC, can be made through the Jackson County Parks & Rec. Department.
4. Written application for MWMC shall be submitted at least thirty (30) days in advance of the event. Jackson County Parks & Recreation Department, as well as, the Park Rangers inside Hurricane Shoals Park will be notified of the event.
5. A non-refundable rental fee of **\$200.00** will be charged for use of the MWMC. The fee is due when the application is made for using the facility. The fee will be returned, only if the application is denied.
6. A damage deposit of an additional **\$200.00** will be charged upon official reservation of the facility and may be refunded to applicant upon satisfactory inspection of the facility after the event. User will be required to pay for any and all damage done to the facility while it is being rented by user and all costs for repairs, even if those costs exceed \$200.00. If TWS is required to take any action to recover costs of repairs for damage over and above \$200.00, user agrees to pay for all attorney's fees, costs and expenses incurred by TWS.
7. The maximum capacity of the room (MWMC) is 175. The number of persons using the room cannot exceed 175.
8. When the building is to be used by organizations or groups with members under 18 years of age, application for use of the room must be made by an adult AND adult supervision must be present throughout the event.
9. In accepting the use of the building and property, the person and/or the organization (user) making the reservation will be held responsible for the proper conduct of those attending the event and for any damage to the building or property by those attending the event.
10. NO FOOD or DRINK may be served in the building.

11. SMOKING IS PROHIBITED in and around the building and NO ALCOHOLIC BEVERAGES may be consumed on the premises.

12. No outside furnishings may be brought into the building and the furnishings in the MWMC (pulpit, benches, pianos, etc.) may not be moved around or relocated inside the building OR removed from the building.

13. Nothing may be attached to the furnishings or walls in the building. Care must be taken not to damage this historic building or its furnishings.

14. NO CANDLES may be used in the building other than battery operated candles. There shall be no open flames of any kind in or around the building.

15. NO GLITTER, small confetti, rice or birdseed may be used or thrown inside the building or on the deck and ramps.

16. Tents may be placed outside of the MWMC, but not attached to the building. Tents may be rented from the Jackson County Parks & Recreation Department.

17. The room will be clean and orderly when rented for special events and should be in the same condition after it has been used. Any and all decorations, flowers, equipment or paraphernalia must be removed immediately after the event. Nothing may be stored in the building after the event.

18. TWS is not responsible for equipment, supplies or other items lost, stolen, broken or left in the building.

19. Arrngements for opening the MWMC for any event should be made with Helen Gunnels: (706) 267-8688.

20. Questions concerning the use of the MWMC will be resolved by the TWS Board of Directors. TWS reserves the right to prohibit any event deemed unsuitable.