

**2019 POLICIES**  
**FOR USE OF THE MILES WILSON MATTHEWS CHAPEL (MWMC)**  
**and HERITAGE VILLAGE**  
**at Hurricane Shoals Park**

1. The MWMC is available for Tumbling Waters Society (TWS) and Jackson County Historical Society sponsored programs or for special events sponsored by other groups or individuals. The facility is not available for partisan political or commercial purposes. Events to be held by other applicants (lessee) are limited by TUMBLING WATERS SOCIETY (lessor) to those types of events historically held in this historic structure such as traditional weddings, church services, gospel singing and funerals. TWS reserves the right to reject application for events deemed inappropriate for use in this historic structure or any of the other historic buildings in the Heritage Village.
2. Admission fees may not be charged for any event or program and commercial projects will not be allowed.
3. Reservation and application for use of the Chapel (and rental from JCP&R of the Hurricane Shoals Park Pat Bell Conference Center, located behind the MWMC) can be made through Jackson County Parks & Recreation 706-367-6350.
4. Written application and payment of fees for MWMC and Heritage Village shall be submitted at least thirty (30) days in advance of the event to Jackson County Parks & Recreation (JCPR), 441 Gordon Street, Jefferson, Georgia. Checks for Chapel/Heritage Village Rental are to be made to: Tumbling Waters Society.
5. A Rental Fee at the rate **\$100.00/hour (with a minimum four (4) hour rental) plus \$100.00 Administrative Fee** will be charged for use of the MWMC or any of the buildings. The fees are due when the application is made for using the facility. The fee will be returned, only if the application is denied by TWS. **Reservation will be confirmed by email from JCP&R once approved.** Rental Fee for outside of Chapel and surrounding area in Heritage Village is also **\$100.00/hour with minimum three (3) hour rental and with no Administrative Fee** as long as event attendance does not exceed 100 people. If entire Heritage Village is leased for a large event, Rental Fee for all day is **\$1000.00 for 10 hours**. Chapel and/or Heritage Village will be unlocked at beginning of rental period and **locked at end of rental period**.
6. A Security Deposit of one-half the hourly rental fee will be charged upon application of the facility and may be refunded to applicant upon satisfactory inspection of the facility after the event. (A **\$600.00** Security Deposit is required if entire Heritage Village is leased for large event.) Checks made payable to Tumbling Waters Society. Lessee will be required to pay for any and all damage done to the facility and all costs for repairs while it is being rented by them, even if those costs exceed the Security Deposit paid. If TWS is required to take any action to recover costs of repairs for damage over and above Security Deposit, lessee 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 (lessee) 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. JCP&R staff member will have the building cleaned before each event; open and close building for viewing facility, rehearsal and event; and a TWS member will be on site during event and inspect building for damages after event. Only JCPR staff/TWS member may open and close windows.

11. **NO FOOD or DRINK** may be served or brought into the building or any of the buildings/cabins within the Heritage Village.

12. **SMOKING IS PROHIBITED** in and around the building and **NO ALCOHOLIC BEVERAGES** may be consumed on the premises or in Heritage Village.

13. No outside furnishings (chairs, heaters or fans) 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 or any of the buildings in the Heritage Village.

14. **Nothing may be attached to the furnishings or walls in the building.** No nails or pushpins used. Care must be taken not to damage this historic building or its furnishings.

**NO NAILS OR SCREWS may be attached to the outside** of the MWMC or any of the buildings/cabins in the Heritage Village in order to hang decorations or lights.

15. **NO CANDLES** may be used in the buildings other than battery operated candles. There shall be no open flames of any kind in or around the buildings. Free standing lights may be used in the Heritage Village. If temporary poles are erected for lights, holes must be filled and disturbed ground repaired.

16. **NO GLITTER, small confetti, RICE OR BIRDSEED may be used or thrown inside the building or on the deck and ramps.**

17. Tents may be placed outside of the MWMC, but not attached to the building.

18. The room will be clean and orderly when leased 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 unless additional arrangements made.

19. The piano by the back door may be used and TWS will make every effort to have it tuned but it is an antique piano. A small keyboard or any CD player may be brought in to provide music. Please be mindful that the MWMC is a church and govern yourself accordingly.

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