



**US Army Corps  
of Engineers**®  
Vicksburg District

**Event Request Application**  
**Jesse Brent Lower Mississippi River Museum (JBLMRM)**  
910 Washington St., Vicksburg, MS 39183

Hours of Operation  
Monday-Saturday 9:00am - 4:00pm  
Sunday 1:00pm – 4:00pm  
601-638-9900

**Requests must be submitted no less than 14 days prior to the event.** Approval is conditional upon the ability of the United States Army Corps of Engineers to accommodate the event and may be revoked at the convenience and sole discretion of the government.

1. Requesting/Responsible Party: \_\_\_\_\_

2. Organization Name: \_\_\_\_\_

3. Permanent Mailing Address: \_\_\_\_\_

4. Telephone Number: \_\_\_\_\_

5. Event Name: \_\_\_\_\_

6. Event Date: \_\_\_\_\_

7: Event Start Time: \_\_\_\_\_

8: Event End Time (including clean-up time): \_\_\_\_\_

9. Requested Room(s): Conference Room (≤ 15 people) \_\_\_\_ Classroom (Up to 30) \_\_\_\_

10. Number of Participants: \_\_\_\_\_

11. Please use the space below to give a brief description of the event. If the event is scheduled to take place after or prior to JBLMRM hours of operation, please describe why extended hours are requested. **Please note that all events scheduled to start after or continue past 3:00pm will be considered an After Hours Event and will require additional special approval.**

\_\_\_\_\_

\_\_\_\_\_

By signing below, I certify that I am the authorized representative for the organization identified above and/or the responsible party for this event, and I have read, understand, and will comply with the Special Conditions attached/listed on the reverse.

Signature & Date by Responsible Representative: \_\_\_\_\_

Your request to sponsor / hold the event described above **is approved** subject to the special conditions identified below.

Government Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Your request to sponsor / hold the event described above **is disapproved**. You may re-submit your application for a different time/date or with the following issues addressed: \_\_\_\_\_.

Government Representative: \_\_\_\_\_ Date: \_\_\_\_\_

### **Special Conditions:**

1. Food is not permitted during the Event. Applicant may bring cups for water from the water fountains or bottled water. No other drink is permitted.
2. The use of the Motor Vessel and the space behind the conference room is prohibited.
3. Cleanup will be the sole responsibility of Applicant. All cleanup must be completed by the end of the requested event hours and all trash removed from the Museum and Museum grounds. Applicant will clear the facility and grounds, remove equipment (if any) and restore the area to pre-use conditions.
4. Applicant shall save and hold the United States harmless from any and all claims for damages to property and injuries, including death, to persons, which may arise or be incident to the Event.
5. Applicant will be responsible for taking all necessary precautions to protect the health and safety of attendees, participants and/or spectators.
6. Applicant will obey all applicable Federal, State and local laws.
7. The privileges permitted herein shall not be assignable by Applicant in whole or in part. Applicant understands that this Approval of this Event does not provide, and shall not provide at any time, any interest or estate of any kind in the property or facilities by virtue of the use permitted herein.
8. This Approval is for the Event described in the application and is good for that Event only. The Event will be for the limited duration as approved herein. Any other proposed Event must be handled by separate request on an individual basis. While the rooms requested will be reserved by means of the Approval of this Event, the Event will not otherwise pre-empt the public use of JBLMRM.
9. Any property of the Government damaged or destroyed incident to the Event shall be promptly repaired or replaced by the Applicant. In lieu of such repair or replacement, the Applicant may pay money to the Government in the amount sufficient to compensate for the loss sustained by the Government by reason of damage to or destruction of Government property.
10. The Government hereby reserves the right to engage in any activity as may be necessary for the maintenance and operation of the JBLMRM notwithstanding Event Approval.
11. This Approval may be revoked whenever the public interest necessitates such revocation, when the Applicant fails to comply with any condition, or for any other reason at the sole discretion of the U.S. Army Corps of Engineers.