

ANTHONY "TONY" DUGAS RECREATION CENTER

RENTAL RULES

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1. No decorations may be hung from the ceiling.
2. No hot glue or tape of any kind may be used on the walls. Use sticky tack only.
3. No birdseed or rice is allowed in the building. Birdseed may be used outside.
4. No hay may be used for decorating.
5. Everything brought into the building for the rental must be removed that same day.
6. D.J's or Bands- No fog machines allowed. They will set off the fire alarm
7. No Glitter allowed.
8. No heaters, hot dogs machines, popcorn machines, or large heating items allowed they will trip the breakers.
9. If renter is using sound system, please call us several days in advance to schedule a time where Mr. Ronnie can show you about the system.
10. All trash is to be removed from building and put into dumpsters on side of building.
11. All tables are to be cleaned off and wiped down.

Security Personal: means anyone with authority to arrest people here at the park. We are not in the city limits of Denham Springs. The renter must have security personal if having alcohol at the event, an event with over 200 attendants or if the renter is having an event for a teenager.

The Livingston Parish Sheriff's Dept 225-686-2241, State Police and the Marshall's Office would have arresting authority here at the park.

To insure you receive your full deposit back, please remember the state of the building when you arrived and try to leave it that way when your event is over.

We appreciate you considering Pard's for your event. Please let us know if we can help you in anyway.

ANTHONY "TONY" DUGAS RECREATION CENTER RULES AGREEMENT

1. If your event is during the week (Monday – Friday) you are allowed to begin setting up at **6:30pm** or after the last child leaves daycare.
2. If your event is during the weekend but you have made arrangements to set up the Friday prior to your event, you are allowed to begin setting up at **6:30pm** or after the last child leaves daycare.
3. If security is required for your event, the renter acknowledges that it is a separate fee and is contracted through LPSO.
4. In order to receive your deposit back please leave the facility clean (trash taken to the dumpsters and tables wiped down), chairs and tables returned to their appropriate storage area, and no damage done to the facility.
5. Payments:
 - a. If **paying by check or money order** your full rental amount must be paid two weeks prior to the event.
Due By: _____
 - b. If **paying by debit or credit card** your full rental amount must be paid one week prior to the event.
Due By: _____

I, the renter, hereby acknowledge these rules.

Renter Signature

Date