

RENTAL RULES

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. All trash is to be removed from building and put into dumpsters on side of building.
10. All tables are to be cleaned off and wiped down.
11. No alcohol is allowed at this facility.
12. No thumb tacks.

You may be allowed to come in and decorate the night before you event, provided there is nothing scheduled going on. The times available for set up will need to be approved through the park foreman.

Security Personal: Means anyone with authority to arrest people here at the park. The renter must have security personnel for large events but PARDS reserves the right to request security for any event. Those with arresting authority here at the park are Denham Springs Police Department (225) 665-5106, the State Marshal's office (225) 665-8568 and the State Police (225) 925-6006. Security Personnel must stay the entire duration of event.

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 PARDS for your event. Please let us know if we can help you in anyway.

Deposit - \$50.00

This deposit is to hold the date of your event and will be given back to you 2-3 business days after your event, as long as there is no damage and the building is left as you found it and no alcoholic containers found on the premise. If the event is cancelled PARDS will keep the full deposit.

Room Rates:	Resident	Non-Resident	Non-Profit Resident	Non-Profit Non-Resident
Community Center	\$200.00	\$300.00	\$100.00	\$150.00
Gym	\$500.00	\$750.00	\$250.00	\$375.00

Non-Profit Rates:

All non-profit groups must present a valid 501-C or 990 to receive the non-profit rate. If the event is to occur between the hours of 8:00am-5:00pm for renters who do not have a 501-C or 990, but wish to rent the Community Center during those hours, the non-profit rate will apply as well. The non-profit rate will not apply to the Gym rentals without valid documentation.

Security:

PARDS reserves the right to require groups to provide security personnel for any event. Large events will need to have one security personnel per 200 people in attendance. The security personnel must be approved by the park foreman and stay for the entire duration of the event. Those with arresting authority at this facility is the Denham Springs Police Department, State Marshal's Office and State Police.

Additional Fees:

Add on:	Resident	Non-Resident
Kitchen	\$25.00	\$40.00

Additional Information:

Alcohol is not allowed at this facility.

The contract must be filled out and returned with the appropriate payment to the North Park Recreation Center.

Community Center Capacity: 179 people

Gymnasium Capacity: 299people

Additional Equipment:

The following equipment is available for use at no charge. Any damage done to the equipment will be at the responsibility of the renter.

8' RECTANGULAR TABLES	28
CORDLESS MICROPHONE	1
CORDED MICROPHONE	1
6' PODIUM WITH LECTERN	1
FOLDING CHAIRS	284
ROUND TABLES	16

L.M. LOCKHART RENTAL INFO. SHEET

Name: _____

Address: _____

Phone Number: _____

Date of Rental: _____ Event Type: _____

Number of People: _____ Security: Yes No
Officer Name: _____

Rooms Rented: _____ Officer Number: _____

Time In: _____ Time Out: _____

Deposit:

Date: _____ Amount: _____ Balance: _____ Receipt: _____ Check #: _____

Pick Up: Mail: Date: _____

Payment 1:

Date: _____ Amount: _____ Balance: _____ Receipt: _____ Check #: _____

Payment 2:

Date: _____ Amount: _____ Balance: _____ Receipt: _____ Check #: _____

Room Set Up

Amount Needed:

8' RECTANGULAR TABLES: _____

12' RECTANGULAR TABLES: _____

72" ROUND TABLES: _____

72" OVAL TABLES: _____

METAL FOLDING CHAIRS: _____

TV/VCR: _____

PROJECTOR SCREEN: _____

MICROPHONES: _____

BLEACHERS OUT/IN: _____

TABLE TOP PODIUM: _____

TAPE PLAYER: _____

OVERHEAD PROJECTOR: _____

SLIDE PROJECTOR: _____

5' SCREEN: _____

12' SCREEN: _____

L.M. LOCKHART RULES AGREEMENT

1. If security is required for your event, the renter acknowledges that it is a separate fee and is contracted through Denham Springs Police Department, State Marshal's Office or State Police. Large events require security but PARDS reserves the right to request security for any event. If security is required the security personnel must stay for the duration of the event. The officer name and number must be provided seven business days prior to event.

2. No alcohol is allowed on the grounds.

3. In order to receive your deposit back please leave the facility (trash taken to the dumpsters and tables wiped down), chairs and tables returned to the appropriate storage area, and no damage done. If alcohol containers are found on the grounds the deposit will not be refunded. Please see cancellation and reschedule policy on the Rental Contract.

4. Payments:

a. If paying by check or money order your full rental amount must be paid fourteen business days prior to the event.

Due by: _____

b. If paying by debit or credit card your full rental amount must be paid seven business days prior to the event.

Due by: _____

The rental amount must be paid by the dates listed above, if not PARDS reserves the right to keep the damage deposit. I, the renter, hereby acknowledge these rules.

Renter Signature

Date

L.M. LOCKHART RENTAL CONTRACT

By: Recreation District #3 of
Livingston Parish - Owner

Parish of Livingston
State of Louisiana

To: _____

(1)

Recreation District #3 of Livingston Parish, Hereinafter called "Owner" rents to:

Hereinafter called "Renter", the following described premises:

(2)

The rental period shall be for the following date(s): _____

(3)

The rental amount for the use of the premises shall be: _____ includes the \$50.00 deposit. Said rental shall be paid as follows: a deposit of \$50 at the time of execution of this Rental Agreement. The balance is to be paid prior to the rental period, within 14 business days prior to event by check or money order or 7 business days prior to event by Visa or Mastercard. This deposit will be returned to the renter within three (3) business days after the rental period is over if no damage is done. However, if the premises are damaged during the rental period and if the deposit does not cover the repair of the damages, then the Renter agrees to compensate the Owner for any and all additional expenses in making repairs. The Renter must be out of the building by the specified time or forfeit the damage deposit. Your deposit will not be refunded if alcohol is found on the premises. The rental amount must be paid by the dates listed on the Rule Agreement, if not PARDS reserves the right to keep the damage deposit and cancel the event.

(4)

Cancellation and Rescheduling: Should the Renter desire to cancel the rental agreement, the Renter shall be entitled to a refund of monies paid with the exception of the Damage Deposit. If the Renter desires to reschedule the event and move the monies paid to another date, a notice of fourteen business days must be given and the date must remain in the same year as the original event.

L.M. LOCKHART RENTAL CONTRACT

(5)

The Owner shall be responsible for providing the Renter with a clean premises. The Renter will be responsible for the general clean-up. Anything brought into the building must be removed prior to leaving the building. The Renter will be responsible for bagging all loose trash(plates, cups, bottles, etc.). The Renter shall be responsible for cleaning the floors of decorations and debris. The Owner will be responsible for removal of bags and the rest of the clean- up process.

ALCOHOL IS NOT ALLOWED AT THIS FACILITY.

(6)

The Renter must furnish security for the premises and/or parking area as required by the Owner for all Rentals unless approved by the Park Foreman. PARDS reserves the right to request security for all events. Security must stay for the duration of the entire event. The Renter must provide the security officer's name and number seven business days prior to the event.

(7)

CONTRACTUAL INDEMNIFICATION PROVISION

To the fullest extent permitted by Laws and Regulations, Renter shall indemnify, defend and hold harmless Owner and their consultants, agent and employees from and against all claims, damages, losses and expenses, direct, indirect or consequential (including but not limited to fees and charges of engineers, architects, attorneys and other professionals and court and architects, attorneys and other professionals and court and arbitration costs) arising out of or resulting from the applicable performance, construction, installation, and/or maintenance provided that any such claim, damage loss or expense(a) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property including the loss of use resulting therefrom and (b) is caused in whole or in part by any person or organization directly or indirectly employed by any of them to perform or furnish any of the work or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder or arises by or is imposed by Law and Regulations regardless of the negligence of any such party.

(8)

ASSIGNABILITY: The Renter shall not make a sublease nor any assignment of this rental agreement in whole or in part, without the prior written consent of the Owner Thus done, read and signed on this _____ day of _____ 20 ____ .

By: _____

Owner

Renter