



Parks & Recreation District #3

P.O. Box 1281

Denham Springs, LA 70726

Office: (225) 665-5405

Fax: (225) 665-1590

2020 Field Rental Policies

1. Renting policy:
 - a. Fields are on a first come first serve basis unless reserved through the front office. Reservations must be made and paid for at least one business day in advance.
 - i. Example: If your reservation is for Monday March 15, your rental must be paid for on Friday March 12.
 - b. Reservations are \$25.00 per hour for a minimum of two hours.
 - c. We no longer rent starting on the half hour. Reservations must begin at the top of each hour.
 - d. Reservations are only Monday – Friday 5pm until 9pm. Weekends are on a first come first serve basis unless reserved for a tournament.
 - e. Each renter will receive a Field Rental Slip for each of their rentals. These slips can be emailed or given in person, depending on the renter's preference.
2. Field Security:
 - a. If an issue on the fields occurs after business hours and a park employee is not present, please call LPSO at (225) 686-2241. LPSO is aware of our rental policy and will come out to handle the issue. Coaches who refuse to leave a space not rented to them will lose their remaining rentals and the ability to schedule for the remainder of the season.
3. Rain Out Policy:
 - a. We will post field conditions on our website Monday – Friday as well as email or call each coach that reserved that day to alert them of the rain out status. Signs will also be posted on the fields to alert people not to get on the field. Failure to abide by these rules will result in coaches losing their remaining rentals and the ability to schedule for the remainder of the season.
 - b. Official rain out calls will be made by the PARDS Administration staff only. The administration staff is: John Abour, Tina Fletcher, Troy Nall and Michele Ryburn.
4. Cancellation policy:
 - a. Cancellations must be done 3 business days in advance, otherwise PARDS retains the rental fee.
5. Long term reservations:
 - a. Each renter has the option of booking long term rentals for the season. Seasons typically run January – April, and again July – October, exact dates are dependent on our recreation leagues.
 - b. Fields are closed for the months of November and December for maintenance.
 - c. Long term renters will receive an invoice with all of their reserved dates as well as the total amount due. They will also receive their slips on a weekly basis.

- d. Long term renters must pay for 50% of their total amount due one business day prior to their first rental. We will keep track of rain outs and apply it to your unpaid rentals. If your rain out credits exceed your reservation dates, we will refund you with a check three business days after your last rental.
- 6. Code of Conduct:
 - a. Coaches are to only be on the field listed on their Field Reservation Slip. Fields are first come first serve unless reserved. Coaches without their field slip and who are unable to practice will not be refunded.
 - b. Coaches will demonstrate a positive attitude towards youth sports, not embarrass themselves, any child or any other participants by yelling or creating a scene.
 - c. If you identify problems or have concerns, you will calmly seek solutions at a proper time and location, refraining from confrontation in front of children.
 - d. Coaches will help protect our facilities by following the rules and regulations posted at the facility.
 - e. Failure to abide by the code of conduct will result in a suspension of your remaining rentals and the ability to schedule for the remainder of the season.

Renter Name (Printed)

Renter Signature

Date

Renter Email Address

Renter Contact Number

Renter Mailing Address