

CHECKLIST FOR BOOKING WBR FACILITIES

PLEASE CIRCLE ALL THAT APPLY.

What type of facility do you want to book? Community Center
Community Center Pavilion
Park Pavilion/Concession Stand
Ball Fields/Concession Stand

Name of facility: _____

PLEASE INDICATE A "Y" FOR YES OR "N" FOR NO.

Will you charge for: PARKING _____
ADMISSION _____
CONCESSIONS _____

Will you have vendors? _____

Will alcohol be sold? _____*

*If alcohol is being sold, have you:

Acquired the special-use permit? _____
(MUST PROVIDE A COPY TO WBR PARKS & RECREATION OFFICE BEFORE BOOKING IS SECURED.)

Obtained services of the appropriate law-enforcement agency? _____

Name of responsible person: (Please print) _____

Contact Phone Nos. _____

Signature of responsible person: _____

West Baton Rouge Community Centers User Application and Contract

Operated by The West Baton Rouge Parish Parks and Recreation Department

**Please Note That Surveillance Cameras May Be In Use on Premises

Important conditions for reserving all West Baton Rouge Parish facilities:

Top Priority is given for use of all West Baton Rouge Parish Facilities as an emergency shelter and/or voting precincts at certain times. Therefore, even if you have reserved a community center or other parish facility and paid the required fees, it may be necessary for West Baton Rouge Parish to cancel your reservation on short notice. If such an occasion should arise, as in the instance of an emergency or for a special election, your fees will be refunded and you will be notified that you will need to make other arrangements; regardless of how close it is to your event. It is highly unlikely that this would happen, but it occasionally does. West Baton Rouge Parish will make every effort to assist you in your effort to make other arrangements, but it is ultimately your responsibility. West Baton Rouge Parish will not be held liable.

- **Only West Baton Rouge Parish residents are allowed to book any West Baton Rouge center or facility; valid ID along with two bills or voter registration card must be provided at the time of booking.**
- **The responsible party for this purpose is the person who books the facility and signs the rental agreement at the time of the booking.**
- Books open for reservations on the first Monday of October to reserve the first half of the following year (January-June), and again on the first Monday of April to reserve the second half of the year (July-December).
- After the initial book opening, reservations are accepted on a first-come, first-serve basis Monday-Thursday, 8:00 a.m. to 5:00 p.m. and Friday 8:00 a.m. until noon.
- **Only weddings can be booked one year in advance of the exact date and require the full amount (rental fee and deposit fee) to be paid when booking.**
- **If you book the facility before the official book opening for a wedding and misrepresent the bride, groom or acceptable family affiliation, the deposit fee shall be forfeited. If the facility is booked for a wedding, but used for any other purpose other than the wedding, the event will be immediately shut down and the deposit fee forfeited.**
- Only adults (18 years or older) who are West Baton Rouge residents, Bona Fide Organizations, and owners/proprietors of locally-owned businesses domiciled in West Baton Rouge Parish are eligible to reserve parish centers.
- No reservation or rental agreement shall be issued to any person who is an interposed person for the owner or proprietor of a business or for another person, firm or corporation. The Parks & Recreation Director may require full disclosure, in writing and under oath, of the details of the operation of intent of any person the Director suspects of being interposed for another. The Director may require the presence of any person for examination who he suspects of being an interposed person. A person who is subsidized, financed, or employed by another person, firm, corporation or other legal entity to reserve or enter into a rental agreement for a community center, park, ball field or the multi-purpose facility without disclosing that he is subsidized, financed or employed by another person, firm, corporation or legal entity shall be considered an interposed person for the purposes of Section 2-70.
- If a reservation or rental agreement is granted to or entered into with an interposed person, as determined by the Parks & Recreation Director, the Director may cancel the reservation or rental agreement without refund of deposit.
- West Baton Rouge Parish Community Centers may not be reserved for personal profit or gain. Only organizations having non-profit status (proof required) are allowed to reserve a center for profit and/or gain.
- The damage deposit fee must be paid no less than three weeks (21 days) prior to the scheduled event.
- After the date of the function, and it is determined that the facility was not damaged and there was no violation to the contract terms, the deposit fee will be refunded. Please allow up to three weeks following the function for receipt of the deposit fee.

- Cancellations or transfers must be made in person by the **responsible party only**, and must be made a minimum of **30 days in advance** of the reserved date or **all fees shall be forfeited**.
- West Baton Rouge Parish facilities are not available on the following: New Year’s Day, Easter, Thanksgiving Day, and Christmas Day.
- **No fog machines allowed. Absolutely nothing is to be put on the walls, except on the cork strip (located by stairs at the WBR Community Center); no tape; no staples; no tacks are allowed on the walls or floors. No dragging of tables or chairs across the floors (except at the Addis Community Center). All decorations must be free standing. Extension cords must be covered to avoid a strip hazard. If any of these rules are violated, the deposit shall be forfeited.**
- **Parish-sponsored** events, programs, tournaments, etc. have first priority for reservations.
- Reservations for Fridays, Saturdays, and/or Sundays are limited to two (2) within a six-month period unless authorized by the parish president.
- Glass drinking containers are not permitted at any West Baton Rouge Parish facilities, including all parking lots and/or parish property.
- It is the responsibility of the user to break down cardboard boxes and must place all litter and trash in the trash dumpsters prior to closing time.
- When any type of **seafood** (crawfish, shrimp, crabs, fish, etc.) is served, it shall be the responsibility of the responsible party to **haul off the remains from a parish facility**, OR arrange for a dumpster to be dropped & picked up. **Seafood is not allowed in any WBR Parish dumpster** or **THE DEPOSIT SHALL BE FORFEITED**.
- For adult functions, music must end at 1:00 a.m. and the center vacated by 2:00 a.m. (Except for New Year’s Eve; music ends at 2:00 a.m. and the center vacated by 3:00 a.m.)
- **For Youth Functions (50 percent or more of attendees are age 17 or younger)**, music must end at 12:00 a.m. and the center vacated by 12:30 a.m.
- **No Alcoholic Beverages are allowed at youth functions (50 percent or more of attendees are age 17 or younger).**
- Dances are allowed for youth (ages 13-17) and must be properly chaperoned (a minimum of one law enforcement officer & three adults 25 years of age or older).
- Youth are not allowed to loiter outside or leave and return to the function.
- **Before a youth function begins (50 percent or more of attendees are age 17 or younger), one (1) law enforcement officer and three (3) three adult chaperones (25 years of age or older) shall meet together with the custodian for proper identification purposes, & remain throughout the function until it ends.**

Responsible Party Initials: _____

- During the event no other responsibilities or duties (i.e., such as running concession stands or collecting at the door, etc.) shall be given to the police officer(s) or chaperones.

Community Center Fees (subject to change at any time without notice):

Acceptable methods of payment: Check, Money Order, or Credit/Debit Card (3% Convenience Fee Assessed). Checks and money orders are to be made payable to West Baton Rouge Parks & Recreation. NO CASH.

- Rental of Center during **weekends** \$250.00 per day (Fri., Sat., or Sun.)
- Rental of Center during weekdays \$125.00 per day (Mon. – Thurs.)
- Damage Deposit on Center \$250.00
- Rental of Meeting Rooms & Kitchen (No Deposit Fee) \$30.00 per day (Mon. – Thurs.)
- Rental of Large Pavilion \$75.00 per day
- Damage Deposit on Large Pavilion \$100.00

Responsible Party Initials: _____

Reservations for Weddings:

West Baton Rouge Parish facilities will be available for booking one year prior to the wedding date under the following conditions:

- The bride, the groom or either of their parents, grandparents, or legal guardians must reside in West Baton Rouge Parish and must personally appear to book the center with proof of residency.
- The rental fee along with the damage deposit fee shall be due in full at the time of booking.
- **If you book the facility before the official book opening and misrepresent the bride, groom or acceptable family affiliation at the time of booking, the deposit fee shall be forfeited. If you attempt to use the facility on the date booked for any purpose other than a wedding, the event shall be shut down and the deposit fee shall be forfeited.**
- **In the event that the wedding is cancelled, there will be a mandatory hold placed on the date(s) until otherwise determined by the parks and recreation director; therefore no other functions will be allowed to be booked on that date.**

Rules for Alcohol at any Community Center:

- In accordance with state law, West Baton Rouge Parish prohibits the consumption of alcohol by anyone under the age 21 at any of its centers, parks, or facilities.
- If it is determined that alcohol has been consumed by a minor, his/her parents will be notified by the responsible party and the minor shall be dealt with in accordance with the law.
- **Glass drinking containers are not permitted** at any West Baton Rouge Parish facilities, including all parking lots and/or parish property.
- A uniformed law enforcement officer, having jurisdiction in West Baton Rouge Parish and equipped with a radio for backup and a vehicle, must be present during the entire event.
- A **SPECIAL-USE PERMIT** is needed **if alcohol is being sold at the function**. It must be obtained from the State Office of Alcohol and Tobacco Control prior to the function. To apply for this permit, the responsible party must request a Letter of No Objection from West Baton Rouge Parish Administration. The Letter of No Objection must be signed by the West Baton Rouge Parish Administration and by the local law enforcement agency that will be used at the function, and presented with their application to the State Office of Alcohol and Tobacco Control to obtain the permit. **A copy of the permit must be placed on file with the Parks & Recreation Office before the function or the deposit fees shall be forfeited and the function shut down.** Because local ordinances concerning events within municipalities may apply, we require the primary law enforcement agency be given first right of refusal to provide security services.
- It is the responsibility of the responsible party to hire and pay the law enforcement officer(s). Please contact the law enforcement agency having jurisdiction for details. **A FUNCTION HELD IN ADDIS MUST HAVE A POLICE OFFICER OR OFFICERS FROM THE TOWN OF ADDIS PRESENT.**
- Before the function begins, the law enforcement officer shall be introduced to the custodian for identification purposes.

NOTE: **If the terms listed above are not met, the function can be cancelled and/or shutdown without refund of any fees.**

Numbers for the appropriate Law Enforcement agency for each center:

Addis Community Center/Addis VFW Hall – Town of Addis Police Only: 687-2222

West Baton Rouge Community Center – City of Port Allen Police: 343-5525 or WBR Sheriff's Office: 343-9234

Erwinville Community Center – WBR Sheriff's Office Only: 343-9234

If you book the facility before the book opening for a wedding, but use the facility for any other purpose other than a wedding, the event shall be immediately shut down and the deposit fee shall be forfeited.

If the bride, groom, or acceptable family affiliation was misrepresented, the deposit fee shall be forfeited.

In the event that the wedding is cancelled, there will be a mandatory hold placed on the date(s) until otherwise determined by the parks and recreation director; therefore no other functions will be allowed to be booked on that date.

Signature of Responsible Party

Date

Name of Responsible Party (Person Booking): _____

Organization/ Individual Event is for: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____ Email: _____

Date of Application: _____

Date(s) Reserved: _____

Facility to be Reserved: _____

Type of Event: _____

Number Expected to Attend: _____ For Security Requirements

Circle One:

Facilities:	Seating Capacity:	<u>Approximate # of Tables:</u>	<u>Approximate # of Chairs:</u>
Port Allen Community Center	432	34 Round/20 Rectangle	350
Addis Community Center	692	40 Round/10 Rectangle	450
Addis VFW Hall	252	30 Round/4 Rectangle	180
Erwinville Community Center	372	36 Round/37 Rectangle	688
Port Allen Pavilion (NO MUSIC ALLOWED)		20 Rectangle	160

This permit is granted subject to the following rules and regulations, and the acceptance and use thereof by the applicant is an agreement on his behalf to comply with all terms and conditions herein set forth, together with all rules and procedures established by The West Baton Rouge Parish Council. The West Baton Rouge Parish Council reserves the right to adjust or change the rates of this contract at any time to accommodate any special arrangements as may be needed.

It is hereby agreed upon that all participants and parish certified event volunteers who present proper identification will be admitted with a guest to any and all events at no charge. Volunteers will park at the area so designated at no charge and shall be available to assist you or your group any time they are at the facility.

I have read, understand and agree to the rules and regulations to rent a West Baton Rouge Parish facility.

Signature of Responsible Party

Date