

# West Baton Rouge Parish Community Center Rental 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

Please note that terms and conditions are subject to change without notice.

## Important terms and conditions for reserving all West Baton Rouge Parish Centers and 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.

- Parish-sponsored events, programs, tournaments, etc., have first priority for reservations.
- Only adults (18 years or older) who are **West Baton Rouge Parish residents** (live/reside in West Baton Rouge Parish), Bona Fide Organizations, and owners/proprietors of locally-owned businesses domiciled in West Baton Rouge Parish are eligible to reserve/book parish centers. (Being a land owner, but not a resident, does not qualify.)
- Proof of identification and residency must be provided at the time of booking. **All documents must have the same name & West Baton Rouge Parish address.**
  - Proof of identification must be one of the following:
    - US Passport (unexpired)
    - State Issued Driver's license or ID Card (unexpired)
    - US Military ID Card or US Military dependent's ID card (unexpired)
  - Proof of residency must be:
    - 2 Current Bills or
    - Voter Registration Card or
    - Vehicle registration & title (unexpired)
- West Baton Rouge Parish Community Centers shall not be reserved for personal profit or gain. Only organizations having non-profit status (**501c3** document **required as proof**) are allowed to reserve a center for profit or gain.
- West Baton Rouge Parish facilities are **NOT AVAILABLE** to book on the following days:
  - New Year's Day, January 1
  - Easter Sunday
  - Thanksgiving Day, fourth Thursday in November
  - Christmas Day, December 25
- Functions (excluding youth functions), must end at 1:00 a.m. and the center vacated by 2:00 a.m. (Except for New Year's Eve (December 31<sup>st</sup>), on which function must end at 2:00 a.m. and the center vacated by 3:00 a.m.)
- **For youth functions**, the function must end at 12:00 a.m. and the center vacated by 12:30 a.m.
- The **responsible party** is the person who reserves/books the facility, the responsible party must appear in person at the time of the booking to reserve a facility.
- The responsible party must be present during the function to sign the Responsible Party Sign-Off Sheet at the beginning of the function and again at the end of the function. This will be verified by the custodian on duty during the function. **If the responsible party is not present at the beginning and the end of the function, the deposit fee is forfeited.**

Responsible Party Initials: \_\_\_\_\_

- **All functions can be reserved/booked six months in advance of the exact date** by residents of West Baton Rouge Parish. (Weddings and/or wedding receptions can be reserved/booked one year in advance of the exact date.)
- **Only the wedding and/or wedding reception can be reserved/booked one year in advance of the exact date and require the full amount (rental fee and deposit fee) to be paid when booking. Only the bride or groom, parents or grandparents of the bride or groom, who are WBR residents are allowed to reserve/book a date one year in advance.**
- Reservations for week-end dates, (Fridays, Saturdays, and/or Sundays) are limited to two (2) within a six-month period unless authorized by the Parish President.
- No reservation or rental agreement shall be issued to any person who is an interposed person for the owner or the 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.

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### Rules for Community Centers:

- **GLASS** drinking containers are **NOT permitted** at any West Baton Rouge Parish facility, including all parking lots and/or parish property.
- Fog machines are **NOT** allowed.
- All decorations must be free standing. Absolutely nothing is to be put on the walls-- **no tape; no staples; no tacks are allowed on the floors or walls** except on the cork strip (located by stairs at the Port Allen Community Center).
- Tables, chairs, and heavy decorations must be carried across the floors—**NO DRAGGING** across the floor.
- Extension cords must be covered to avoid a hazard.
- Any form of **CONFETTI OR GLITTER (including balloons containing either)** is **NOT allowed** indoors or on the premises at any facility.
- **FIREWORKS/SPARKLERS** are **NOT** allowed indoors or on the premises at any facility.
- **HAY CANNOT BE USED ON ANYTHING EXCEPT TO STACK ON THE FLOOR. THE HAY MUST BE PLACED ON TOP OF PLASTIC OR CLOTH TO PROTECT THE FLOOR.**
- **BURNING CANDLES** or any other burning materials are **NOT** allowed indoors or on the premises at any facility.
- **NO FRYING INDOORS.** WHEN COOKING OUTDOORS, the **concrete must be protected** from spills/grease/etc.
- It is the responsibility of the user to break down cardboard boxes and place in the trash dumpsters prior to closing time. At the end of the function, table tops are to be cleaned off.
- **Grease** must be poured in a grease trap (if available); otherwise it must be **hauled off**.
- Boiled seafood is not allowed inside West Baton Rouge Parish Community Centers except for the following weekdays: Mondays, Tuesdays and Wednesdays. **Metal chairs** shall be used **when eating boiled seafood**.

Responsible Party Initials: \_\_\_\_\_

- When any type of **seafood** (crawfish, shrimp, crabs, fish, etc.) is served, it shall be the responsibility of the responsible party to haul off all remains from the parish facility, OR arrange for a dumpster to be dropped & picked up. **Seafood is not allowed in any WBR Parish dumpster. VIOLATORS WILL FORFEIT DEPOSIT.**

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## Rules for Youth Functions:

- A Youth Function is defined as 50 percent or more of attendees are 17 years of age or younger.
- Function must end at 12:00 a.m. and the center vacated by 12:30 a.m.
- **No alcoholic beverages** are allowed. **Glass drinking containers are not permitted.**
- Any youth function (ages 13-17) must be properly chaperoned in accordance with the following:
  - Minimum of two (2) Law Enforcement Officers for the first 100 youth in attendance; then one additional officer for every 50 additional youth
  - Minimum of three (3) adults, 25 years of age or older
- Before the function begins, the law enforcement officers and the three adult chaperones (25 years of age or older) shall meet together with the custodian on duty for proper identification purposes.
- All law enforcement officers and assigned adult chaperones must remain present throughout the entire duration of the function.
- During the function, no other responsibilities or duties (i.e., running concession stands or collecting at the door, etc.) shall be given to the law enforcement officers or chaperones.
- Youth are not allowed to loiter outside or **leave and return to the function.**
- The responsible party must be present during the function to sign the Responsible Party Sign-Off Sheet at the beginning of the function and again at the end of the function. This will be verified by the custodian on duty during the function. **If the responsible party is not present at the beginning and the end of the function, the deposit fee shall be forfeited.**

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## Rules for Alcohol:

- 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.
- **No Alcoholic Beverages are allowed at youth functions (defined as 50 percent or more of attendees are age 17 or younger).**
- **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 time alcohol is available.**
- 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. 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.
- **WHEN ALCOHOL IS PRESENT AT A FUNCTION HELD WITHIN ADDIS CITY LIMITS (ADDIS COMMUNITY CENTER OR ADDIS VFW HALL), THE POLICE OFFICER(S) FROM THE TOWN OF ADDIS MUST BE PRESENT (NO EXCEPTIONS).**

Responsible Party Initials: \_\_\_\_\_

- Before the function begins, the law enforcement officer shall be introduced to the custodian for identification purposes & signing of the *Law Enforcement Officer Sign-Off Sheet*.
- During the function, no other responsibilities or duties (i.e., running concession stands or collecting at the door, etc.) shall be given to the law enforcement officer(s) or chaperones.
- 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 the West Baton Rouge Parish Administration. The Letter of No Objection must be signed by the West Baton Rouge Parish President and by the local law enforcement agency that will be used at the function, and presented with the 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 WBR Parish Administration Office and the Parks & Recreation Office before the function or the deposit fees shall be forfeited and the function shut down.**

**IF ANY OF THE ABOVE-STATED RULES ARE VIOLATED, THE FUNCTION CAN BE CANCELLED AND/OR SHUT DOWN AND THE DEPOSIT FEE SHALL BE FORFEITED.**

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## **Community Center Booking & Deposit Fees:**

Subject to change at any time without notice

### **NO CASH ACCEPTED**

#### **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

#### **Non-Refundable Booking Fee (due at the time of booking):**

- |                                  |  |
|----------------------------------|--|
| • WEEKEND Rental of Center       | \$250.00 per day (Friday, Saturday, and/or Sunday) |
| • Weekday Rental of Center       | \$125.00 per day (Monday thru Thursday)            |
| • Weekday Rental of Meeting Room | \$30.00 per day (Monday thru Thursday)             |
| • Rental of Port Allen Pavilion  | \$75.00 per day                                    |

#### **Refundable Deposit Fee (due no less than 21 days prior to the scheduled function):**

- |  |          |
|--|----------|
| • Damage/Violation Deposit Fee                     | \$250.00 |
| • Damage/Violation Deposit Fee Port Allen Pavilion | \$100.00 |
- The **required deposit fee must be paid no less than three weeks (21 days) prior to the scheduled event**. If paid at the three-week deadline, payment **must be by money order only**.
  - After the date of the function and it is determined that the facility/grounds were not damaged and there was no violation to the contract terms, the deposit fee will be refunded in the form of a check. Please allow up to two weeks following the function for receipt of the deposit fee.
  - **Cancellations or transfers** must be made in person by the **responsible party only (valid ID required)**, and must be made a minimum of **30 days in advance** of the reserved date or **all fees shall be forfeited**.
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**Responsible Party Initials:** \_\_\_\_\_

## Reservations for Weddings:

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

- The bride, the groom or either of their parents, grandparents, or legal guardians, who are **West Baton Rouge Parish residents** (live/reside in West Baton Rouge Parish), must personally appear to book the center with proof of identification and residency.
- Proof of identification and residency must be provided at the time of booking. **All documents must have the same name & West Baton Rouge Parish address.**
  - Proof of identification must be one of the following:
    - US Passport (unexpired)
    - State Issued Driver's license or ID Card (unexpired)
    - US Military ID Card or US Military dependent's ID card (unexpired)
  - Proof of residency must be:
    - 2 Current Bills
    - Voter Registration Card
    - Vehicle registration (unexpired) and One Current Bill
- If the bride, groom, or acceptable family affiliation is misrepresented, the deposit fee shall be forfeited.

## Booking & Deposit Fees for Weddings:

- Only first-time weddings can be booked one year in advance of the exact date and require the full amount (rental fee and deposit fee) be paid at the time of the booking.

### Non-Refundable Booking Fee (due at the time of booking the wedding):

- |                                  |  |
|----------------------------------|--|
| • WEEKEND Rental of Center       | \$250.00 per day (Friday, Saturday, and/or Sunday) |
| • Weekday Rental of Center       | \$125.00 per day (Monday thru Thursday)            |
| • Weekday Rental of Meeting Room | \$30.00 per day (Monday thru Thursday)             |
| • Rental of Port Allen Pavilion  | \$75.00 per day                                    |

### Refundable Deposit Fee (due at the time of booking the wedding):

- |  |          |
|--|----------|
| • Damage/Violation Deposit Fee                     | \$250.00 |
| • Damage/Violation Deposit Fee Port Allen Pavilion | \$100.00 |

- 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.
- **PLEASE NOTE: 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.**

Responsible Party Initials: \_\_\_\_\_

## Community Center Information:

### Addis Community Center

Address: 7520 Hwy 1 South, Addis, LA 70710  
Capacity: 692 (without tables & chairs)  
Approximate # of Tables: 40 Round/10 Rectangle  
Table Measurements: Round = 5 ft (60 in) diameter  
Table Measurements: Rectangle = 3 ft wide by 6 ft long  
Approximate # of Chairs: 450

### Addis VFW Hall

Address: 4453 Myhand St., Addis, LA 70710  
Capacity: 252 (without tables & chairs)  
Approximate # of Tables: 30 Round/8 Rectangle  
Table Measurements: Round = 5 ft (60 in) diameter  
Table Measurements: Rectangle = 3 ft wide by 6 ft long  
Approximate # of Chairs: 180

### Erwinville Community Center

Address: 5110 Rougon Rd., Port Allen, LA  
Capacity: 372 (without tables & chairs)  
Approximate # of Tables: 36 Round/37 Rectangle  
Table Measurements: Round = 5 ft (60 in) diameter  
Table Measurements: Rectangle = 3 ft wide by 6 ft long  
Approximate # of Chairs: 688

### Port Allen Community Center

Address: 749 N. Jefferson Ave., Port Allen, LA 70767  
Capacity: 432 (without tables & chairs)  
Approximate # of Tables: 34 Round/20 Rectangle  
Table Measurements: Round = 5 ft (60 in) diameter  
Table Measurements: Rectangle = 3 ft wide by 6 ft long  
Approximate # of Chairs: 350

### Port Allen Pavilion

Address: 749 N. Jefferson Ave., Port Allen, LA 70767  
Capacity: 200 (without tables and chairs)  
Approximate # of Tables: 12 Round/15 Rectangle  
Table Measurements: Round = 5 ft (60 in) diameter  
Table Measurements: Rectangle = 3 ft wide by 6 ft long  
Approximate # of Chairs: 175 (metal)  
**(NO MUSIC ALLOWED AFTER DARK. All music must be family friendly and played at a reasonable sound level.)**

### Williams & Lee Community Center

Address: 1631-A Louisiana Ave., Port Allen, LA 70767  
Capacity: 250 (without tables & chairs)  
Approximate # of Tables: 34 Round/6 Rectangle  
Table Measurements: Round = 5 ft. (60 in.) diameter  
Table Measurements: Rectangle = 3 ft. wide by 6 ft. long  
Approximate # of Chairs: 200 (cloth, banquet style)

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## Contact Numbers for the Law Enforcement Agencies to Use:

- Addis Community Center/Addis VFW Hall
  - Town of Addis Police (Only): (225) 687-2222
- Port Allen Community Center
  - City of Port Allen Police: (225) 343-5525
  - WBR Sheriff's Office: (225) 343-9234
- Erwinville Community Center
  - WBR Sheriff's Office (Only): (225) 343-9234

**REMINDER: Officer(s) must be in uniform, have a radio, and be in a unit.**

**Responsible Party Initials:** \_\_\_\_\_

## West Baton Rouge Parish Community Center Rental Application and Contract

|  |  |  |   |
|--|--|--|---|
| Date of Application:                                 | _____  |  |   |
| Responsible Party:                                   | _____  |  |   |
|  | <i>First Name</i>                            | <i>Last Name</i>   |   |
| Physical Address:                                    | _____  |  |   |
|  | <i>Street Address</i>                        | <i>Suite/Room #</i>                                      |   |
|  | _____  | _____  | _____                                   |
|  | <i>City</i>                                  | <i>State</i>   | <i>Zip Code</i>                         |
| Mailing Address:                                     | _____  |  |   |
|  | <i>Street Address</i>                        | <i>Suite/Room #</i>                                      |   |
|  | _____  | _____  | _____                                   |
|  | <i>City</i>                                  | <i>State</i>   | <i>Zip Code</i>                         |
| Phone:   | _____  |  |   |
|  | <i>Primary</i>                               | <i>Secondary</i>   |   |
| Email Address:                                       | _____  |  |   |
| Date(s) Reserved:                                    | _____  |  | Times: _____                            |
|  | <i>Format: mm-dd-yyyy</i>                    |  |   |
| <b>Facility Reserved:</b>                            |  |  |   |
| <input type="checkbox"/> Addis Community Center      | <input type="checkbox"/> Addis VFW Hall      | <input type="checkbox"/> Erwinville Community Center     |   |
| <input type="checkbox"/> Port Allen Community Center | <input type="checkbox"/> Port Allen Pavilion | <input type="checkbox"/> Williams & Lee Community Center |   |
| <b>Event Type: (Mark <u>all</u> that apply)</b>      |  |  |   |
| <input type="checkbox"/> Wedding                     | <input type="checkbox"/> Concert/Music       | <input type="checkbox"/> Festival                        | <input type="checkbox"/> Fund Raiser    |
| <input type="checkbox"/> Meeting                     | <input type="checkbox"/> Party/Ball          | <input type="checkbox"/> Reunion                         | <input type="checkbox"/> School Related |
| <input type="checkbox"/> Social Club Event           | <input type="checkbox"/> Sports Event        | <input type="checkbox"/> Banquet                         | <input type="checkbox"/> Other _____    |
| Description of Event:                                | _____  |  |   |
|  | _____  |  |   |
| Organization and/or Individual Event is For:         | _____  |  |   |
| <b>For Security Requirements:</b>                    |  |  |   |
| Alcohol Present?                                     | <input type="checkbox"/> No                  | <input type="checkbox"/> Yes                             | If Yes, describe. _____                 |
| Number of People Expected to Attend:                 | _____  |  |   |

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 reserve a West Baton Rouge Parish facility.**

\_\_\_\_\_  
*Responsible Party Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*West Baton Rouge Parish Parks & Recreation Representative*

\_\_\_\_\_  
*Date*

**For Office Use Only**

Date of Application: \_\_\_\_\_

Responsible Party: \_\_\_\_\_  
*First Name Last Name*

Date(s) Reserved: \_\_\_\_\_  
*Format: mm-dd-yyyy*

Facility Reserved:

|  |  |  |
|--|--|--|
| <input type="checkbox"/> Addis Community Center      | <input type="checkbox"/> Addis VFW Hall      | <input type="checkbox"/> Erwinville Community Center     |
| <input type="checkbox"/> Port Allen Community Center | <input type="checkbox"/> Port Allen Pavilion | <input type="checkbox"/> Williams & Lee Community Center |

**Payment Information:** Receipt Number(s): \_\_\_\_\_

|                                       |   |                                      |
|---------------------------------------|---|--------------------------------------|
| <input type="checkbox"/> Booking Fee  | <input type="checkbox"/> Deposit Fee        | Payment Amount: _____                |
| <input type="checkbox"/> Check: _____ | <input type="checkbox"/> Money Order: _____ | <input type="checkbox"/> Credit Card |

Payment Date: \_\_\_\_\_ Payment Deposited Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_  
*First Name Last Name Date*

**Payment Information:** Receipt Number(s): \_\_\_\_\_

|                                       |   |                                      |
|---------------------------------------|---|--------------------------------------|
| <input type="checkbox"/> Booking Fee  | <input type="checkbox"/> Deposit Fee        | Payment Amount: _____                |
| <input type="checkbox"/> Check: _____ | <input type="checkbox"/> Money Order: _____ | <input type="checkbox"/> Credit Card |

Payment Date: \_\_\_\_\_ Payment Deposited Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_  
*First Name Last Name Date*

**Cancellation Information:** Receipt Number(s): \_\_\_\_\_

|                                       |   |                                      |
|---------------------------------------|---|--------------------------------------|
| <input type="checkbox"/> Booking Fee  | <input type="checkbox"/> Deposit Fee        | Refund Amount: _____                 |
| <input type="checkbox"/> Check: _____ | <input type="checkbox"/> Money Order: _____ | <input type="checkbox"/> Credit Card |

Employee Name: \_\_\_\_\_  
*First Name Last Name Date*

**For Office Use Only**

Date of Application: \_\_\_\_\_

Responsible Party: \_\_\_\_\_  
*First Name Last Name*

Date(s) Reserved: \_\_\_\_\_  
*Format: mm-dd-yyyy*

Facility Reserved:

|  |  |  |
|--|--|--|
| <input type="checkbox"/> Addis Community Center      | <input type="checkbox"/> Addis VFW Hall      | <input type="checkbox"/> Erwinville Community Center     |
| <input type="checkbox"/> Port Allen Community Center | <input type="checkbox"/> Port Allen Pavilion | <input type="checkbox"/> Williams & Lee Community Center |

**Transfer Information:** Receipt Number(s): \_\_\_\_\_

|                                      |                                       |                                      |
|--------------------------------------|---------------------------------------|--------------------------------------|
| <input type="checkbox"/> Booking Fee | <input type="checkbox"/> Deposit Fee  | Refund Amount: _____                 |
| <input type="checkbox"/> Check:      | <input type="checkbox"/> Money Order: | <input type="checkbox"/> Credit Card |

1<sup>st</sup> Transfer Information: Receipt Number(s): \_\_\_\_\_

New Date(s) Reserved: \_\_\_\_\_  
*Format: mm-dd-yyyy*

New Facility Reserved:

|  |  |  |
|--|--|--|
| <input type="checkbox"/> Addis Community Center      | <input type="checkbox"/> Addis VFW Hall      | <input type="checkbox"/> Erwinville Community Center     |
| <input type="checkbox"/> Port Allen Community Center | <input type="checkbox"/> Port Allen Pavilion | <input type="checkbox"/> Williams & Lee Community Center |

Employee Name: \_\_\_\_\_  
*First Name Last Name Date*

2<sup>nd</sup> Transfer Information: Receipt Number(s): \_\_\_\_\_

New Date(s) Reserved: \_\_\_\_\_  
*Format: mm-dd-yyyy*

New Facility Reserved:

|  |  |  |
|--|--|--|
| <input type="checkbox"/> Addis Community Center      | <input type="checkbox"/> Addis VFW Hall      | <input type="checkbox"/> Erwinville Community Center     |
| <input type="checkbox"/> Port Allen Community Center | <input type="checkbox"/> Port Allen Pavilion | <input type="checkbox"/> Williams & Lee Community Center |

Employee Name: \_\_\_\_\_  
*First Name Last Name Date*

3<sup>rd</sup> Transfer Information: Receipt Number(s): \_\_\_\_\_

New Date(s) Reserved: \_\_\_\_\_  
*Format: mm-dd-yyyy*

New Facility Reserved:

|  |  |  |
|--|--|--|
| <input type="checkbox"/> Addis Community Center      | <input type="checkbox"/> Addis VFW Hall      | <input type="checkbox"/> Erwinville Community Center     |
| <input type="checkbox"/> Port Allen Community Center | <input type="checkbox"/> Port Allen Pavilion | <input type="checkbox"/> Williams & Lee Community Center |

Employee Name: \_\_\_\_\_  
*First Name Last Name Date*