

# ST. JAMES PARISH DEPARTMENT OF RECREATION

## Request & Permit to use the St. James Parish Recreation and Park Facilities Lutcher Park and Pavilion

1. The Parish agrees to allow Parish residents (Organizations) to rent and reserve the use of Lutcher Park / Pavilion for a fee of \$75.00 per function, not to exceed eight (8) hours. For one day events lasting longer than eight (8) hours, approval by the Parish Recreation Supervisor prior to the date of the function is required. The 8:00 pm curfew will be enforced unless authorized through the steps above.
2. For events or festivals lasting over a period of two (2) or three (3) consecutive days, the Parish agrees to allow Parish Residents (Organizations) to reserve and rent the use of the Lutcher Park for a fee of \$500.00.
3. For those events requiring the Park to be reserved > 6 months in advance, this form must be completed and filed with the St. James Parish Recreation Department. In addition, a deposit of \$200.00 must be paid at the time of the request to secure the Park facilities. Return of deposit will be issued upon cancellation of this request.
4. In order to balance the availability of the Lutcher Park and Pavilion to all residents and provide for cleanup and maintenance of facility; NO two independent events will be scheduled on consecutive days.
5. The Parish agrees to allow Parish Residents (Organizations) to reserve and rent the use of Lutcher Ball Fields and Concession Stand for a fee of \$100.00 per day, not to exceed 8 hours. For events lasting longer than 8 hours, approval by the Parish Recreation Supervisor prior to the date of the function is required. The 8:00 pm curfew will be enforced unless authorized through the steps above.  
NOTE: This rental is for the Ball Fields and Concession Stand Only. It is separate from the rental of the Pavilion.
6. This form must be completed and all rental fees and deposits must be paid at least five (5) workdays prior to the date of requested use.
7. Proof of St. James Parish residency is required when completing this form.
8. This form must be signed by the Parish Resident responsible for requesting use of this Parish facility before permit can be issued. Said person (Organization) agrees to indemnify and hold St. James Parish harmless from any liability and claims resulting from injury or property damage during the event. NOTE: A Parish Resident is required to represent an Organization requesting the use of the park.
9. A damage deposit of \$100.00 must be paid at the time the park is requested for any event. Any damages, failure to cleanup, disposal of garbage into trash dumpster, or complaints filed for unlawful or immoral use will cause such deposit to be forfeited to the Parish.
10. The Parish Resident (Organization) requesting the use of Lutcher Park is responsible for the park / pavilion cleanup and proper disposal of garbage from the event. Cleanup consists of picking up and disposing of all litter into approved trash bins. Proper disposal of garbage consists of emptying trash into the designated trash dumpsters. NOTE: Proper disposal of grease, oil, or other cooking material is the responsibility of the Requester. Dumping of material on the Park grounds or in subsurface drainage is expressly forbidden and additional charges/penalties shall be imposed upon those residents found in violation.
11. The use of waterslides or any other water related activities must be pre-approved and noted on this form. Water-related activities will be set up in designated areas. Use of water for these activities will result in an additional fee of \$25.00.
12. The parking of vehicles on the Lutcher Park grounds outside of the designated concrete parking areas is restricted and approval must be received by the Parish Recreation Supervisor. For events utilizing the Lutcher Pavilion and requiring vehicular access to the Pavilion, only approved vehicles may remain inside the fenced area. It is the intent to minimize the amount of traffic and parking on the grassy areas to limit damage.
13. Parking shall be controlled in a manner to avoid the obstruction of passage of emergency vehicles on Louisiana Avenue. Violators will be towed at the owner's expense.
14. No parking in the Our Lady of Prompt Succor Chapel designated parking spots. Violators will be towed at owner's expense.
15. Activities such as dances, record hops, etc. where admission tickets are sold are prohibited at any Parish Recreation Park.
16. If alcoholic beverages are sold, it is the responsibility of the Parish Resident (Organization) signing this form to provide security coverage on the Park grounds during the entire duration of the event.
17. If alcoholic beverages are sold, it is the responsibility of the Parish Resident (Organization) using the Parish Park to control the consumption of alcohol by minors through the use of wristbands or some other similar form of identification.
18. No person shall operate or permit the operation of any sound amplification system which emanates unreasonably loud or excessive sound or noise which is likely to cause inconvenience or annoyance to Parish Residents living in the vicinity of the Lutcher Park. Violation of this rule will result in a visit/warning from a Parish or Town Deputy. The second complaint and visit from law enforcement will result in the immediate closure of the event and forfeiture of the damage deposit.
19. The Resident or Organization requesting the use of the Lutcher Park must comply with the rules listed on this request form and all rules posted at the Lutcher Park. Any violation of these rules will result in immediate closure of the event and dismissal from the Lutcher Park, where the event is being held.

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#### **GENERAL PARK RULES**

The following rules shall apply to all recreational parks within St. James Parish unless otherwise provided herein below:

1. The sale or consumption of alcoholic beverages shall be prohibited at all team sporting events when any of the participants are 17 years of age or younger.
2. The resident is responsible for cleanup and is liable for any unlawful or immoral activities or damage to buildings, fixtures, or property. A damage deposit of \$100.00 must be paid at the time the park is requested. Any damages, failure to cleanup, or complaints filed for unlawful or immoral use will cause such deposit to be forfeited to the parish.
3. Due to the open container law within the limits of any municipality located within the Parish, any sale or consumption of alcoholic beverages at the Gramercy or Lutcher Parks must be granted a waiver by the respective municipal Board of Aldermen and District Recreation Board wherein the park is located and the Parish Recreation Supervisor.
4. No horseback riding, hitting of golf balls, or motorized vehicles of any kind, or battery operated golf carts or ATV, shall be allowed on park grounds or playing fields. Vehicles shall park only in designated parking areas and shall not obstruct any passage way or street.
5. No glass containers.
6. No profanity.
7. No loud music. (See individual park restrictions)
8. 8:00 pm curfew shall be enforced unless as otherwise provided in this section.
9. The use of St. James Parish Recreational District Parks 1, 3, 4, 5, 6 and 7 for Car, Truck and Bike Shows is prohibited unless a waiver is granted by the respective Recreational Park Board where the park is located and by the Parish Recreation Supervisor.

