

ST. JAMES PARISH DEPARTMENT OF RECREATION

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

Paulina Park and Pavilion

1. The Parish agrees to allow Parish Residents (Organizations) to reserve and rent Paulina Park and Pavilion for a fee of \$75.00 per function per day not to exceed eight (8). 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. In the event the Park and Pavilion is rented for an Adult Organized Function, additional fees may apply. "Adult Organized Function" is defined as any function, other than a Parish sponsored event, where participants are 18 years of age or older.
 - a. The fee for any adult organized softball function or adult organized function shall be \$300.00 per day. An additional clean up fee in the amount of \$200.00 shall be remitted with the rental fee in advance for cleanup of restrooms, concession area and pavilion.
 - b. The Parish Resident (Organization) for any adult organized softball function or other adult organized function shall provide Accident and Liability Insurance coverage naming the Parish as an additional insured with a minimum of \$1,000,000.00 general liability and property damage coverage. Proof of insurance coverage shall be provided to the Parish Recreation Supervisor with the rental contract. Failure to provide proof of insurance coverage shall be grounds for rejection of the application for rental.
3. The Parish Resident (Organization) is responsible for 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. A damage deposit of \$100.00 must be paid at the time the park is requested. Any damage, failure to cleanup, or complaints filed for unlawful or immoral use will cause such deposit to be forfeited to the Parish. 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.
4. 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. Proof of residency is required.
5. The Parish shall reserve the right to have a representative present at all times during the event and shall have access to the entire premises to prevent any use considered to violate federal, state and/or local laws.
6. The Parish reserves the right to deny any request for use of the Park prior to completing a rental contract if there are any potential safety concerns or issues.
7. The Parish resident signing the contract and a Parish Recreation Department representative shall conduct a review of the Park facilities and surrounding areas before and after the event for compliance with litter/trash cleanup. The results of this review will be communicated by the Parish Recreation Supervisor for approval/forfeiture of deposit.
8. The Parish resident signing the contract on behalf of the Organization agrees that under no circumstances shall the consumption of alcoholic beverages be allowed by persons less than 21 years of age on the Park grounds. It is the responsibility of the Parish resident (organization) signing the contract to obtain all necessary permits, licensing, etc., authorizing the sale of alcohol and to provide this documentation to the Parish Recreation Supervisor when renting the park. If alcoholic beverages are sold or consumed, it is the responsibility of the Parish Resident (organization) signing the rental agreement to provide security coverage through the St. James Parish Sheriff's Office for the duration of the event. The Resident must present the Sheriff's Office completed contract and a payment receipt from the Parish Sheriff's Office to the Parish Recreation Department. Once the entire security fee is paid in full, the Sheriff's Office will fax a copy of the receipt with verification of deputy assignment to the Parish Recreation Department. A copy of the receipt must be attached to the contract. If the Sheriff's fee is not paid within ten (10) working days of the scheduled rental, the event shall be cancelled and the deposit paid to the Parish forfeited.
9. 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 at the park or living in the vicinity of the Park when the following exists: the sound or noise emanating from the sound amplification system is audible at a distance of greater than 25 feet or exceeds 70 decibels. Violation of this rule may result in the immediate closure of the event and forfeiture of the damage deposit.
10. Amusement rides and water slides shall not be allowed on the Park grounds.

PARK RULES

1. The sale or consumption of alcoholic beverages shall be prohibited at all team sporting events when any of the participants are seventeen years of age or under.
2. If alcoholic beverages are sold, it is the responsibility of the person signing this request to provide security coverage on the grounds during the function being held.
3. Due to the open container law in the Town of Gramercy, any sale or consumption of alcoholic beverages at the Gramercy Park must be granted a waiver from the Gramercy Recreation District.
4. Due to the open container law in the Town of Lutcher any sale or consumption of alcoholic beverages at Lutcher Park must be granted a waiver by the St. James Recreation Department.
5. No horseback riding, hitting golf balls, or motorized vehicles on playing area.
6. No glass containers.
7. No profanity.
8. No loud music.
9. 8:00 pm curfew unless authorized.

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Date & Location for which facility is to be used _____
(Date) (Location)

Purpose of Activity _____ Time _____
(Beginning) (Ending)

(Organization Name) (Family Name)

Contact Person _____ Telephone _____

Address _____

*Signature of Person Requesting Facility Date

**My signature denotes that we will comply with guidelines as stated.*

Recreation Supervisor or Coordinator Date

*****FOR OFFICE USE ONLY*****

Rental Fee: _____ Damage Deposit: _____ Total Received: _____ Initials: _____