



St. James Parish Council

Vondra Etienne-Steib
Chairwoman

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Jason Amato
Vice-Chairman

Linda Hubbell
Secretary

PUBLIC NOTICE NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the following entitled ordinance was introduced at a regular meeting of the Parish Council of the Parish of St. James, State of Louisiana, on October 25, 2023, and laid over for publication of notice:

PROPOSED ORDINANCE 23-12 ST. JAMES PARISH COUNCIL

AN ORDINANCE AMENDING CHAPTER 27, ST. JAMES PARISH RECREATION PARKS AND FACILITIES, SECTION 1, RULES AND REGULATIONS OF THE ST. JAMES PARISH CODE OF ORDINANCES

WHEREAS, the St. James Parish Council may create recreational parks and rental facilities rule and regulations pursuant to Louisiana Revised Statute 33:4562, et seq.; and,

WHEREAS, Chapter 27 of the St. James Parish Code of Ordinances provides for Recreation; and

WHEREAS, the amendments are defined through Exhibit A, attached to and made a part thereof.

NOW, THEREFORE, BE IT ORDAINED, by the St. James Parish Council that Chapter 27, St. James Parish Recreation Parks and Facilities, Section 1, Rules and Regulations are hereby amended as defined through Exhibit A.

NOW, THEREFORE, BE IT FURTHER ORDAINED, that the fees, charges, and rules are set by the Parish Council.

NOTICE IS HEREBY, FURTHER, GIVEN that the Parish Council of said Parish will meet at 6:00 p.m. on Wednesday, November 8, 2023 in the Council Chambers of the Parish Courthouse, 5800 Hwy 44, Convent, LA at which time there will be a public hearing on the adoption of the aforesaid ordinance.

s/ Vondra Etienne-Steib
Chairwoman

s/Linda Hubbell
Secretary

Note: St. James Parish will provide, upon request, reasonable accommodation to any disabled individual wishing to attend the meeting. Anyone requiring reasonable accommodation is requested to contact 1-800-846-5277 (TDD), 1-800-947-5277 (Voice) or 562-2400 (Handicapped) to discuss the particular accommodation needed.

Alvin St. Pierre, Jr.	Jason Amato	Ryan Louque	Mason Bland	Clyde Cooper	Vondra Steib	Donald Nash
District 1	District 2	District 3	District 4	District 5	District 6	District 7

EXHIBIT A

Chapter 27 - St. James Parish Recreation Parks and Facilities

Section 1- Rules and Regulations

1. General Use:

a. The parks of St. James Parish are established and maintained as areas of recreation and enjoyment for all residents of the parish. It is the responsibility of the St. James Parish Parks and Recreation Division to ensure proper use of park property, safety of all visitors, and equitable access for residents of the parish. The following policies have been developed to govern all activities conducted at St. James Parish Parks and facilities.

b. The general use of any St. James Parish Park is free to the public; however, there are fees associated with the specific use of certain facilities and athletic fields. Other areas of the park, including the splash pads, are not included in the rental fee, and may be used by the public at any time.

c. The St. James Parish President, by executive order, may set procedures, rules, and fees for park and facility rentals, which are supported by ordinance of the St. James Parish Council
2. Application, Permitting, and Rental Policy:

a. A permit application must be submitted for the use of any park or facility.

b. The permit application for park or facility rental may take up to 48 working hours to process and approve.

c. Park permits are not issued on holidays or weekends.

d. Park site permits are available on a first come, first serve basis including specific holidays.

e. All parks and facilities are unavailable for rent on the following days: Christmas Eve, Christmas Day, New Year’s Eve, New Year’s Day, Day Before Thanksgiving, Thanksgiving Day, and the Day After Thanksgiving

f. During any event in which an athletic field or facility is permitted, the permit holder will accept full responsibility for the action of event attendees.

g. Groups are requested to observe and help to enforce the common rules concerning social behavior; for example, no obscene speech, respect for the personal and property rights of others, avoidance of unnecessary noise which might disturb other groups using the facility or citizens residing near the facility and related areas.

h. The permit holder agrees to indemnify and hold the parish harmless from any liability and claims resulting from personal injury or property damage during the event.

i. The permit holder assumes all liability for damage to or theft of government property by their group during the permit time period.

j. Disputed damage claims post event will be filed through the local small claims court by St. James Parish Government, if damages exceed deposit.

k. All Fire Department regulations, including the capacity of specific rooms, must be complied with at all times (capacity is posted in rooms).

l. The permit holder must carry a copy of the rental permit during the event in case proof of rental is required.

m. The responsible individual to whom the permit was issued is required to be in attendance for the entire time the permit is in effect.

n. Notify the Parks and Recreation Division in writing of any cancellation no less than ten (10) business days in advance of the event date. Failure to follow either requirement may result in a late cancellation fee of \$50.00.

o. Permits are nontransferable to other groups/individuals or to other recreational facilities.

p. Any non-Parish sponsored group or organization which offer products, crafts, or food for sale may be subject to a surcharge not to exceed twenty percent (20%) of the total gross receipts.

q. All participants in product sales, to include the permit holder, must possess a valid occupational license issued by St. James Parish Government. This license must be always available for inspection during the event.

r. Permit holders must acknowledge that they have read and understood the St. James Parish Parks and Recreation permitting rules and regulations.

s. Authorized personnel of St. James Parish Government, or any local law enforcement official, may revoke a rental permit at any time if it is determined that the permit application contained false information.
3. Fees and Charges:

a. St. James Parish residents and organizations are authorized to reserve the use of the following parks or facilities, to the exclusion of others, by submitting an application and being granted a permit by the Parks and Recreation Division of St. James Parish Government:

i. Lutchter Pavilion

ii. Lutchter Baseball Fields

iii. Paulina Park/Baseball Fields/Pavilion

iv. Convent Community Center (State Fire Marshall – maximum capacity 200)

v. 4th District Park (Central Crossing)

vi. 5th District Park with Kitchen

vii. 6th District Building (State Fire Marshall – maximum capacity 250)/Park/Baseball Fields/Pavilion

viii. West Bank Reception Hall (State Fire Marshall - maximum capacity 300)

ix. 7th District Park/Pavilion

x. Welcome Center Pavilion and Grounds

xi. Gramercy Recreation Division Future Structures

xii. Fees and Leases of Future Facilities

b. Each facility listed above can be rented for a daily fee established by St. James Parish Government.

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TYPE:	RENTAL FEE:
Indoor Facility	\$300.00
Bereavement/Repass (2.5 hours)	\$150.00
Outdoor Pavilion/Park	\$200.00
Baseball Tournament (per field)	\$500.00
Welcome Tourist Center Pavilion	\$500.00
Security Deposit (per event)	\$300.00

- c. All fees must be paid in full at the time of booking.
- d. Events must not exceed eight hours in length. For one-day events lasting longer than eight hours, approval by the parish recreation supervisor at time of booking is required. For events lasting multiple days, please call the Citizen Service Center, 225-562-2500.
- e. A credit card shall be the only form of payment accepted for park/building rentals.
- f. A \$300.00 security deposit to be paid for all rental facilities for damage and cleanup. This deposit will be charged on the credit card at the time of booking. A refund of the deposit may take up to 72 hours, contingent on final inspection of facility.
- g. Fees may be waived by the parish recreation supervisor for events or functions sponsored by secondary, elementary, or high schools, or parish-sponsored events

4. Rental Policy:

- a. Proof of St. James Parish residency shall be required during the application process.
- b. Park and building times will be strictly enforced. Prior approval from the parish recreation supervisor must be granted if extended times are requested.
 - i. Indoor Events:
 - 1. Juvenile parties (under 21): Alcoholic beverages are not allowed at juvenile parties. The permit holder is solely responsible for the life, health, and safety of all attendees. All juvenile parties must end by 9:00 p.m.
 - 2. Adult parties (over 21): For all adult parties ending after 9:00 pm public or private security is mandatory. The permit holder is solely responsible for contracting or arranging for security. Security must be provided by the St. James Parish Sheriff’s Office, a post certified police officer, or an authorized private security company. All adult parties must end by midnight with cleanup completed before 1:00 a.m.
 - ii. Outdoor Events:
 - 1. All events must end by 9:00 p.m.
- c. Events must be completed, and occupants must vacate the premises by the set times stated above.
- d. To balance the availability of parish parks to all residents and provide ample time for cleanup and maintenance of facilities, two independent events will not be scheduled on consecutive days without prior approval of the recreation supervisor (Repass events are an exception).
- e. Bereavement/Repass events should be booked online and then by telephone by calling the Citizen’s Service Center at (225) 562-2500. These events will be limited to 2.5 hours.
- f. For events or festivals lasting over a period of two or three consecutive days, prior approval must be granted by the parish recreation supervisor. The permit holder is responsible for park, pavilion, or building cleanup and proper disposal of garbage from the event and is liable for any unlawful activities or damage to buildings, fixtures, or property. Any damages, failure to cleanup, or complaints filed for unlawful use will cause the renter’s credit card on file to be charged additional fees as determined by Parish Director of Operations.
- g. Cleanup consists of picking up and disposing of all litter and placing into approved trash bins. Proper disposal of garbage consists of emptying trash into the designated trash dumpsters.
- h. Seafood boils are permitted; however, all seafood remains must be removed from the premises following the event.
- i. The permit holder and a parish recreation department representative shall conduct an inspection of the park, building, or facility as well as the surrounding area before and after the event for compliance with litter/trash cleanup requirements. The results of this inspection will be communicated by the parish recreation supervisor.
- j. It is the permit holder’s responsibility for park, pavilion, or building cleanup and proper disposal of garbage from the event.
- k. The permit holder is liable for any unlawful or immoral activities, or damage to buildings, fixtures, or property. Any damages, failure to cleanup, or complaints filed for unlawful or immoral use will cause the renter’s credit card on file to be charged additional fees determined by Parish Director of Operations.
- l. Horseback riding, hitting golf balls, or motorized vehicles of any kind, or battery-operated golf carts or ATVs, shall not be allowed on park grounds or playing fields.
- m. Vehicles shall park only in designated parking areas and shall not obstruct any passageway or street.
- n. Glass containers are not authorized.
- o. Water slides are permitted upon approval by the parish recreations supervisor.
- p. All St. James Parish Recreation Parks are public facilities; therefore, public access to these facilities shall not be restricted, other than what is exclusively rented.
- q. The permit holder shall not operate or allow the operation of any sound amplification systems or equipment which emanates unreasonable loud or excessive sound or noise which is likely to cause inconvenience or annoyance when the following exists: The sound or noise emanating from the sound amplification system is audible greater than seventy (70) decibels at twenty-five (25) feet from the source.
- r. Parking for all events shall remain inside of the designated concrete or gravel parking areas.
- s. Parking shall be controlled in a manner that avoids the obstruction of passage for emergency response vehicles along public streets and highways. Violators will be towed at the owner’s expense.
- t. The parish reserves the right to deny any request for use of the park/building prior to completing a rental contract if there are any potential safety concerns or issues.

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- u. Concession stands are not included in the rental of St. James Parish Facilities, however, if requested, prior approval is needed from the parish recreation supervisor.
- v. All firework displays must be contracted to a licensed pyrotechnic company.
- w. Firearms or explosives, of any type, are not allowed at any time, at any parish facility.
- x. Car, truck, and bike shows must have prior approval from the recreation supervisor and abide by the following, if approved:
 - i. Only certified nonprofit organizations may rent parish facilities for this type of show.
 - ii. A tax identification number must be provided.
 - iii. Shows are only allowed from 12:00 noon to 5:00 p.m.
 - iv. Private security will be required.
 - v. All other rules and regulations herein this contract.
 - vi. Any exceptions to this must be approved by the recreation supervisor at the time of booking.
- y. 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, or local laws.

5. Alcohol Consumption or Sale:

- a. The sale or consumption of alcoholic beverages shall be prohibited at all events when any of the participants are 21 years of age or younger.
- b. It is the responsibility of the permit holder to obtain all permits and liquor licenses required to sell alcohol. Required liquor licenses must be present during the entire event and be available for inspection.
- c. If alcoholic beverages are sold, it is the responsibility of the permit holder to provide public or private security on site during the entire event.
- d. If alcoholic beverages are sold, it is the responsibility of the permit holder to control the consumption of alcohol to minors using wristbands or some other similar form of identification.
- e. All violators can be prosecuted under LA RS 14:93: It is unlawful for anyone under 21 years of age to purchase or have **PUBLIC POSSESSION** of any alcoholic beverage. **PUBLIC POSSESSION** of alcohol by a minor is unlawful even in the presence of parents or guardians.

6. Cancellation Policy:

- a. Refunds will only be processed because of catastrophic weather events or acts of God.

7. Insurance/Indemnification:

- a. Accident and Liability Insurance coverage is required for use of the parks/facilities for all events in which the sale or consumption of alcohol is present, for all festivals and/or sporting events. naming St. James Parish as additionally insured with an unencumbered minimum of 1,000,000.00 general liability and property damage coverage.
- b. It is the responsibility of the group to provide proof of insurance for the event. Not providing SJP with the appropriate liability coverage is a basis for rejection of application.
- c. If rides are going to be used for the event, prior approval must be obtained by the parish recreation supervisor. If approved, accident and liability insurance coverage is required by the ride company and an additional certificate of insurance is required in the amounts stated above. The sponsor is required to provide the information to SJP.
- d. Prior to granting any request for exclusive use of Parish of St. James Park property, park facilities or park equipment, the departments may require the Renter to submit a certificate of insurance naming the Parish of St. James and such other third parties as may be injured or damaged as additional insured. Coverage levels required are to be established and reviewed periodically by the Parks and Recreation Division with guidance from the Parish Attorney.

St. James Parish Government
Parks and Recreation Facility Use Permit

Contact Information				
Name:			Date:	
Mobile Phone: ()		Email:		
Home Phone: ()		Email:		
Address:			Apt/Unit #:	
City:	State:		Zip:	
Facility Information				
Facility Requesting:			Fee:	
Date Requesting:		Time Requesting:		
Payment Method: Credit Card Only			Total:	
Special Request/Instructions				
Agreement of Responsibility				
<p>I agree to abide by all rules set by the Parish of St. James Parks and Recreation Division and within this agreement. I agree that I will be responsible for the conduct of my group, which has been granted the use of the above-named facilities, and shall conform to the official operating policies as established by the Parish of St. James, and the Parks and Recreation Department. I further agree to reimburse the Parish of St. James in full for the fee as agreed upon for the use of a park facility as well as any and all damage to the park facility. This includes but is not limited to; defacing of property, buildings or structures, or the natural state of the facility or park; failure to fully clean the facility, as assessed by the Parish of St. James Parks and Recreation Division through its agents or employees following my use of the facility.</p>				
Signature:			Date: ____/____/____	

Office Use Only	
Event:	Event Date:
Fees Collected:	Approved:

Waiver of Rights to Claims Based on Negligent Acts

EXPLANATION

This document is an agreement between you, the undersigned, and the Parish of St. James Parks and Recreation Division. It states that you will hold the Parish of St. James, the Parish of St. James Parks and Recreation Division, any recreation advisory board, and all of the named agents or employees entirely harmless and free of liability for any and all negligent acts. You have the opportunity, if you wish, to speak with a representative of the Parish of St. James Parks and Recreation Division for further explanation of the terms contained herein before signing.

AGREEMENT

I, the undersigned, hereby agree to relinquish all claims, suits, attorney fees, damages, liability and any and all future rights to the same based on any and all negligent acts of the Parish of St. James, the Parish of St. James Parks and Recreation Division, any Parks and Recreation Advisory Board, and any and all of the named agents and/or employees in connection with or incident to myself or my group’s use of any of the Parish of St. James park facilities as enumerated on the attached Parish of St. James Parks and Recreation Division Facility Permit.

I, the undersigned, herby acknowledge and agree that I have carefully read and fully understand the terms of this Waiver of Rights to Claims Based on Negligent Acts, and that I have been afforded an opportunity to request further explanation of the terms of this Wavier of Rights to Claims Based on Negligent Acts with regard to facility management. After acknowledging the same, I am now freely and voluntarily signing the Wavier of Rights to Claims Based on Negligent Acts without any alteration of its original, printed, terms.

Signature:

Date: ____/____/____

Return To:

St. James Parish Parks and Recreation Division
1735 Deroche Cir, Gramercy, LA 70052

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