



South Beauregard Recreation District No. 2

Community Center Facility Use Application and Rental Agreement

Name of Organization _____ Date Required _____

Contact Person _____ Phone Number _____

Street Address _____ City _____ St _____ Zip Code _____

Type of Activity _____

Start time: _____ End time _____

Approximate number of people expected to be present: _____

_____	_____	_____	_____
Children (0-12 yrs)	Teenagers (13-18 yrs)	Adults (19+ yrs)	Chaperones (if required)

Will entrance fees be charged for activity: Yes No

If answer is yes, how much? _____
(One time) (Weekly) (Monthly)

Proof of current liability for public event: Circle one YES NO

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/her behalf to comply with all the terms and conditions herein set forth, together With all the other rules and regulations heretofore adopted by the South Beauregard Recreation District No. 2.

- Facilities available: Community Center (full facility) \$300/day + \$250 Security/Damage Deposit
- Conference Room + Kitchen \$200/day + \$250 Security/Damage Deposit
- Conference Room only \$150/day + \$250 Security/Damage Deposit

Remarks: _____

The \$250 damage fee will reserve your requested date and is due at time of application. This fee shall be returned only when cancellation policy is followed.

- (A) **RESTORATION OF PROPERTY:** The LESSEE agrees to restore or pay the cost of restoring the facility or any of its properties or equipment to its original condition, **if DAMAGED by any member of the sponsoring group or by any spectator or participant in the activity. A refundable \$250.00 Damage/security fee is required. EXCESSIVE damages may result in the exclusion of Lessee from future facility rentals as agreed upon by SBRD₂ Board.**
- (B) **CLEAN-UP:** The SBRD₂ is responsible for the clean-up after the rental. **A clean-up fee is included in the Rental fee and is not refundable.** However, if an excessive amount cleaning is required after your event, an additional fee will be deducted from the LESSEE's damage/security deposit and may result in the exclusion of Lessee from future facility rentals as agreed upon by the SBRD₂ Board. **A cleaning checklist is included as the last page of this rental agreement.**
- (C) **LIABILITY:** Neither the LESSEE, nor participants or spectators, shall hold South Beauregard Recreation District No. 2, nor any of its Board Members or employees liable for any accident or injury incurred as a Result of traveling to and from or participating in any event result from this rental.
- (D) **SCHEDULING:** Facilities are rented on first come, first serve basis and must be applied for with full Description of intended use on the application/agreement and will be subject to approval of the South Beauregard Recreation District No. 2 Board. The South Beauregard Recreation District No. 2 Board has the final authority and right of refusal.
- (E) **PAYMENT AND CANCELLATION POLICY:** The payment of rental fees and damage/security deposit will be as follows:
- (a) Fees are assessed on a per day basis
 - (b) A deposit/damage fee of \$250.00 reserves the requested calendar date.
 - (c) All remaining fees must be paid 30 days prior to your scheduled event.
 - (d) Rental fees will be refunded upon receipt of 15 days advance notice of cancellation. One-half (1/2) of the rental fees will be refunded upon receipt of 7 days advance notification of cancellation. No rental fees will be returned when cancellation notice is received less than 7 days of reservation time. Upon cancellation, there will be a full refund of damage/security fee.
 - (e) Payment of all fees must be **cash, cashier's check or money order.**
- (F) **SECURITY:**
1. Security will be provided for a fee for any party or dance held at the facility.
 - a. For a private event or dance involving a group under the average age of 18, the group will pre-pay the SBRD₂ for supplying a minimum of one (1) deputized officer or the Lessee will supply one (1) adult chaperone/10 children. No alcoholic beverages will be allowed in the building or on the premises and no alcoholic consumption will be permitted in the building or on the premises.
 - b. For Student-Sponsored Functions, the group will pre-pay the SBRD₂ for a minimum of one deputized officer. Additionally, one adult chaperone per 10 students must be in attendance for the entire student-sponsored function. No alcoholic beverages will be allowed in the building or on the premises and no alcoholic consumption will be permitted in the building or on the premises.
 - c. For a private party or dance involving a group over the average age of 18, the group will pre-pay the SBRD₂ for supplying a minimum of one (1) deputized officer.

(G) GENERAL RULES AND REGULATIONS:

- _____ Rentals are for private events, public events, events for which admission or tickets are sold, and for instructional classes.
- _____ All paperwork and payment must be completed at the time of booking. The person signing the contract is the one responsible for the rental and must be in attendance the day and time of the rental/event.
- _____ The renter is responsible for returning the room/facility to its original condition.
- _____ When damage is incurred \$250.00 damage/security deposit may not be returned. If equipment, fixtures, etc. are damaged, you will be billed for the full cost of repair and/or replacement.
- _____ Renters must adhere to the starting and ending times agreed upon in the rental contract.
- _____ The renter is responsible for the behavior of all attendees. Failure to obey any facility rules and regulations, excessive noise, fighting, vandalism, etc. will not be tolerated. This could result in termination of the event and refusal for future events.
- _____ The maximum number of people accommodated in the multi-purpose room is _____ as per fire marshal regulations.
- _____ Catering or DJ equipment must be delivered and picked up on the day of the event. The SBRD2 Board is not responsible for set-up or delivery.
- _____ Music, PA systems, etc. must be set at a volume that cannot be heard outside the rental space and outside of the building. Facility staff has full control over volume level.
- _____ Decorations can be taped to walls with blue painters tape at your own risk. If paint peels when removing blue painters tape, you will be charged for the cost to repair the damage. -- no duct tape, scotch tape, nails, staples, or tacks. Table skirts with sticky tape are not be adhered to the tables.
- _____ Rice, confetti and glitter are not permitted. Birdseed may be used outside the building only.
- _____ Smoking is not permitted in the building.
- _____ Candles or votives or any other open flame item are not permitted.
- _____ No fireworks may be discharged on SBRD2 facilities or property without prior approval of the SBRD2 Board. No bonfires are allowed on SBRD2 property without prior approval of the SBRD2 Board.
- _____ No salt or sand, etc. on the floor for dancing or any other purpose.
- _____ Inflatable amusement equipment are not permitted inside the facility.
- _____ The SBRD2 will not be liable for any articles left in the building. Anything of value should be removed at the conclusion of the function.
- _____ Functions must conclude at the End time stated on page 1 of rental agreement.
- _____ All doors must be locked when event has ended.
- _____ Damage/security Deposit will be refunded after building has been checked for damages.
- _____ Police/sheriff deputies/security will be scheduled by the SBRD2 Board for your event if necessary and will Be paid for in advance.

RENTAL FEE SCHEDULE:

For individuals or organizations (profit or nonprofit) based **within** the boundaries of the South Beauregard Recreation District No. 2:

	Rental Fee	Damage Deposit	Remarks:
Community Center	\$300.00	\$250.00	_____
Conference Room + Kitchen	\$200.00	\$250.00	_____
Conference Room Only	\$150.00	\$250.00	_____
____ Deputy(ies) @\$30/hr for ____ hours = \$_____			

TOTAL DUE AT TIME OF RESERVATION: \$ 250.00

Remaining fee in the amount of \$ _____ is due by ____/____/____ 30 days prior to this event.

For individuals or organizations based (profit or nonprofit) **outside** the boundaries of the South Beauregard Recreation District No. 2:

	Rental Fee	Damage Deposit	Remarks:
Community Center	\$600.00	\$250.00	_____
Conference Room + Kitchen	\$400.00	\$250.00	_____
Conference Room Only	\$200.00	\$250.00	_____
____ Deputy(ies) @\$30/hr for ____ hours = \$_____			

TOTAL DUE AT TIME OF RENTAL \$ _____

Money Orders and Cashier's Checks must be made **payable to South Beauregard Recreation District No. 2**

Permission is hereby granted to hold the above activity or activities on the date or dates and time specified (as listed on page 1), in accordance with the provisions of the above schedule.

EVENT REPRESENTATIVE _____ Date _____

Proof of Current Liability Insurance Signature: _____

SBRD₂ REPRESENTATIVE _____ Date _____

Money Orders and Cashier's Checks must be made **payable to South Beauregard Recreation District No. 2**

Rental Fee: Amount Paid \$ _____ Cash Money Order Cashier's Check Receipt# _____

Damage Deposit Fee: Amount Paid \$ _____ Cash Money Order Cashier's Check Receipt# _____

PrePaid Deputy(ies) Amount Paid \$ _____ Cash Money Order Cashier's Check Receipt# _____

TOTAL RECEIVED \$ _____

Use this area when Damage Deposit has been refunded:

Damage Deposit Fee Refunded: \$ _____ Check # _____ Date _____

SBRD₂ Representative _____ Date _____

Use this area if event has been appropriately cancelled:

Fees returned _____ Check # _____ Date _____

SBRD₂ Representative _____ Date _____

Use this area if event has NOT been appropriately cancelled:

Fees not refunded: \$ _____

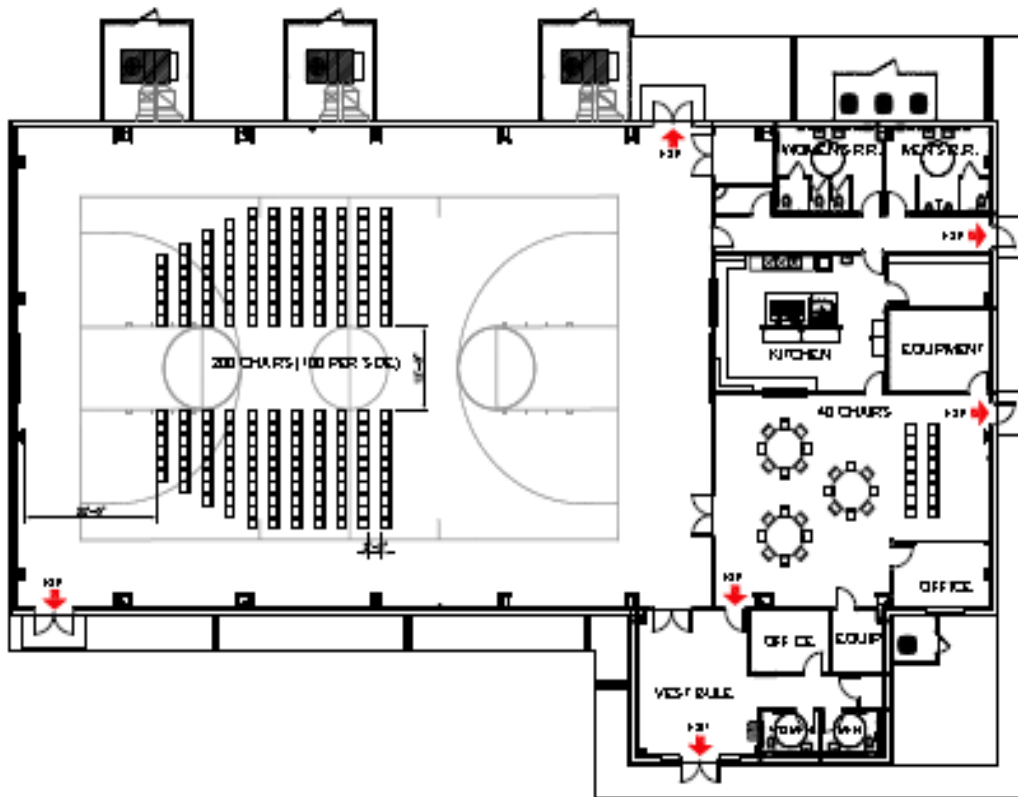
Remarks: _____

SBRD₂ Representative _____ Date _____

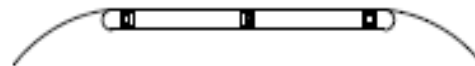
Contact Info: Melissa Smith, Events Coordinator
South Beauregard Recreation District No. 2
Office: 337-725-3717
Cell: 337-764-7010
Email: melissasbrd2@gmail.com
sbrd2parks@gmail.com
Website: www.sbrd2.com

Physical Address: 6719 Hwy 12
Ragley, LA 70657

Mailing Address: PO Box 147
Longville, LA 70652



PAGEANT LAYOUT PLAN SOUTH BEAUREGARD COMMUNITY CENTER
 NOT TO SCALE



The gym area measurements: 108 ft x 66 ft. Height: 20 ft. Peak: 25 ft

The meeting room measurements: North wall – 30 ft

East wall - 42 ft

South wall - 20 ft

West wall - 28 ft

Blue mat measurement:

Height: 6 ft

Width: 10 ft



**SOUTH BEAUREGARD RECREATION DISTRICT NO 2
COMMUNITY CENTER
CLEANING CHECK LIST**

_____ Clean up and place all trash in receptacles

_____ Check for left belongings

_____ Check bathrooms:

_____ Toilets flushed

_____ Turn off restroom lights

_____ Paper picked up from the floor

_____ Remove all food items from

_____ tables

_____ counters

_____ stove and/or oven

_____ microwave

_____ refrigerator and/or freezer

_____ Kitchen sinks are rinsed and drained

_____ Stove and/or oven is turned off (if you used the kitchen)

_____ Remove decorations and signs

_____ No Water Left Running

_____ All equipment, music equipment, microphone, podium, etc.
have been removed

_____ Turn off lights in gym (if you used that part of the facility)

_____ Lock front door (use key to do so) and put key in drop box

I have checked everything on the list:

Signature of Renter _____

**Verifying cleaning staff
representative:** _____

***** If an excessive amount of cleaning is required after your event, an additional fee will be deducted from the LESSEE's damage/security deposit.**

If there is a problem, call _____

