

# COMMUNITY CENTER USE AGREEMENT

## Check appropriate box

- Bellard
- J.D. Clifton
- College Oaks
- Columbus
- Willie McCullor  
Landry (Drew)

City of Lake Charles  
Department of Recreation & Parks  
P.O.Box 900  
Office (337) 491-1280 Fax (337) 491-8609  
City Contacts  
Assistant Director - Helen Lewis 337-309-7920  
Area Supervisor - Trudy Gehrig 337-842-4291  
Area Supervisor - Amanda Johnson 337-515-5633

## Check appropriate box

- Henry Heights
- Lanza
- McMillan
- Donald Ray Stevens**  
(Goosport)
- Purple Heart

TODAY'S DATE: \_\_\_\_\_ NAME OF CENTER: \_\_\_\_\_ ROOM: \_\_\_\_\_

APPLICANT'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE#: \_\_\_\_\_ CELL#: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ TELEPHONE#: \_\_\_\_\_

SPONSOR/CO-SPONSOR: \_\_\_\_\_ INDIVIDUAL \_\_\_\_\_

\_\_\_\_\_ COMPANY \_\_\_\_\_

\_\_\_\_\_ SCHOOL \_\_\_\_\_

\_\_\_\_\_ OTHER \_\_\_\_\_

TYPE OF EVENT: \_\_\_\_\_ TEEN PARTY (13-19YO) \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_

ANY EVENT, with hours extending past 7:00PM, MUST have clearance from the Lake Charles Police Dept. and may require security INITIAL X \_\_\_\_\_

EVENT DATE(S): \_\_\_\_\_

SET-UP START: \_\_\_\_\_ (Open Building) CLEAN-UP END: \_\_\_\_\_ (Close Building)  
AM PM, EVENT START: \_\_\_\_\_ AM PM, EVENT END: \_\_\_\_\_ AM PM, \_\_\_\_\_ AM PM

This permit is granted subject to the following rules and regulations and the acceptance and use thereof by the applicant is an agreement on the applicant's behalf to comply with all the terms and conditions herein set forth, together with all the rules of procedure heretofore established by the City of Lake Charles.

## USE TIME RESTRICTIONS:

City Park Curfew is 10:00p.m.: At this time, all activities must cease, lights must be extinguished and building must be secured.

**This curfew is enforced.**

## PERMIT FEE:

There will be a \$ \_\_\_\_\_ charge for the first hour and a \$ \_\_\_\_\_ charge for each additional hour. This fee will include set up and clean up time, water, electricity, sewerage, air conditioning, and building supervision. Only tables and chairs on site will be available for use, we do not transport tables and chairs from one location to another. **If there is a time change after this contract is complete and approved, the original contract fee for the first hour and a \$10 charge for each additional hour will be assessed.**

INITIAL: X \_\_\_\_\_

## CLEANUP/PROPERTY DAMAGE:

The PERMIT HOLDER agrees that he/she is **RESPONSIBLE** for CLEANING THE BUILDING BACK TO ORIGINAL CONDITION AND ANY DAMAGES CAUSED TO THE FACILITY, PARK, OR ANY OF ITS PROPERTIES OR EQUIPMENT.

The PERMIT HOLDER agrees to be **BILLED** a **MINIMUM** of \$200.00 AND to pay the cost of restoring the facility, park, or any of its properties or equipment to its original condition (as approved by the City of Lake Charles) if **DAMAGED** by the permit holder, its guests, employees, agents or invitees. No additional charges will be added if NO PROPERTY DAMAGES OCCUR AND BUILDING IS CLEAN.

INITIAL: X \_\_\_\_\_

## **INSURANCE REQUIREMENTS:**

\_\_\_\_\_ The **Permit Holder** shall provide a certificate of insurance and proof of liability insurance in the amount of \$1,000,000, with the City of Lake Charles, as an additional insured. The document must be received by the Department of Recreation and Parks prior to the issuance of the use permit.

## **SECURITY-PARKING/CROWD CONTROL:**

**INITIAL X** \_\_\_\_\_ THE RATE OF PAY FOR SECURITY IS **\$35.00 PER HOUR PER OFFICER WITH A THREE (3) HOUR MINIMUM TO BE PAID TO THE OFFICER IN CASH, PRIOR TO OR UPON OFFICER'S ARRIVAL TO THE EVENT.** IF SECURITY IS NEEDED, A REPRESENTATIVE FROM THE LAKE CHARLES POLICE DEPARTMENT (LT. NATHAN KELLER) WILL ASSIGN AN OFFICER(S) TO THE EVENT. A COPY OF THE SECURITY SHEET MAY BE FURNISHED TO THE CONTACT PERSON AS A RECEIPT.

## **HOLD HARMLESS:**

\_\_\_\_\_ Assumes responsibility for and further agrees to indemnify, defend and hold (Permit Holder) the City of Lake Charles, harmless of any loss or liability for or on account of injury to (including death of) persons or damages to property, including costs, attorney's fees and expenses incidental thereto, arising from its use of the park, recreation center and equipment. It being the intent of \_\_\_\_\_ (Permit Holder) to defend, indemnify and hold the city harmless of any lawsuits, damages or liability arising from its use of the park, community center and equipment.

## **ORDINANCES:**

**PLEASE INITIAL THE FOLLOWING POLICIES THAT WILL BE IN EFFECT DURING THIS EVENT, AND WILL BE ENFORCED:**

- \_\_\_\_\_ A. SMOKING PROHIBITED IN ENCLOSED AREAS.
- \_\_\_\_\_ B. USE OF GLASS CONTAINERS IS PROHIBITED.
- \_\_\_\_\_ C. IT SHALL BE UNLAWFUL TO OPERATE MOTORIZED VEHICLES ON PARK GROUNDS
- \_\_\_\_\_ D. OPEN FIRES ARE PROHIBITED, HOWEVER, USE OF BAR-B-QUE GRILLS ARE APPROVED A MINIMUM OF 25 FEET AWAY FROM THE BUILDING.
- \_\_\_\_\_ E. ALCOHOL BEVERAGES WILL BE STRICTLY PROHIBITED.
- \_\_\_\_\_ F. THE PLAYING OF LOUD SOUND EQUIPMENT WILL BE PROHIBITED.
- \_\_\_\_\_ G. LOUD OR DISORDERLY CONDUCT WILL BE STRICTLY PROHIBITED.
- \_\_\_\_\_ H. PERMIT HOLDER **MUST** CLEAN FACILITY AFTER USE.

**ANY INFRACTIONS, OF THE CITY ORDINANCES OR OTHER RULES, WILL RESULT IN INDIVIDUAL OR GROUP EVICTION FROM THE FACILITY.** Permit Holders Initials: **X** \_\_\_\_\_

**PARKING:** Parking is allowed in designated areas only.

**THIS CONTRACT IS INVALID UNTIL FINAL APPROVAL IS GRANTED.**

SIGNATURE: **X** \_\_\_\_\_ DATE: \_\_\_\_\_  
Permit Holder

APPROVED BY \_\_\_\_\_ DATE: \_\_\_\_\_  
City of Lake Charles  
Recreation and Parks Dept.

## Rental Cleanup Checklist

- Tables and chairs wiped down, if needed
- Tables and chairs are put back in proper storage area, neatly
- Floors are swept and mopped. Mop bucket is emptied and placed back into proper storage area. Please rinse mops when finished.
- All trash cans, including bathrooms, are emptied into the outside receptacles and bags are replaced.
- Bathrooms are cleaned; free from paper and water, toilets are flushed. Please do not use paper towels as toilet paper. If toilet paper supply is low, please inform manager on duty so that it can be restocked. Managers will check bathrooms throughout the rental.
- If the outside of the facility is used, make sure that it is free from debris as well.
- No tape, staples, nails or pushpins are to be used on walls for decorating. "Removable" Adhesive Putty can be used and must be removed when cleaning.**  
Initial X\_\_\_\_\_

**I understand that if this checklist is not completed properly, that I will be billed a Minimum of \$200.00 plus any additional cost to restore the facility and grounds back to original condition.**

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Permit Holder Printed Name

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Date

X

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Permit Holder Signature

**All the above items have been completed properly. (To be signed upon completion of checklist at end of event)**

X

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Permit Holder Signature

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Date

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City Representative Signature

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Date

Comments \_\_\_\_\_