

COMMUNITY CENTER USE AGREEMENT

Check appropriate box

- Ballard
- 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

TODAYS DATE: _____ NAME OF CENTER: _____ ROOM: _____

APPLICANT'S NAME: _____

ADDRESS: _____

PHONE#: _____ CELL#: _____ EMAIL: _____
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 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 _____ 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.
(Permit Holder) (Permit Holder)

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.

Permit Holder Printed Name

Date

X _____
Permit Holder Signature

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

X _____
Permit Holder Signature

Date

City Representative Signature

Date

Comments _____

