



St. Charles Parish Department of Parks and Recreation

Facility Rental Package

Facility Rental Packet

GUIDELINES

- Applications will be accepted December 1st prior to the scheduled event for each calendar year. The application packet should be sent to the St. Charles Parish Department of Parks and Recreation, 274 Judge Edward Dufrense Parkway, Luling, LA. The department is open Monday-Friday from 9:00 a.m. to 3:00 p.m. for rentals.
- When booking you have five days to bring in deposit to hold your spot in book.
- All required paperwork (i.e. Insurance certificates) and fees must accompany rental forms 20 days prior to rental date.
- Cancellation policy and Refunds: Refunds for scheduled rentals will be awarded only for; Inclement Weather, Acts of God, or if you cancel your scheduled rental 30 days in advance. In the event the renter does not cancel within 30 days' notice period, your deposit or rental will not be refunded.
- Lessee is responsible for accuracy of information contained in application packet failure to provide accurate information may result in cancellation of event or use of facilities in the future.
- Security will be determined by St. Charles Parish Department of Parks and Recreation and provided by renter.

Here is an insurance company that the parish approved for your use. You can purchase and pay for the coverage you need for your function at: <https://americanspecialtyexpress.com/>

Facility Request:

Westbank Pavilion: _____ Other: _____
 Westbank Fields: _____ Concession Stands: _____
 Eastbank Picnic: _____
 Eastbank Fields: _____ Concession Stands: _____
 Monsanto Parks: Back _____ Front: _____

Function Date: _____ Day of the week: _____ Time: _____

Name of Organization: _____

Address: _____

Contact Person Information:

Print Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Phone Number: Home: _____ Cell: _____

Copy of Driver's License Provided: _____ Yes _____ No

Function Description: _____

Will your function include following:

_____ Rides	_____ Jumpers	_____ Music	_____ Games	_____ Beer/Alcohol
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**** Water slides are strictly prohibited on all parks.**

Resident Fees:

Non Resident Fees:

Rental Fees: \$250.00

Rental Fees: \$300.00

NOTE: A \$50.00 deposit fee is required at time of booking.

No sales, publicity or arrangements regarding the event are to be made until the St. Charles Parish User Agreement has been approved by the Director of St. Charles Parish Department of Parks and Recreation.

Date of Event: _____ Park: _____

Policies & Procedures

1. This is a public facility public access may not be restricted.
2. Clean the facility area of all trash. The area must be left in a neat and in an orderly manner. Crawfish boils are permitted, however all remains must be removed off premises following your event.
3. If damages are incurred, the USER will be responsible for any and all fees for damages to the premises and/or facility.
4. All keys and other items loaned shall be returned within 5 business days following the event.
5. Hours of operation for all events shall be 7 a.m. to 9 p.m. Sunday through Thursday and 8 a.m. through 10 p.m. Friday and Saturday. **(No Exceptions)**
6. It is the responsibility of the renter to obtain all permits in order to sell alcohol.
7. Water slides are not permitted.
8. **In accordance with Ordinance 89-5-1, Special Events must require a permit issued by the St. Charles Parish Sheriff's Office at least 30 day before event...**
9. No glass containers are allowed.
10. In accordance with Ordinance 82-1-12, it shall be unlawful whether posted or not, for any person to operate or park a motor vehicle, motorcycle, motor-driven cycle or motorized-cycle over or upon any public park or recreation area of the parish other than areas specifically designated as such.
11. **In accordance with Ordinance 97-5-1, Music producing or sound amplification equipment of a portable type, operating on DC, battery power, shall be the only equipment of this nature allowed to be operated within the boundaries of parks and playgrounds operated by the St. Charles Parish Department of Parks and Recreation.**
12. **In accordance with Ordinance 97-5-1, No person shall operate or permit the operation of any sound amplification systems which emanates unreasonable loud or excessive sound or noise which is likely to cause inconvenience or annoyance to person when the following exists: (1) the sound or noise emanating from the sound amplification system is audible at a distance of greater than twenty-five (25) feet or exceeds seventy (70) decibels.**
13. Accident and Liability Insurance coverage is required for use of the parks naming SCP as an additional insured with an unencumbered minimum of 1,000,000.00 general liability and property damage coverage. It is the responsibility of the group to provide proof of insurance for the event. Not providing SCP with the appropriate liability coverage is a basis for rejection of application.
14. If rides are going to be used for the event, 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 SCP.
15. **All paper work, including insurance certificates must be provided to St. Charles Parish Department of Parks and Recreation 10 days before the event. If all documentation is not provided by this date, the date of the event will not be reserved on the calendar of St. Charles Parish Department of Parks and Recreation.**

I hereby understand and agree to the above restrictions, guidelines and stipulations by the St. Charles Parish Parks and Recreation Department for the use of the above mentioned facility.

Group Representative: _____ Date: _____

Parks and Recreation Clerk: _____ Date: _____

Parks and Recreation Director: _____ Date: _____

PAYMENTS

DEPOSIT: DATE: _____ AMOUNT _____ BALANCE: DATE: _____ AMOUNT: _____

RECEIVED BY: DEPOSIT: _____ BALANCE: _____

Hold Harmless and Indemnity Agreement

For and in consideration of allowing: _____ (Group Representative) of _____ (Company or Group Name) to the usage of St. Charles Parish Parks agrees to indemnify and hold harmless St. Charles Parish, American Alternative Insurance Company, St. Charles Parish Parks and Recreation Department; and it's personnel, it's insurers, successors and heirs from any and all liability or claims, for damages, demands, suits, expenses (including reasonable legal fees) and or injuries which may occur as a result of rental of property.

WAIVER OF SUBROGATION

For and in consideration of allowing: _____ (Group Representative) of _____ (Company or Group Name) for rental of St. Charles Parish parks agrees to waive subrogation against St. Charles Parish, American Alternative Insurance, it's personnel, it's insurers, successors, heirs from any and all bodily injury or injuries which may occur as a renter of the Parks in St. Charles Parish.

This agreement shall be subject to laws of the State of Louisiana.

Hahnville, Louisiana this _____ day of _____, 20____.

Parish President Signature

(Print and Sign)

Authorized Signature and Title of Renter

Witness Signature (Sign and Print name & Work Title)

Witness Signature (Sign and Print Name & Work Title)

TO BE COMPLETED BY SCP PARKS & RECREATION DEPARTMENT

CHECK LIST

_____ User agreement form

_____ Copy of certificate of liability insurance with \$1 million coverage. (ST Charles Parish as certificate holder) [HTTPS://AMERICANSPECIALTYEXPRESS.COM](https://americanspecialtyexpress.com)

_____ If applicable host liquor or liquor liability Insurance (St. Charles Parish as certificate holder)

_____ Copy of certificates of insurance for the rides company if applicable.

_____ Hold Harmless Form

_____ Copy of special events permit (if needed but must check with Sheriff Department)

_____ Copy of driver's license

_____ Reservation fee

Recreation Official: _____

Date: _____