



## JEFFERSON PARISH DEPARTMENT OF PARKS AND RECREATION

### General Booking Policies

A maintenance charge may be assessed against any damage to repair or clean the facility to its pre-rental condition.

The following list specifies conditions that will determine if damage fees will be assessed:

1. Spillage is expected to be kept to a minimum. This must be immediately attended to by an employee on duty or the person in charge;
2. Kitchen appliances will be operable and in acceptable condition under normal operation;
3. Any damage to the facility and surrounding grounds in all or part, such as:
  - a. Broken tables, chairs, windows, etc.;
  - b. Burned, marred, scarred surfaces, such as countertops, tables, walls, etc.;
  - c. Trees, bushes, plants, etc. located in and around the reserved facility;
  - d. Any other fixtures, furnishings or content or reserved facility.
4. Do not put grease, food, etc. down drains or toilets.

#### GENERAL POLICIES

**Shelter reservations will be held until 11:00 a.m. at Eastbank sites ONLY! No indoor booking beyond 11:00 pm or 7:00 pm for outdoor bookings**

1. Jefferson Parish Parks and Recreation reserves the right to pre-empt any activity. Every effort will be made to notify affected bookings as far in advance as possible.
2. Political activities are not allowed in any Jefferson Parish meeting facility. Political activities include:
  - a. Any activities whose purpose is to support or oppose any political party;
  - b. Any activities whose purpose is to support or oppose any candidate for public office;
  - c. Any activities requiring an individual or group to file a campaign financial disclosure report under state or federal law, or;
  - d. Any activities requiring an individual or group to file a lobbying report under state or federal law.

The provisions of this section, however, will not prohibit any non-profit group, as defined by the Internal Revenue Regulations, from using a Jefferson Parish meeting facility to hold public forums regarding the qualifications of political candidates or ballot referendums when such forms provide equal access to all candidates and issues that are the subject of the forum; each non-profit group shall file an affidavit with the application for use of the facility verifying that they have

complied with the equal access requirements of this section.

3. Commercial activities are generally prohibited – no actual selling or contracting to sell may take place upon Jefferson Parish premises. Commercial activities of any type must be clearly reported on the reservation form. Activities, which are associated with the booking facilities departmental mission, may be booked (e.g., normally accepted activities associated with parks and playgrounds). Additional fees for commercial activities may be set when necessary and appropriate.
4. Jefferson Parish provides personnel at its facilities for general supervision. Jefferson Parish employees cannot be given any type of gratuities, tips, compensation, etc. There will be certain events that will require additional supervision or security. Jefferson Parish will make security arrangements with the Jefferson Parish Sheriff's Office – Public Assignment Office to provide uniformed police deputies. The cost of the police detail is the responsibility of the person or organization booking the facility and it is paid directly to Jefferson Parish.
5. Jefferson Parish reserves the right to cancel future confirmed bookings or reject future reservations for any person(s) or group(s) not complying with these stated rules and regulations.
6. All CANCELLATIONS must be made in writing at least 10 calendar days in advance in order to receive a refund of this rental. \$20 cancellation fee will be charged for all booking cancellations within ten (10) days prior to the event. All booking cancellations within the ten (10) day period will not receive any of the rental fee, unless another booking of that specific facility takes place.
7. Decorations can be tied or free-standing only. No nails, tacks, etc. will be permitted on walls, furniture, etc. Decorations must be taken down upon departure from facility. No confetti, glitter, or sprinkles will be allowed as decorations.
8. As a place of assembly, the occupancy load was determined by square feet according to the safety code. The amount of occupancy is posted within the room and must be adhered to.
9. The use of tobacco in any form is not permitted in any indoor Parish facility.

NO Driving on Grass.

Revised: July 13, 2015

10. The WEATHER is always a factor in booking an event. Jefferson Parish has certain administrative and cleaning expenses in reserving meeting rooms. If the event is canceled, the Parish still has these expenses. Fees will not automatically be refunded. The following will be adhered to:

- a. Rental fees will not be refunded to persons or groups that cancel their booking during the 10-day calendar period prior to the booking based on weather forecasts or anticipated bad weather.
- b. If the weather on the reservation date is so severe to cause a widespread cancellation to all groups using the facility on that day, Jefferson Parish will do the following:
  1. Allow the group to book another date at that same facility or one similar at no charge.
  2. Refund the rental fee.

11. Boiling of seafood is not permitted on any departmental site unless prepared by a caterer with self-contained equipment. Seafood debris must be put in the dumpster or garbage can. No seafood allowed indoors.

12. NOISE LEVELS – (J.P. Code of Ordinances – Chapter 20, Article V, Section 2-102) NO D.J.'s ALLOWED

- a. Maximum sound level limits for public space from 7AM-10PM is 60 dB(A) and from 10PM-7AM is 55 dB(A). Noises made by persons having obtained a permit are exempt from these sound level limits.
- b. Operating or playing of any radio, television, phonograph, musical instrument or similar device which produces or reproduces sound in a motor vehicle or public park in a manner as to plainly audible at a distance of 50 feet is prohibited.
- c. Loudspeakers/sound amplifiers are prohibited between the hours of 10PM – 7AM (weekdays) and 10PM-10AM (weekends). Does not apply to public performances and gatherings for which a permit has been obtained.

**Renter herein agrees at all times to abide by and be held amenable and subject to the terms and conditions of the Jefferson Parish meeting room fees, rental policies and procedures adopted by Resolution No. 86401 on 2/11/98 and amended by Resolution No. 87573 on 8/19/98 and Resolution No. 111105 on 10/08/08.**



JEFFERSON PARISH DEPARTMENT OF PARKS AND RECREATION

OFFICE USE ONLY Reservation # \_\_\_\_\_

Organization Name \_\_\_\_\_
Name \_\_\_\_\_ Phone: Home \_\_\_\_\_ Work \_\_\_\_\_
Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_
E-mail address: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_
Alternate name \_\_\_\_\_ Phone: Home \_\_\_\_\_ Work \_\_\_\_\_
Type of activity \_\_\_\_\_ No. of people \_\_\_\_\_ Ages \_\_\_\_\_ Chaperones: [ ] YES [ ] NO

Will there be any refreshments? [ ] YES [ ] NO Will there be . . .
Will the refreshments be . . . [ ] Served [ ] Sold A beer truck?----- [ ] YES [ ] NO
Will the event be catered? [ ] YES [ ] NO A DJ/music ----- [ ] YES [ ] NO
Will alcohol/beer be served? [ ] YES [ ] NO Tents/ Canopy? ----- [ ] YES [ ] NO
Will seafood be served? [ ] YES [ ] NO Spacewalk/ other entertainment?----- [ ] YES [ ] NO

Request for: (Indoor reservations ONLY)
No. of tables needed \_\_\_\_\_ Other entertainment, if so, what? \_\_\_\_\_
No. of chairs needed \_\_\_\_\_

Date(s) \_\_\_\_\_ Day(s) of week \_\_\_\_\_
Starting time \_\_\_\_\_ [ ] AM [ ] PM (1 hr. setup included) Duration of event \_\_\_\_\_
Ending time \_\_\_\_\_ [ ] AM [ ] PM (Event must end at this time and facility vacated within 15 minutes)

Location: \_\_\_\_\_
Room \_\_\_\_\_ Shelter No. \_\_\_\_\_ Field No. \_\_\_\_\_ Gym \_\_\_\_\_

RELEASE OF LIABILITY AND INDEMNIFICATION:

I, as an authorized representative of the group requesting the use of Jefferson Parish facilities, agree that said group shall hold harmless Jefferson Parish, its employees and agents, from and against any and all liability which may be alleged or which results from any injury to persons or property caused by, or to, any person or organization (including its members) or guests connected with any meeting or function at any of the meeting facilities. In addition, said group shall indemnify Jefferson Parish, its employees and agents, from and against any and all liability and related legal costs, which liability may be alleged, or which results from any injury to persons or property caused by, or to, any person or organization (including its members) or guests connected with or attending any meeting or function at any of the meeting facilities.
Jefferson Parish assumes no responsibility whatever for any property placed in meeting rooms in connection with this meeting(s) or otherwise. Further, Jefferson Parish is expressly released and discharged from any and all liability for any loss, injury or damage to persons or property, which may be sustained in connection with, or as a result of this meeting.
I understand that this is only a request and that further, no tickets, publicity or arrangements regarding this event, beer truck, etc. are to be made until I am notified by Jefferson Parish that this event has been booked and confirmed. I have read and understand the rules presented to me and do agree to comply.
The General Booking Policy of the Jefferson Parish Department of Parks and Recreation is a part of this document. Please be sure you have been provided these important rules and regulations.

Signature of Authorized Representative of Reserving Group \_\_\_\_\_ Date \_\_\_\_\_

TOTAL PAID \$ \_\_\_\_\_ [ ] Cash [ ] Check No. \_\_\_\_\_ Driver's License No. \_\_\_\_\_

FOR OFFICE USE ONLY:

If this event has been identified as requiring security, the Booking Secretary must complete section below.
JPRD reserves the right to cancel this event if a police detail is not obtained or due to other extenuating circumstances.

TO: JEFFERSON PARISH PUBLIC ASSIGNMENT OFFICE
Number of Sheriff's Office Detail Officers needed \_\_\_\_\_ Playground/Park \_\_\_\_\_
Event Date \_\_\_\_\_ From \_\_\_\_\_ [ ] AM [ ] PM To \_\_\_\_\_ [ ] AM [ ] PM
The above named organization/person is applying for a police detail. Please assign the above requested Sheriff's Office detail for this date.
\_\_\_\_\_ hours (Minimum - 4 hours) @ \$30 (hourly rate per deputy) = \$ \_\_\_\_\_
Approved by (Signature) \_\_\_\_\_ Date \_\_\_\_\_
Jefferson Parish Sheriff's Office - Public Assignment Office