



LaSalle Park Rental Policies

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Phone: (504) 731-4726 Fax: (504) 731-4727

Reservations: (504) 736-6999 Ext. 200 Fax: (504) 736-9524

Normal Park Hours: Daily, 5:00 a.m. until 10:00 p.m.

GENERAL TERMS

1. Renters, participants and guests using LaSalle Park are subject to all rules and regulations. It will be the responsibility of the renter to see that all participants and guests comply with these rules and regulations.
2. NOISE LEVELS (Jefferson Parish Code of Ordinances: Chapter 20, Article V, Section 2-102)
 - a. Maximum sound level limits for public space from 7AM – 10PM is 60 dB(A) and from 10:00PM – 7AM is 55 dB (A). Noises made by persons having obtained a permit are exempt from these sound level limits.
 - b. Operating or playing 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 – 7:00AM (weekdays) and 10PM-10AM (weekends). Does not apply to public performances and gatherings for which a permit has been obtained.
3. Employees of Jefferson Parish Department of Parks and Recreation cannot be given any type of gratuities/tips, compensation, etc.
4. All vehicles must be parked in designated parking lot area.
5. Firearms, fireworks, explosives, bow and arrows, pellet guns, BB guns, slingshots, or other dangerous weapons are prohibited.
6. Political activities and/or soliciting of any kind are prohibited.
7. Leagues cannot be conducted for commercial gain or profit.
8. Bleachers may not be moved without prior written permission from Park Supervisor.
9. Glass containers are not allowed. When the Complex is being serviced by the concession stand, no ice chests/coolers or food are allowed.
10. Renters are asked to remind all participants to place all trash in appropriate containers.
11. All rainouts will be determined by the LaSalle Park staff.
12. Jefferson Parish Department of Parks and Recreation reserves the right to cancel league games/dates in lieu of tournaments or other special events
13. **VANDALISM of park property will not be tolerated. Please report violations to a Park Ranger, the Park Office or the Jefferson Parish Sheriff's Office. Violators will be prosecuted to the fullest extent of the law**

FIELD RULES AND REGULATIONS

1. **OPEN PLAY** will not be allowed at the LaSalle Park Quadraplex or on the soccer fields. Practices and games must be booked
2. **No high school baseball allowed at LaSalle Park.**
3. Fields will be chalked twice (this is included in the rental fee). **Any request for use of field dry material for Quadraplex field will require an additional fee of \$12 per bag.**
4. Fields will NOT be prepared for practice rentals.
5. Jefferson Parish Department of Parks and Recreation reserves the right to cancel any scheduled game/practice due to field conditions.
6. Hitting of balls, soft-toss or pepper, into fences (including backstops), regardless of size or type of ball, is prohibited.
7. Scoreboards can be controlled from the field or pressbox (included in rentals).

RENTAL GUIDELINES

1. Reservations will be accepted at the Jefferson Parish Department of Parks and Recreation Business Office, 6921 Saints Drive, Metairie, LA 70003, Monday through Friday, from 8:30AM until 4:00PM, except on holidays. Preference will be given to non-profit groups. No phone requests accepted.
2. Applications must be made at least two (2) working days in advance of requested dates. Regular or season users of the facilities at LaSalle Park must apply no later than December of the previous year or at least 30 days prior to the regular season.
3. Falsification of any information of the reservation form and/or written requests will result in the group/league being rejected from future Park usage.
4. **25% of the rental fee must accompany the reservation application with the balance due 48 hours prior to the event.**
5. **FIELD RENTAL FEES** (*includes lights until 10:00 p.m.*) **All field use fees must be paid 48 hours prior to event**
Field rental - Single game (per field) -----\$35/game Football & Quadraplex
Field rental - Practice (per field) ----- \$20/hour Football & Quadraplex
Field rental (all day)----- \$150 per field Football & Quadraplex
4 fields (Friday nights, 6PM-10PM)----- \$300 Football & Quadraplex
Leagues that run past 10PM will be assessed additional charges of \$40 per hour to include overtime and lights.
6. **WALK/RUNS RENTAL FEES** (*on Walk Trail*) **All fees must be paid 48 hours prior to event.**
Jogging Trail (4 hours)----- \$75
Police Detail (4 hour minimum per officer) ----- \$30 each per hour
(*3 officers needed for crosswalks during event; an additional officer will be needed if alcohol is served*)
Cleanup fee----- \$60
7. All cancellations must be made in writing at least 24 hours in advance in order to receive a refund of the rental. A \$20 cancellation fee will be charged.

TOURNAMENT REQUIREMENTS

1. Organization representative must come to the Parks and Recreation Eastbank Office, 6921 Saints Drive, Metairie 70003 - Monday through Friday, between the hours of 8:30AM and 4:00PM, to apply for the tournament. Please allow ample time as you may also be required to apply for permits that will take an additional 30 days.
2. Jefferson Parish Department of Parks and Recreation will review all applications and award tournaments, based on but not limited to, the following criteria:
 - a. Non-profit status
 - b. Commitment of tournament sponsors
 - c. Past history
3. Upon approval by Parks and Recreation of the tournament, the person in charge must go to the Joseph Yenni Building, 1221 Elmwood Park Boulevard, Jefferson, LA 70123, CITIZENS' AFFAIRS in Room 203 AT LEAST 30 DAYS PRIOR TO THE EVENT to apply for permits. Contact Citizens' Affairs at 504-736-6771 for more info.
 - i. **You will need to bring with you:**
 1. If you are planning to place signs on any public right-of-way, you will need to bring a letter stating the location of such sign(s) so they can forward to the Council Office. Organizations/persons conducting special events shall not place signs on public property, including, but not limited to, utility poles. A temporary sign advertising your special event may be allowed on the public right-of-way provided there is written permission from the District Councilman.

2. PROOF OF LIABILITY INSURANCE - Special events must provide a "Certificate of Insurance" for comprehensive general liability. Insurance company must have an "A" or "B" rating. Coverage must be for a minimum of \$1,000,000 comprehensive general liability. Certificates should state the following:

Certificate Holder: Jefferson Parish Citizens' Affairs
1221 Elmwood Park Blvd., Suite 403
Jefferson, LA 70123

Additional Insured: Parish of Jefferson

Description: Name of Organization
Address
Dates of event

- ii. At this time you will complete two applications:

Jefferson Parish Special Event Application for LaSalle Park
Jefferson Parish Citizen's Affairs Special Event Application

- iii. Citizens' Affairs will forward a copy of your Special Event Application to the appropriate Council Representative in order to obtain Council permission for your event. When the Council has passed the resolution, a copy will be forwarded to you. Please note - a resolution is NOT a permit!

4. Bring a copy of your Special Event Permit and a copy of the resolution to the Parks & Recreation Eastbank Office prior to the event.

LIABILITY AND INDEMNIFICATION

The group requesting the use of the LaSalle Park facility, agrees to 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 function at this facility. 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 function at this facility.

Jefferson Parish assumes no responsibility whatever for any property placed at this facility in connection with this function. 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 function.