

Sulphur Parks and Recreation Room & Pavilion Rental Agreement

SPAR Facilities may not be used for profit or fund raising functions (i.e. political or religious events).

(Any charge for services, admission, food/drink, product sales, etc. is prohibited).

As a government entity it is unlawful to use SPAR property to accept money for profit.

NO Loud Music, External Amusement Devices and NO Boiled Crawfish / Shrimp / Crab or Fish Fries.

Please check box below. Facilities are subject to availability and can be reserved from **8 a.m. to 10 p.m. only.**

- Frasch Rec. Room: 400 Picard Road **DAILY Rental Fee: \$200 per day**
- Frasch Pavilion: 400 Picard Road **Rental Fee: No charge**
- Carlyss Rec. Room: 6043 Carlyss Drive **Rental Fee: Three (3) Hour minimum at \$25 per hour**
- Center Circle Rec. Room: 80 Center Circle Drive **Rental Fee: Three (3) Hour minimum at \$25 per hour**

◆ When renting facility, include set-up time needed before function & clean-up time needed after function in hours needed.

◆ Facility will be opened at the **start time** listed below and will close at the **end time** listed below of rental.

Reserving party: _____ **Function:** _____ **Expected Attendance:** _____

Mailing Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Home ph. #: _____ **Work/Cell ph. #:** _____ **Additional Contact #:** _____

Date of use: _____

Start time: _____ **:** _____ **End time:** _____ **:** _____

Total hours: _____

Total Payment: _____

Cash

Check Check # _____

Office use only

Approval Date/Time _____

Confirm availability _____ **Confirm receipt of Rent** _____

CHANGES TO RENTAL:

(changes must be made in person and initialed by renter)

Date of use: _____

Start time: _____ **:** _____ **End time:** _____ **:** _____

Total hours: _____

Total Payment: _____

Cash

Check Check # _____

Office use only

Approval Date/Time _____

Confirm changes _____ **Confirm extra payment** _____

Rental is not available without a contact number for you or your designate at the time of the event.

NOTE: After regular office hours and on weekends, please contact (337)304-2596 with any questions and/or concerns.

I, the undersigned, have provided valid contact numbers, have read the procedures to follow if a complication arises with my rental, and understand the facility will open at the start time and close at end time that I have listed above.

Signature _____ **Date** _____

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Rules and Regulations

General Conditions:

- Alcoholic beverages are prohibited on all Sulphur Parks and Recreation (SPAR) property and in all SPAR facilities.
- Smoking is prohibited inside the facilities.
- The use of vulgar language and profanity will not be tolerated on park premises.
- Noise will be kept to a minimum.
- Facilities will not be rented to anyone under the age of 21.
- There must be at least one adult chaperone (21 or older) for every 12 persons under age 18.

Cleaning:

The facility and surrounding ground should be left in the same condition as it was found.

General clean-up: Picking up trash, wiping tables, sweeping, & mopping floors.

Reservations:

No telephone reservations will be accepted. Reservations must be made in person and are made on a first come, first served basis. There are no fees or deposits required for the use of outdoor picnic pavilions, but they must be reserved in person. If the pavilion is not posted as reserved it is available on first come, first served basis.

Cancellations:

If the reserving party cancels more than 30 days prior to the event, a full refund will be made.

If the reserving party cancels less than 30 days prior to the event, only half the rental fee will be refunded.

SPAR reserves the right to cancel this agreement for any reason at any time.

If rules, regulations, and policies are not adhered to, SPAR has the right to terminate the rental and have the reserving party and guests escorted from the facility. Call (337)527-2500 for more information.

Liability/Hold Harmless:

The reserving party certifies that SPAR and its paid and volunteer workers will not be held responsible for any injury to the renter or renter's party because of participation in or use of SPAR facilities. The reserving party also certifies that SPAR does not provide health and liability insurance coverage for accidents or injuries that occur because of participation in or use of SPAR facilities.

I, the undersigned, fully understand and agree to abide by the above rules, regulations, and policies of SPAR.

Applicants Signature

date