

# Recreation District # 12 / Magnolia Park

13296 Highway 40 / P.O. Box 1211 Folsom, La. 70437  
985-796-5045 phone \* 985-796-5076 fax \* rd12@bellsouth.net

## Rental Request for Recreation District # 12 / Magnolia Park

Date(s) of Event: \_\_\_\_\_ Time(s) of Event: \_\_\_\_\_

Name of Organization: \_\_\_\_\_  
(if applicable)

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Type of Activity / Event: \_\_\_\_\_

Facilities Requested: Main Hall Meeting Room Field 1 Field 2 Field 3 Field 4  
(circle all that apply)

Type of Organization: District Non-Profit Non-District Non-Profit District Non-District  
(circle one) Government (must have intergovernmental agreement)

The following must be met to book a date –

- Complete this form and return to the office
- Pay the appropriate deposit for the area wishing to rent
- Provide a copy of a valid driver's license for contact person
  - Director approval

A date is **NOT** booked until all four of the aforementioned items are met.

## Rental Fees for Recreation District # 12 / Magnolia Park

**Building** – *all fees are per day and include lights & a/c or heat*

	<u>District Non-Profit</u>	<u>Non-District Non-Profit</u>	<u>District</u>	<u>Non-District</u>
<b><u>Main Hall</u></b>				
Per Hour	\$25.00	\$30.00	\$30.00	\$35.00
8:00am – 5:00pm	\$175.00	\$225.00	\$225.00	\$275.00
8:00am – 10:00pm	\$250.00	\$325.00	\$300.00	\$375.00
<b><u>Meeting Room</u></b>				
Per Hour	\$15.00	\$20.00	\$20.00	\$25.00

**Fields** – *all fees are per day / per field and include lights. Does NOT include field marking.*

Per Hour	\$15.00	\$20.00	\$20.00	\$25.00
8:00am – 5:00pm	\$100.00	\$125.00	\$125.00	\$175.00
8:00am – 10:00pm	\$175.00	\$225.00	\$225.00	\$275.00

### **Additional Fees** –

Deposit	\$300.00	Main hall and field rental	
	\$75.00	Meeting room rental	
3 x 8 Rectangular Table	\$5.00 each	Total of 40 available	Seats 8 - 10
3 x 6 Rectangular Table	\$3.00 each	Total of 10 available	Seats 6 – 8
60" Round Table	\$6.00 each	Total of 15 available	Seats 8 – 10
Pub Table	\$3.00 each	Total of 6 available	
Metal Folding Chair	\$ .75 each	Total of 200 available	
Clean –Up Fee	\$75.00		
Dumpster Fee	\$200.00	Depends on amount of trash generated	
Field marking	\$8.00 per field / per marking – except football and soccer.		
		Football = \$50.00, Soccer = \$25.00	
Before / After Hours Fee		Time and a half based on hourly fee for any hour used after 12:00am or before 8:00am	

District = 80% of participants reside within Recreation District # 12.

To qualify for non-profit pricing, group must provide paperwork from State proving 501c3 status.

Effective 1/1/2017

## Rental Agreement for Recreation District # 12 / Magnolia Park

### Rental Requirements –

1. All buildings, fields and grounds must be reserved through the Magnolia Park office with the Park Director. No other employee has authority to book an event. An event is **NOT** booked unless the Director approves it.
2. Events booked in the same month in which they occur are not guaranteed to be available even if the date is open. It is recommended that events are booked at least the month prior they are to occur if not sooner.
3. Park sponsored events and activities take priority over outside rental requests.
4. In the event of an emergency or natural disaster, the Park may be needed by state, local or federal agencies. In the event this were to occur, any user group affected would receive a full refund of the deposit and any money paid.
5. All rental groups must provide a certificate of insurance to the Park no less than ten (10) days prior to the event. The insurance certificate must list Recreation District # 12, St. Tammany Parish as an additional insured. Insurance limits are as follows:
  - A) Minimum Insurance Coverage Required:
    - 1) Comprehensive General Liability Insurance (Broad form) or Commercial General Liability Insurance including Personal Injury Liability, Independent Contractor's Liability, and Contractual Liability covering, but not limited to, the liability assumed under the Indemnification provisions of this agreement with limit of liability for bodily injury and property damage of not less than **\$1,000,000.00** combined single limit.
    - 2) Worker's Compensation and Employers' Liability Insurance shall be provided with Louisiana Statutory Limits that will protect the "District" from claims under the Louisiana Workers Compensation Act. The limit of liability under the Employers Liability Section of the Workers Compensation Insurance Policy (ies) required hereunder shall be in the amount of: Bodily Injury by Accident - **\$100,000.00** each Accident; Bodily Injury by Disease - **\$500,000.00** policy limits; Bodily Injury by Disease - **\$100,000.00** each employee.
    - 3) Comprehensive Motor Vehicle Liability Insurance shall be provided with limits of not less than **\$500,000.00** each occurrence. Such insurance shall include coverage for loading and unloading hazards.
    - 4) Fire Legal Liability in the amount of **\$100,000.00** is required.
6. User group agrees to conduct its activities upon the premises so as not to endanger any person or property and agrees to indemnify, defend, reimburse and hold harmless Recreation District # 12, and their respective directors, managers, employees, commissioners, shareholders, partners, agents, contractors, sub contractors, experts, attorneys, mortgages, trustees, successors, assigns, and invitees of such person, from and against any and all liabilities, claims, demands, causes of actions, orders, directives, and/or, judgments for money, losses, costs and expenses, including attorney's fees and court costs, associated with, arising from or out of the activities conducted by the user group, its agents, agents members and/or guests pursuant to and in accordance with this agreement. This indemnification and hold harmless obligation shall include, but not limited to, the burden and expense of defending all claims, suits, administrative proceedings, even if such claims, suits or proceedings are groundless, false or fraudulent, and conducting all negotiations of any description, and paying and discharging, when as the same become due, any and all judgments, penalties and other sums due against such indemnified persons.

7. A damage deposit of \$300.00 is required to book the main hall, \$75.00 is required to book the meeting room and \$300 is required to book a field / fields for a tournament. This deposit is due along with the Rental Request form to book a date. **NO DATE IS SAVED OR BOOKED WITHOUT THE RENTAL REQUEST FORM AND A DEPOSIT.** Cash, check or money order is the only accepted methods of payment. Deposit is refunded within fourteen (14) days after the event minus any additional fees or damages.
8. Groups will receive the following percentage of the deposit in the event of cancellation:
 

60 days prior	100% of deposit	45 days prior	75% of deposit
30 days prior	50% of deposit	15 days prior	25% of deposit
9. At least one Park employee will be present during the entire event. User group may be responsible for costs associated with additional staffing.
10. Any group claiming to be non-profit must provide paperwork from the Secretary of State's office designating the group as such.

Initial: \_\_\_\_\_

### Facilities –

1. Rules regarding what can and cannot be done can be found in the Rules Packet. Violation of any of these rules could result in the deposit being forfeited.
2. All field marking needs must be given to the Park at least 48 hours in advance and may incur additional charges.
3. Five (5) 3 x 8 tables and fifty (50) chairs are included with rental of the main hall and the meeting room. Additional tables and chairs are available for rent. Fees for these can be found under "Additional Fees". No outside tables or chairs may be brought in until all Park owned tables and chairs have been used. In the event outside tables or chairs are used, they must have protection on the bottom of the legs to protect the floor. Rental of the fields do not include any tables and chairs. Any tables and / or chairs needed with field rental will be charged accordingly.
4. User group is responsible for all set up of tables and chairs. Park is responsible for all take down of tables and chairs except if used outside. Any tables and / or chairs used outside must be picked up by the user group and brought back inside. Failure to pick up tables and / or chairs used outside could result in the deposit being forfeited.
5. A sheet will be filled out by staff and a designated representative to check for damages to the facility and / or equipment prior to and after each event. Both will sign off on the sheet.
6. Rental time includes set-up, actual event and clean-up. Clean up includes removal of all decorations, bagging up of trash and any spot mopping that may be needed in the building.
7. Advertising for the event at / in the Park can be done one week prior to the event and all marketing materials must be approved by the Park Director prior to being put out.

Initial: \_\_\_\_\_

### Security -

1. Any event involving alcohol is required to have an off duty police officer on site from the time the event starts until all guests have left the Park. The officer is not required to be on site during set up.
2. The following events are required to have an off duty police officer regardless if alcohol is present or not: wedding, wedding reception, family reunion, birthday party (excluding child's), retirement party, anniversary party and bachelor / bachelorette parties.
3. Other functions not listed may also require an officer such as graduation parties, military send off parties, tournaments, etc – these will be addressed on a case by case basis.
4. User group is required to book officer directly with law enforcement. Folsom PD can be reached at 796-3300 to schedule a detail. User group will pay the officer directly.
5. The Park reserves the right to require any group to provide security at their discretion.

Initial: \_\_\_\_\_

### Food / Alcohol-

1. Recreation District # 12 / Magnolia Park maintains all concession rights. Groups renting the fields or gym for athletic events cannot serve or give away any type of food or beverage. No outside food or drink is allowed at any athletic events. Groups renting the gym for special events may have food catered or bring their own food in.
2. No cooking or food preparation is allowed in or around the building without prior approval from the Park Director.
3. No glass containers allowed in the building, on the fields or on the grounds.
4. The Park does not have a kitchen. User groups renting the gym for special events must provide their own refrigeration and heating methods. A three compartment sink is available in the concession stand for utensils and dishes to be washed off. The concession is **NOT** part of the rental and is not to be used for anything other than to wash off dishes and utensils.
5. The Park does have an ice machine. If a groups wishes to use ice from this machine, the Park must be notified 24 hours in advance to ensure that ice is available or not. This is **NOT** part of the rental and is **NOT** guaranteed to be available. Ice is not available during any event that our concession is open.
6. Alcohol is not allowed in the Park except for special events in the building. If alcohol is sold, all permits must be obtained from the proper authorities at the expense of the user group.

Initial: \_\_\_\_\_

### General –

1. No smoking on Park property except in designated areas pursuant to Louisiana State Law R.S. 40:1300.256.
2. The Park has numerous electrical outlets available. It is possible to blow a breaker if the outlets are overloaded. It is the responsibility of the user group to have someone check

what is available prior to their event. Extension cords are not allowed to be run through any area the public or guests will be walking without being properly secured. **No one** will be allowed to tap directly into the electrical box, regardless if they are a licensed electrician.

- 3. The Park has limited parking and carpooling is recommended. Absolutely no parking on the roadway is allowed. Due to parking constraints, groups may wish to have someone in the parking lot directing traffic so that attendees park correctly. Additional parking is available behind baseball field # 1.
- 4. Gates will be locked each night after all activities end. Any cars left in the parking lot at the end of the night will be locked in and the owner will not be able to retrieve the car until the next business day. Please make sure you notify all guests of this policy.
- 5. Animals are not allowed in the buildings or on the fields except for official service animals. These animals must be on a leash at all times. *Exception: Dog shows – allowed in gym only. Not allowed on fields.*
- 6. I have received a copy of the rules of use for the building and / or fields.

Initial: \_\_\_\_\_

Weather –

- 1. Magnolia Park has the authority to cancel an event due to weather or other factors affecting use of the building, fields or grounds.

Initial: \_\_\_\_\_

I have read all portions of the aforementioned and agree to all terms contained within this agreement as well as with the rules found in the Rules Packet. I am aware that this rental request and agreement can be canceled and / or terminated at any time without a refund if the user group is found not to be in full compliance of Recreation District # 12 / Magnolia Park’s policies.

\_\_\_\_\_  
Authorized agent of organization / applicant

\_\_\_\_\_  
Date

Office Use Only – Completed by Magnolia Park

Date received request: \_\_\_\_\_ Request taken by: \_\_\_\_\_

Driver's License: \_\_\_\_\_ In / Out District: \_\_\_\_\_

Building: Main Hall Meeting Room

Fields: Field 1 Field 2 Field 3 Field 4

**Fees:**

Deposit: \$ \_\_\_\_\_  
 Rental: \$ \_\_\_\_\_  
 Tables: \$ \_\_\_\_\_  
 Chairs: \$ \_\_\_\_\_  
 Field Prep: \$ \_\_\_\_\_  
 Clean Up: \$ \_\_\_\_\_  
 Dumpster: \$ \_\_\_\_\_  
 Extra Hours: \$ \_\_\_\_\_  
 Total: \$ \_\_\_\_\_

\_\_\_\_\_  
Park Director

\_\_\_\_\_  
Date

Notes: \_\_\_\_\_  
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 \_\_\_\_\_  
 \_\_\_\_\_

Deposit:

Amount paid: \$ \_\_\_\_\_  
 Cash: \_\_\_\_\_  
 Check #: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Initials: \_\_\_\_\_

Invoice:

Amount paid: \$ \_\_\_\_\_  
 Cash: \_\_\_\_\_  
 Check #: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Initials: \_\_\_\_\_

