

City of Monroe
Division of Parks and Recreation
1700 OAKLAWN DRIVE
Monroe, LA 71202
*PHONE 318-329-2439 *FAX 329-2888

Revised December 2009

RESERVATION AGREEMENT FOR COMMUNITY CENTERS

Benoit – 329-2691
Henrietta Johnson – 329-2448
Saul Adler - 329-2446

E.P. Robinson 329-3238
Powell Street - 329-2449
Liller M. Marbles - 329-2447

The below information should be completed and approved by Parks and Recreation administrative personnel within seven (7) days of the event when feasible.

Today's Date: _____ Name of Community Center _____

Name of Organization/Patron: _____

Contact Person: _____

Address: _____
City State Zip

Phone: (Home) _____ (Work) _____ (Cell) _____

Deposit refund will be mailed to this address unless otherwise instructed. Refund should be mailed within fifteen (15) working days after the date of the event.

Alternate Name and Address for Return of Clean-up Deposit (if applicable)

Name _____ Contact Number: Phone: _____ Cell _____

Address _____

Name of Center Employee Completing this Form: _____

Type of Activity _____

Date of Function _____ Function Start Time _____

Function End Time _____ Area Reserved _____

Attendance: Approximate number expected: _____

Amount of deposit paid: _____ Amount of rental fees paid: _____ Total: _____

(Certified Checks, Money Orders, Cashier Checks Only)

(Note: Checks may be accepted from businesses, churches, schools, and civic organizations.)

Certified Check # _____ Cashier's Check # _____

Money Order # _____ Receipt # _____

Signature of Patron _____ Date: _____

“NO CASH OR PERSONAL CHECKS ACCEPTED FOR RENTAL AND DEPOSIT FEES”

EXCEPTIONS: Cash and personal checks may be accepted for Half Marathon, adult softball and basketball leagues, and at Forsythe Park Tennis Courts.

Patron's Initials

FEE SCHEDULE

The City of Monroe's Division of Parks and Recreation's Community Centers are open to the public Monday- Saturday from 1:00 PM – 9:00 PM. (Note: Times may be adjusted for special situations with approval of the Director.) The centers are closed on Sundays unless reserved by an organization or a patron. The following is a schedule of user fees in order to reserve a Community Center for a function or special event:

1. Events held at a Community Center from Monday – Saturday from 1:00 PM – 9:00 PM cost \$25.00 per hour. Events that are held on Sundays cost \$35.00 per hour and must be reserved for a minimum of three (3) hours.
2. There is a \$75.00 refundable cleanup deposit for all events that must be paid and submitted with the Reservation Agreement prior to the date of the function. In order for a reservation to be completed, all forms must be signed by both the patron and a center employee.
3. All events that go beyond the regular center hours or the number of hours reserved may be charged an additional \$25.00 per hour (\$35.00 if event is on a Sunday) or fraction of an hour. This fee will be deducted from the organization's or patron's cleanup deposit fee.
4. Each organization or patron must make arrangements with the center supervisor for event set-up. Set-up time will be left to the discretion of the center supervisor depending upon the type of events planned at the center.
5. Employees are not to receive anything of economic value (including money, favors or gifts) or solicit an organization or patron for money or accept a "tip" as outlined in the Louisiana Code of Governmental Ethics. Violation of this policy should result in termination of the employee.
6. Center supervisors are to turn in all funds (user fees and cleanup deposits) on the same or next business day at the Parks and Recreation Division's Administrative Office located at Benoit Community Center, 1700 Oaklawn Dr. with an original contract, a copy of the payment and a copy of the receipt signed by both the patron and the supervisor.
7. Organizations or patrons shall receive an original receipt and a copy of the signed rental reservation that reflects full payment of all fees. If they do not receive an original receipt or copy of the signed rental reservation agreement, they should call the administrative office at 318-329-2439 or 318-329-2523 or the Office of Community Affairs at 318-329-2488.

NOTE: Rental fees may be negotiated for long term, recurring events.

Patron's Initials

REFUND RULES FOR CLEANUP DEPOSIT

1. All tables and chairs must be taken down and put back in the designated areas as agreed upon between the center supervisor and organization/patron.
2. Trash must be removed from the kitchen, restrooms and reserved area.
3. Garbage in trash cans must be dumped in the exterior green City of Monroe garbage containers located outside of the facility. All electronic equipment, microphones, chairs, tables, piano, and portable stage must be taken down and returned to the designated area or as instructed by the center supervisor.
4. Stoves, countertops, microwaves, refrigerators, and sinks must be cleaned.
5. Restrooms, kitchen, and reserved facility area(s) are to be mopped and left cleaned.
6. Patrons are not allowed to cook at Community Centers. However, they may warm food they have brought to the facility. Any violation of this policy could result in automatic termination of original contract and forfeit of cleanup deposit.
7. Center employees are not obligated to set-up events for an organization or patron. The organization/patron is required to set-up events on his/her own time as specified by the center supervisor.
8. Guests of patrons are to remain in the reserved area.
9. Grease is not to be poured down sinks, drains, or restroom commodes. Failure to follow this rule will result in termination of original contract and forfeit of cleanup deposit.
10. After the event, the patron and an employee will conduct a walk-through to inspect the facility for cleanliness.

Patron's Initials

PATRON RESPONSIBILITIES REGARDING RENTAL RESERVATIONS

1. Any person or organization who reserves a room or area have seven (7) days prior to the date of the event to pay all fees; otherwise, the room or reserved area may be declared vacant and available back to the general public.
2. The patron is responsible for all damages to the building or its contents. The City of Monroe reserves the right to pursue legal action regarding damages to its contents or property.
3. The patron is responsible for ensuring that his or her guests abide by all center rules and regulations. They are also responsible for controlling their guests by informing them to remain in the designated reserved area and to display appropriate conduct.
4. No alcoholic beverages or illegal drugs are permitted on the property. Failure to abide by this rule will result in termination of original contract, forfeiture of cleanup deposit and possible legal action.
5. Users should not leave any personal belongings after the event. The City of Monroe and its employees are not responsible for loss, damaged, stolen, or confiscated personal belongings.
6. No person is allowed on or to remain on the City of Monroe's property who is intoxicated or under the influence of illegal drugs or causing a public disturbance. These individuals will be asked to immediately leave the premises and law enforcement will be notified.
7. The Monroe Parks and Recreation Division will supply only those appropriate items that are presently at each center as determined by the center supervisor.
8. All patrons are responsible for reading, comprehending, and understanding his or her individual contract and must follow all the rules regarding the contract.
9. All complaints regarding the cleanliness of the facility or other issues should be verbally or handwritten to the attention of the center supervisor. If a patron is not satisfied with the outcome or arrangements of agreed upon contract, he or she should contact the administrative office at 318-329-2439 or 318-329-2523. If an adverse ruling is received, the patron may appeal to the Office of Community Affairs at 318-329-2488.
10. Any patron that reserves an area can not collect a fee from guests to enter the facility or events unless special situations exist that are approved by the Director of Parks and Recreation. Fees may be collected before the event off the premises of the community center.
11. No event shall take place without a prior signed written agreement.
12. The patron is responsible for providing security if deemed necessary.
13. The patron assumes all liability related to this event and shall hold harmless the City of Monroe and its employees.
14. For major events (such as basketball tournaments, concerts, block parties etc.) the patron must provide a Certificate of Liability Insurance in the amount of \$1,000,000.00 that lists the City of Monroe as an "Additional Insured". The patron also may be required to obtain an event permit(s). Contact the administrative office at 329-2443 for assistance. Contact the Monroe Police Department at 329-2616. to arrange for security
15. This Agreement must be reviewed and agreed upon by the patron and the center supervisor and each page of the agreement must be initialed by the patron.

Patron's Initials

HOLD HARMLESS AGREEMENT

PARISH OF OUACHITA
STATE OF LOUISIANA

The following person(s) and/or organization agrees to indemnify and hold harmless the CITY OF MONROE and any employee thereof during the use of the below property and amount described below, subject to the terms and conditions as set forth herein.

PROPERTY DESCRIPTION _____

DATE OF USE _____

DESCRIPTION OF EVENT _____

AMOUNT OF DEPOSIT _____ AMOUNT OF RENTAL _____ TOTAL: _____

PERMITTEE/RENTER (PRINT) _____

WITNESSETH

For and in consideration of the sum specified above, the City of Monroe grants the use of the space and/or property as described above.

The CITY OF MONROE shall not be responsible for any loss or damage to machinery, equipment, vehicles paraphernalia, costumes, clothing, scenery, trunks, exhibit materials, musical instruments or any other items belonging to the patron or organization. Nor shall the CITY OF MONROE be liable for lost due to theft, fire, riot, strikers, acts of God, or any other abuse of whatever nature or kind or from the City of Monroe’s ownership of the property listed above.

The Permittee shall not assign or sublet others the property covered by this agreement without the written consent of the CITY OF MONROE.

The Permittee shall be liable: for all damage to buildings, equipment, park equipment and park amenities, and agree to indemnify and hold the City harmless from claim or any legal proceedings arising out of injury or death to any person or damage resulting from the use of the property. For large events, Permittee may be required to furnish an appropriate certificate of insurance in the amount of \$1,000,000 that list the CITY OF MONROE as an “Additional Insured”.

In case a suit or action is instituted by the City of Monroe to enforce compliance with this agreement, the City shall be entitled in addition to the costs and disbursements provided by statute to such additional sum in lawful money of the United States as the court may adjudge reasonable for legal fees.

The City of Monroe may terminate any grant of space to the Permittee if use of the property shall in any way conflict with Federal, State or Local Laws, or if the occupancy shall operate to discredit the City of Monroe.

Any misrepresentation in obtaining this permit shall be grounds for immediate cancellation of the event without further recourse on the part of the Permittee.

All requirements concerning crowd and traffic control, sanitation and electrical requirements, gate charges and suitable parking areas or other special needs of the function MUST BE MET BEFORE FINAL APPROVAL.

The Permittee further agrees, for clarification, that in the event of accident or any other event which causes injury to persons or property or due to the event specified above, the Permittee shall hold harmless and indemnify the CITY OF MONROE and any employees thereof against any and all legal claims arising out of the Permittee's use of the property listed above..

PERMITTEE/RENTER’S SIGNATURE _____

DATE _____