

West Baton Rouge Parish Louis A. Mouch Jr., Multi-Purpose Facility
User Application and Contract
Operated by the West Baton Rouge Parish Parks and Recreation Department

**Please Note That Surveillance Cameras May Be In Use on Premises

Important conditions for reserving all West Baton Rouge Parish facilities:

Top Priority is given for use of all West Baton Rouge Parish Facilities as an emergency shelter and/or voting precincts at certain times. Therefore, even if you have reserved a community center or other parish facility and paid the required fees, it may be necessary for West Baton Rouge Parish to cancel your reservation on short notice. If such an occasion should arise, as in the instance of an emergency or for a special election, your fees will be refunded and you will be notified that you will need to make other arrangements; regardless of how close it is to your event. It is highly unlikely that this would happen, but it occasionally does. West Baton Rouge Parish will make every effort to assist you in your effort to make other arrangements, but it is ultimately your responsibility. West Baton Rouge Parish will not be held liable.

Warning

Under Louisiana Law, A farm animal activity sponsor or farm animal professional is not liable for any injury to or the death of a participant in any farm animal activity resulting from the inherent risks of the farm animal activity, pursuant to R.S. 9:2795.1.

- **The responsible party for this purpose is the person who books the facility and signs the rental agreement at the time of the booking.**
- Only adults (18 years or older) are eligible to reserve the Multi-Purpose Facility.
- All rental fees for the West Baton Rouge Parish Louis A. Mouch Jr., Multi-Purpose Facility are due upon the signing of the application and the policy & procedures guidelines.
- No reservation or rental agreement shall be issued to any person who is an interposed person for the owner or proprietor of a business or for another person, firm or corporation. The Parks & Recreation Director may require full disclosure, in writing and under oath, of the details of the operation of intent of any person the Director suspects of being interposed for another. The Director may require the presence of any person for examination who he suspects of being an interposed person. A person who is subsidized, financed, or employed by another person, firm, corporation or other legal entity to reserve or enter into a rental agreement for a community center, park, ball field or the Louis A. Mouch Jr., Multi-purpose Facility without disclosing that he is subsidized, financed or employed by another person, firm, corporation or legal entity shall be considered an interposed person for the purposes of Section 2-70.
- If a reservation or rental agreement is granted to or entered into with an interposed person, as determined by the Parks & Recreation Director, the Director may cancel the reservation or rental agreement without refund of deposit.
- Reservation/rental limit on the Louis A. Mouch Jr., Multi-purpose facility. No person, firm, corporation, other legal entity or an interposed person may reserve or rent the Louis A. Mouch Jr., Multi-purpose Facility for non-livestock events and rodeos more than twice in any calendar year. Two additional days may be reserved or rented ten days prior to the proposed event.
- Cancellation of reservation or rental agreement with interposed person. If a reservation or rental agreement is granted to or entered into with an interposed person, as determined by the Parks & Recreation Director, the director may cancel the reservation or rental agreement without refund of this deposit.
- Cancellations or transfers must be made in person by the **responsible party only**, and must be made a minimum of **30 days in advance** of the reserved date or **all fees will be forfeited**.
- The Multi-Purpose Facility is not available on the following: New Year's Day, Easter, Thanksgiving Day, and Christmas Day.
- **Parish-sponsored** events, programs, tournaments, etc. have first priority for reservations.
- Glass drinking containers are not permitted at any West Baton Rouge Parish facilities, including all parking lots and/or parish property.
- It is the responsibility of the user to break down cardboard boxes and place all litter and trash in the trash dumpsters prior to closing time.
- When any type of seafood (crawfish, shrimp, crabs, fish, etc.) is served, it shall be the responsibility of the responsible party to haul off the remains from the facility.

Responsible Party Initials: _____

Rules for Alcohol at the Louis A. Mouch Jr., Multi-Purpose Facility:

- In accordance with state law, West Baton Rouge Parish prohibits the consumption of alcohol by anyone under the age 21 at any of its centers, parks, or facilities.
- If it is determined that alcohol has been consumed by a minor, his/her parents will be notified by the responsible party and the minor shall be dealt with in accordance with the law.
- Glass drinking containers are not permitted at any West Baton Rouge Parish facilities, including all parking lots and/or parish property.
- A uniformed law enforcement officer, having jurisdiction in West Baton Rouge Parish and equipped with a radio for backup and a vehicle, must be present during the entire event.
- A **SPECIAL-USE PERMIT** is needed if alcohol is being sold at the function. It must be obtained from the State Office of Alcohol and Tobacco Control, at least one week prior to the function. To apply for this permit, the responsible party applying must request a Letter of No Objection from West Baton Rouge Parish Administration. The Letter of No Objection must be signed by the West Baton Rouge Parish Administration and by the local law enforcement agency and presented with their application to the State Office of Alcohol and Tobacco Control to obtain the permit. Because local ordinances concerning events within municipalities may apply, we require the primary law enforcement agency be given first right of refusal to provide security services only when a special event permit is needed for the event.
- It is the responsible party's responsibility to hire and pay the law enforcement officer(s). Please contact the West Baton Rouge Parish Sheriff's Office (225) 343-9234.

NOTE: If the terms listed above are not met, the function shall be cancelled and/or shutdown without refund of any fees.

Schedule of Fees:

- 1) **Full Day Rental** – Rental hours are from 7:00 a.m. until 1:00 a.m. If rental exceeds 18 hours per day, an additional \$50.00 per hour will be charged. (This 18-hour rate does not apply to multiple day events) 18-hour rental prices are as follows:
 - a) **Livestock events (Rodeos Excluded)**
 - I. **Single Day Rentals:**
 - Rental will be \$400.00, or ten percent (10%) of gross receipts, whichever is greater.
 - If renter requires West Baton Rouge Parish Recreation personnel to provide special setup and take down for the event, an additional \$50.00 per hour per personnel charge will apply.
 - II. **Multiple Day Rentals:**
 - If a rental is for two (2) or more consecutive days, rental will be \$350.00 per day, or ten percent (10%) of gross receipts, whichever is greater.
 - If renter requires West Baton Rouge Parish Recreation personnel to provide special setup and take down for the event, an additional \$50.00 per hour per personnel charge will apply.
 - b) **Non-Livestock events and rodeos**
 - For all non-livestock events and rodeos single or multiple day rentals, rental will be \$600.00 for the first four (4) hours and \$200.00 per hour thereafter or ten percent (10%) of gross receipts, whichever is greater.
 - If renter requires West Baton Rouge Parish Recreation personnel to provide special setup and take down for the event, an additional 50.00 per hour per personnel charge will apply.
 - c) **Move In/Move Out Days**
 - Charges for move in/ move out days are \$50.00 per hour after regular business hours. Regular business hours are Monday thru Friday 8:00 a.m. until 4:30 p.m. There is no charge if done during these hours and facility is not already reserved.
 - There are pre and post event dates used to set-up for and tear down the necessary facilities adaptations to conduct the event. They include bringing equipment and vehicles into the West Baton Rouge Parish Facilities; hanging banners, hauling animals on to the property, and other activities associated with conducting an event.

Responsible Party Initials: _____

2) **Tractor Use:**

- \$75.00 per day, which includes a West Baton Rouge Parish Certified Driver. Only certified West Baton Rouge Parish employees are allowed to operate the tractor at anytime. There shall be no exceptions to this rule.

3) **One-Half Day Rental (applies to weekends Friday thru Sundays only):**

- \$200.00 for a seven (7) hour period with no admission charges.
- Rental hours are 9:00 a.m. to 4:00 p.m. or 6:00 p.m. to 1:00 a.m.
- If another activity is NOT scheduled that day, additional hours are available at \$25.00 per hour up to a limit of \$300.00 per day.
- If admission is charged, rental fee is \$350 or ten percent (10%) of gross receipts, whichever is greater.
- If renter requires West Baton Rouge Parish Recreation personnel to provide special setup and take down for the event, an additional \$35.00 per hour per personnel charge will apply.

4) **Three-Hour Special Event Rental:**

- \$100.00 for a three (3) hour period. This rate is available Monday thru Thursday only and does not apply to Friday, Saturday, or Sunday.
- Rental hours are 9:00 a.m. to 12:00 p.m., 1:00 p.m. to 4:00 p.m., 6:00 p.m. to 9:00 p.m., 7:00 p.m. to 10:00 p.m., and 8:00 p.m. to 11:00 p.m.
- If another activity is not scheduled that day, additional hours are available at \$25.00 per hour up to a limit of \$225.00 per day.
- If admission is charged, rental is \$225.00 or ten percent (10%) of gross receipts, whichever is greater.
- If renter requires West Baton Rouge Parish Recreation personnel to provide special setup and take down for the event, an additional \$35.00 per hour per personnel charge will apply.

5) **Agricultural Use for Youth Groups Rental (with no admission charges):**

- \$20.00 per hour up to a limit of \$300.00 per day.

6) **Practice Rental:**

- \$25.00 per hour, these practice rates are only available Monday thru Thursday only.

7) **Stall Rental:**

- \$15.00 per day, which does not include maintenance of the horse or stall.

8) **Shavings:**

- Bagged shavings are available upon request, \$8.00 per bag

9) **RV Hookup Rental:**

- \$20.00 per day, full hookup available. Dumping station on site.

10) **Vendor Booth Rental:**

- \$100.00 per day. Vendor must provide own set up and equipment.

Note: Fees are subject to change at any time without notice.

Responsible Party Initials: _____

Responsible Party: _____		
Organization/Individual Event is for: _____		
Date of Application: _____		
Physical Address: _____		
City: _____	State: _____	Zip: _____
Phone: _____	Cell: _____	Email: _____
Mailing Address: _____		
City: _____	State: _____	Zip: _____
Date(s) Reserved: _____		
Day 1: _____	Day 2: _____	Day 3: _____
Day 4: _____	Day 5: _____	Day 6: _____
Type of Event: _____	# Expected to Attend: _____	(Security Requirement)

Livestock event: (rodeos excluded)	Single day rental Date: _____	Multiple day rental Dates: _____
Non-livestock event:	Date(s): _____	
Rodeo:	Date(s): _____	
Practice:	Date(s): _____	
Move In Day Needed:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Move Out Day Needed: <input type="checkbox"/> Yes <input type="checkbox"/> No
Date: _____		Date: _____
Tractor Needed: <input type="checkbox"/> Yes <input type="checkbox"/> No	Stall Rental: <input type="checkbox"/> Yes <input type="checkbox"/> No	# of Stalls: _____
Date(s): _____	Date(s): _____	
RV Hookups: <input type="checkbox"/> Yes <input type="checkbox"/> No	# of RV Hookups: _____	Vendor Booth: <input type="checkbox"/> Yes <input type="checkbox"/> No
Date(s): _____	Date(s): _____	
Shavings: <input type="checkbox"/> Yes <input type="checkbox"/> No	# of Bags: _____	

This permit is granted subject to the following rules and regulations, and the acceptance and use thereof by the responsible party is an agreement on his behalf to comply with all terms and conditions herein set forth, together with all rules and procedures established by The West Baton Rouge Parish Council. The West Baton Rouge Parish Council reserves the right to adjust or change the rates of this contract at any time to accommodate any special arrangements as may be needed.

It is hereby agreed upon that all participants and parish certified event volunteers who present proper identification will be admitted with a guest to any and all events at no charge. Volunteers will park at the area so designated at no charge and shall be available to assist you or your group any time they are at the facility.

I have read, understand and agree to the rules and regulations to rent the West Baton Rouge Parish Louis A. Mouch Jr., Facility.

Signature of Responsible Party

Date

Responsible Party Initials: _____