



COMMUNITY CENTER & PLAYGROUND DIST. NO. 3
 Ward 7 Calcasieu Parish P.O. Box 867 Vinton, La 70668
 PHONE: (337)589-5181 FAX:(337)589-5182
 ADMIN. DIRECTOR: Gwen LeJuhn
 ASST. DIRECTOR: Loren Labby
 BOOKKEEPER: Cade Henderson



BOARD MEMBERS:
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 COMMISSIONER- Kristal Eastwood

CIVIC ROOM RENTAL POLICY AND PROCEDURES

1. A \$50.00 deposit must be submitted before the Civic Room can be rented. You will have 7 days to pay deposit from time of booking to keep your name on the calendar. Reservations must be cancelled 14 days prior to event to receive a full deposit refund. If cancellation is received 7-13 days ahead of event, deposit will be refunded at 50%. Reservations cancelled with less than 7 days, will forfeit entire deposit.
2. Rental fee of \$50.00 is due the week of the booking to be able to pick up keys to the room. Keys need to be returned 3 business days following the rental to not forfeit deposit.
3. Renter is responsible for all damages to the building and grounds that may occur during the time of rental. This includes damages by guests of your activity.
4. Persons renting the Civic Room must be 21 years of age or older. Deposit & fees must be made in the office and name placed on the calendar during office hours only. Rental is only for the day of the event. An extra day's rental fee will be charged to allow prior day access to the room. This must be preapproved through the office and paid for when approved.
5. NO smoking allowed in the Recreation Building. Door are not to be propped open during rental time.
6. Please do not attach any decorations to the wall or ceiling. If unsure what is permitted, please ask an employee before you proceed.
7. Anyone serving alcoholic beverages in the Civic Room must keep alcohol in the room. Absolutely no alcoholic beverages in the parking lot or outside premises. Violators may cause the function to be immediately terminated.
8. Party using the Civic Room must act responsible. Any complaints from the public and the person in charge will lose their deposit and their rental privilege for the future.
9. Clean up must be performed immediately following your activity. Failure to comply will result in loss of deposit. All trash cans need to be emptied. Floors should be swept and spot mopped as needed.
10. All functions need to end by 11:30 p.m.; this is quiet hours for the neighborhood.
10. Ward 7 Recreation Department and employees cannot be held responsible for injuries occurred during rental time. This is sole responsibility of the person renting the Civic Room.

Civic Room Rental

 Renter's Signature

 Date

Approved by: _____