



## 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 LEJUNH

BOOKKEEPER: CADE HENDERSON



### COMMISSIONERS:

President- Scott Spell

Vice President- Danny Paladino

Secretary- Diane Conner

Commissioner- Johnathan Harbert

Commissioner- Kristal Eastwood

## GYM RENTAL POLICY AND PROCEDURE

1. A 100.00 deposit and \$100.00 rental fee must be submitted before gym can be rented. (\$25.00 rental fee for basketball) 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 \$100.00 is due the week of the booking to be able to pick up keys. Keys must be returned within 3 business days following the rental to not forfeit deposit.
3. Person renting gym must be 21 years of age or older and is responsible for the actions of everyone in the gym.
4. Absolutely no boiling seafood on Community Center premises.
5. Absolutely NO SMOKING indoors, around doors, or windows.
6. Person renting gym is responsible for lock-up of all entrances. Failure to lock entrances will automatically deposit and future rental.
7. Party using gym must act responsible, any complaints from public and the person in charge will automatically forfeit deposit and future rental.
8. Must close gym by 11:30p.m., gym must be left clean and undamaged. Failure to comply will result in loss of deposit and future rental.
9. Absolutely NO ALCOHOLIC BEVERAGES allowed in gym, parking lot, or outside premises.
10. Ward 7 Recreation and employees cannot be held responsible for injuries occurred during rental time. This is the sole responsibility of the person renting the gym.
11. No shoes, other than tennis shoes, are allowed on the gym floor.
12. No drinks or food allowed on the gym floor. Food and drinks must be kept on the tile floor.
13. Tables must be kept on tile floor or placed on mats with a covering over the gym floor.
14. 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 after use and spot mopped as needed.

---

Renter's Signature

---

Date

Approved by: \_\_\_\_\_