



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:**

PRESIDENT- Scott Spell

COMMISSIONER- Johnathan Harbert

VICE PRESIDENT- Danny Paladino

COMMISSIONER- Kristal Eastwood

SECRETARY- Diane Conner

**PAVILION RENTAL AND PROCEDURES**

1. A \$50.00 deposit must be submitted before pavilion 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. A \$50.00 rental fee 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. The person submitting the fee is responsible for the actions of everyone on the pavilion grounds.
4. Absolutely no boiling seafood on Community Center premises.
5. Absolutely no alcoholic beverages. Violators will be prosecuted or subject to arrest.
6. Persons renting the pavilion must be 18 years of age or older.
7. Party using pavilion must be responsible. Any complaints from the public and the persons in charge will lose rental privileges in the future.
8. Pavilion and grounds must be left clean and undamaged. Failure to comply will result in loss of rental privileges in the future.
9. Ward 7 Recreation and employees cannot be held responsible for injuries occurred during rental time. This is the sole responsibility of the persons renting the pavilion.

\_\_\_\_\_  
 Renter's Signature

\_\_\_\_\_  
 Date

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