

REGALA GYMNASIUM ST. JOHN THE BAPTIST PARISH FACILITY USE REQUEST FORM

TODAY'S DATE: _____

Facility to be used: ___ <i>Gymnasium (# capacity)</i> ___ <i>Kitchen(# capacity)</i> ___ <i>Grounds</i> Date Requested: _____ Time From: (_____) to (_____) = _____ hours Description of function to take place: (i.e., conference, dance, Forum, Funeral repast, game, party, etc.) Number of persons expected to attend: _____ Age group of persons expected to attend: _____
Name of Individual or Group using facility: _____ _____
Address of responsible Person: _____ _____
Contact number(s) of responsible Person: _____
In the event that approval is granted, I hereby agree that: <ul style="list-style-type: none"> ▪ I have been informed of, understand, and will abide by the "Rental/Facility Use Request Policy". ▪ I agree to the terms of the "Rental/Facility Use Request Policy". ▪ I have completed the Security Request Form as required to the terms of the "rental/Facility Use Request Policy". ▪ I have signed the "Release and Indemnity Agreement" attached to this form.

Signature of Responsible Person

Date

FOR OFFICE USE:

___ Approved ___ Not Approved Representative Signature _____ Date _____

Rental Fee Required: ___ Yes ___ No Amount Agreed: _____
How Paid/Date

Deposit Required: ___ Yes ___ No Amount Agreed: _____
How Paid/Date

Janitor Required: ___ Yes ___ No

Must provide Proof of Insurance ___ Must provide Special Events Coverage \$ _____ (Approval # _____)

Inspection Assessed and Deposit Refunded: Amount Refunded: _____
How Paid/Date

Date Approved

**REGALA GYMNASIUM
ST. JOHN THE BAPTIST PARISH
SECURITY REQUEST FORM**

ATTENTION: ST. JOHN SHERIFF'S OFFICE DETAIL DEPARTMENT - FAX # 985-359-8651

TODAY'S DATE: _____

This is a NOTICE for Security Officers to do detail work for an upcoming event at the REGALA GYMNASIUM Facility. Please follow up with the responsible person listed below for the actual request and payment of the Officers, to be paid on the said event date. This request is only a notice of an event. **Security fees are not included in the rental charges of our facility.** Their information is as follows:

Responsible Person: _____ Contact #: _____

Please confirm with either _____ or _____ via phone call, email or fax.

Facility to be used: Cafeteria (100 capacity) Gymnasium (500 capacity) Grounds

Date(s) to be used: _____ Time From: (_____) to (_____) = _____ hours.

Description of function to take place: (i.e., dance, forum, party, etc.)

Type of Entertainment/Music:

Name of organization (if applicable):

Number of persons expected to attend: _____

Age group of persons expected to attend Teenagers (12-18) Adults (21 & over)

Preferred Officers: _____

FOR OFFICE USE ONLY:

- Yes, Security has been obtained for this function
- Yes, St. John Parish President's Office's Office has been contacted
- No, Security is needed for this function

Comments: _____

Date Approved

SJBP PARKS AND RECREATION FACILITY USAGE AGREEMENT FORM

Facilities Used: Field: _____

Date: _____ Time: _____ Day of Week: _____

Function: _____ Group Representative: _____

Mailing Address: _____

Home Phone: _____ Work: _____ Cell: _____

RESTRICTION, GUIDELINES AND STIPULATIONS

1. This is a public facility. Public access may not be restricted. You are only booking the pavilion, unless you are having a tournament then you are booking fields also.
2. Clean the facility area of all trash. The area must be left in a neat, orderly manner. Failure to do so will result in forfeiture of clean-up fee(s).
3. All keys and other items loaned shall be returned within 5 working days following the event. Deposit will be held until all keys and other items have been returned to the Maintenance Clerk.
4. Hours of operation for all events shall be 7 a.m. to 9 p.m. Sunday through Thursday and 8 a.m. through 12 a.m. Friday and Saturday. (No Exceptions)
5. It is the responsible of the renter to obtain all permits in order to sell alcohol.
6. Priority given to organizations whose primary participants are SJBP residents.
7. Additional games are permitted on an approval basis of the P & R Dept. (water slides are not permitted)
8. Special Events may require a permit issued by the St. John Parish Sheriff's Office.
9. No glass containers are allowed.
10. It shall be unlawful whether posted or not, for any person to operate or park a motor vehicle, motorcycle, motor-driven cycle or motorized-cycle over or upon any public park or recreation area of the parish other than areas specifically designated as such.
11. Music producing or sound amplification equipment of a portable type, operating on DC, battery power, shall be the only equipment of this nature allowed to be operated within the boundaries of parks and playgrounds operated by the St. John the Baptist Parish Department of Parks and Recreation.
12. No person shall operate or permit the operation of any sound amplification systems which emanates unreasonable loud or excessive sound or noise which is likely to cause inconvenience or annoyance to person when the following exists: (1) the sound or noise emanating from the sound amplification system is audible at a distance of greater than twenty-five (25) feet or exceeds seventy (70) decibels.
13. Accident and Liability Insurance coverage is required for use of the parks naming SJBP as an additional insured with an unencumbered minimum of 1,000,000.00 general liability and property damage coverage. It is the responsibility of the group to provide proof of insurance for the event. Not providing SJBP with the appropriate liability coverage is a basis for rejection of application.
14. If rides are going to be used for the event, accident and liability insurance coverage is required by the ride company and an additional certificate of insurance is required in the amounts stated above. The sponsor is required to provide the information to SJBP.
15. All paper work, including insurance certificates must be provided to SJBP 10 days before the event. If all documentation is not provided by this date, the date of the event will not be registered on the calendar of SJBP Parks and Recreation Department.

I hereby understand and agree to the above restrictions, guidelines and stipulations by the St. John the Baptist Parish Parks and Recreation Department for the use of the above mentioned facility.

Group Representative: _____ Date: _____

Parks and Recreation Clerk: _____ Date: _____

Parks and Recreation Director: _____ Date: _____

REGALA GYMNASIUM
ST. JOHN THE BAPTIST PARISH
FACILITY USE/INDEMNITY AGREEMENT

PARISH/SCHOOL/AGENCY: REGALA GYMNASIUM, 200 REGALA PARK ROAD, RESERVE, LOUISIANA 70068

FACILITY USER: _____

DATES OF FACILITY USAGE: _____

TYPES OF FACILITY USAGE: _____

The above named FACILITY USER agrees to defend, protect, indemnify and hold harmless the above named PARISH/SCHOOL/AGENCY against and from all claims arising from the negligence or fault of the above named FACILITY USER or its agents, family members, officers, volunteers, helpers, partners, organizational members or associates which arise out of the above identified FACILITY USAGE at the above named PARISH/SCHOOL/AGENCY.

FACILITY USER agrees to provide a Certificate of Insurance to the PARISH/SCHOOL/AGENCY, which provides evidence of general liability coverage of not less than one million dollars (\$1,000,000) per occurrence. FACILITY USER also agrees to have the, PARISH/SCHOOL/AGENCY named as an "Additional Insured" on its general liability policy for the DATE(S) OF FACILITY USAGE in relationship to the TYPE OF FACILITY USAGE for claims which arise out of FACILITY USER'S operations or are brought against the PARISH/SCHOOL/AGENCY by FACILITY USER'S employees, agents, partners, family members, students, customers, function attendees, guest, invitees, organizational members or associates. FACILITY USER also agrees to ensure that its liability insurance policy will be primary in the event of a covered claim or cause of action against PARISH/SCHOOL/AGENCY.

If and only if FACILITY USER fails to comply with the above (second) paragraph, then the above named FACILITY USER agrees to protect, defend, hold harmless and fully indemnify the above named PARISH/SCHOOL/AGENCY for any claim or cause of action whatsoever arising out of or related to the usage which takes place during the above identified DATE(S) OF FACILITY USAGE that is brought against the PARISH/SCHOOL/AGENCY by the above named FACILITY USER, or its employees, agents, partners, family members, students, customers, function attendees, guest, invites, organizational members or associates, even if such claim arises from the alleged negligence of the PARISH/SCHOOL/AGENCY, its employees or agents, or the negligence of any other individual or organization.

If any sentence or paragraph of this agreement is held invalid, it is agreed that the balance thereof, shall continue in full legal force and effect.

SIGNED BY: _____
(Must be an official agent of FACILITY USER)

NAME (Please Print): _____

DATE: _____

Date Approved

St. John the Baptist Parish Liability Waiver for Organizations Using the Parish Parks and Gymnasium

ACKNOWLEDGEMENT AND RELEASE OF LIABILITY

I request authorization for myself and my organization ("group") to use the St. John the Baptist Parish Parks and/or Regala Gymnasium ("SJP facilities"). I acknowledge that use of these facilities by me and my group is expressly conditioned on my agreement to each of the terms of this document. I acknowledge and agree as follows:

1. Use of the parks and/ or the gym involves physical exercise, sport, and recreational activities that may cause injury. I understand that there is an inherent risk of injury when choosing to participate in any physical exercise, sport, wellness, and/or recreational activities. My use of the SJP facilities is a voluntary activity in all respects and I assume all risks of injury and illness that may result from such use. This includes any sponsored group activities or individual use of the facility or exercise equipment.
2. As the participant, I recognize and acknowledge that there are risks of physical injury and I agree to assume the full risk of any injuries (including death), damages, or loss which I or my group may sustain as a result of participating in any and all activities arising out of, connected with, or in any way associated with my use of the SJP facilities. I acknowledge that participation and use of the SJP facilities is voluntary.
3. I, on behalf of myself and my group, do hereby fully release and discharge the St. John the Baptist Parish Department of Parks and Recreation (SJP DPR) and their agents, employees and the sponsors, and those whose facilities are being used for this program (collectively, the "Released Parties") from any and all liability, claims, and causes of action from injuries or illness (including death), damages or loss which I may have or which may accrue to me on account of participation in all activities utilizing the facility. This is a complete and irrevocable release and waiver of liability. Specifically, and without limitation, I, on behalf of myself and my group, release the Released Parties from any liability, claim, or cause of action arising out of the Released Parties' negligence. I, on behalf of myself and my group, covenant not to sue the Released Parties for any alleged liabilities, claims, or causes of action released hereunder.
4. I further agree to indemnify and hold harmless and defend the Released Parties from any and all claims resulting from injuries or illness (including death), damages, or loss, including, but not limited to attorneys' fees, sustained by me arising out of, connected with, or in any way associated with, the SJP facilities.
5. In the event of any emergency, I authorize the Released Parties to secure from any licensed hospital, physician and/or medical personnel any treatment deemed necessary for myself or my group's immediate care and agree that I will be responsible for payment of any and all medical services rendered.
6. I have been advised by the St. John the Baptist Parish Department of Parks and Recreation (SJP DPR) to consult with a physician before I undertake any physical exercise program. I certify that I am in good health and sufficient physical condition to properly use the SJP facilities; that I am knowledgeable about the proper use of any equipment that I will use and the rules of any activities that I will participate in; and that I will carefully read the operating instructions for any SJP facilities equipment prior to use and will operate such equipment in strict accordance with instructions.
7. The Released Parties are not responsible for any loss or theft of personal property brought to or left in/at the SJP facilities and I release the SJP DPR from any liability for such loss or theft.
8. I understand and agree to adhere to the SJP DPR, the facilities' policy and rules.

I have read and fully understand this Acknowledgement and Release of Liability set forth above, including the permission to secure medical treatment and the release of all claims, including claims for the negligence of the Released Parties. I am 18 years old or older. I understand that my signed waiver will be retained in my employee personnel file. This document is binding upon me and my heirs, children, wards, personal representatives and anyone else entitled to act on my behalf.

Signed: _____ Printed Name: _____

Organization Name: _____ Date: _____

ST. JOHN PARISH RECREATION DEPARTMENT CHECKLIST
TO BE COMPLETED BY SJBP PARKS & RECREATION DEPARTMENT

CHECK OFF LIST

_____ User Agreement Form

_____ Copy of Certificate of Liability Insurance with 1 million dollar coverage.
(SJBP as Certificate Holder)

_____ If applicable host liquor or liquor Liability Insurance (SJBP as Certificate Holder)

_____ Copy of Certificates of Insurance for the Rides Company if applicable.

_____ Copy of Special Events Permit (if applicable)

_____ Copy of Driver's License

_____ Reservation Fee

_____ Clean-Up Deposit

Recreation Director: _____

Date: _____