



**MEETING ROOM POLICIES,
REGULATIONS, RULES,
REQUIREMENTS and PROCEDURES**

Table of Contents

SITUATION:.....	2
GENERAL POLICIES, PROCEDURES, RULES & REGULATIONS	3
ADDITIONAL POLICIES FOR LIBRARY DEPARTMENT.....	10
ADDITIONAL POLICIES FOR LAFRENIERE PARK.....	13
SCHEDULE A - EXPLANATION OF FEES & CHARGES	18
SCHEDULE B – PARKS AND RECREATION/LAFRENIERE FEE SCHEDULE	19
SCHEDULE C – LIBRARY FEE SCHEDULE.....	25
SCHEDULE D – MEETING ROOMS FOR RENT.....	26

SITUATION:

Jefferson Parish has a number of departments that operate facilities where meeting/gathering spaces are available for public meetings/gatherings. The meeting spaces vary from small meeting capabilities to medium size parties. Rules, regulations, operations, availability times, cost, procedures, security requirements, etc. are determined by each individual department; however standard parish, state, and federal rules, codes, policies, regulations, requirements and procedures shall apply regarding what each space may be used for and who can use the space. While this document sets forth general policies and procedures for meeting/gathering spaces, **it should be noted that Lafreniere Park and the Library Department requires specific procedures in addition to and attached herein.**

These meeting room policies, regulations, rules, requirements and procedures will apply to all Jefferson Parish departments excluding the following facilities:

- * John A. Alario, Sr. Event Center
- * Jefferson Performing Arts Center.

GENERAL POLICIES, PROCEDURES, RULES & REGULATIONS:

1. Jefferson Parish must charge all persons/groups/firms/organizations, etc. who will be booking any meeting space in accordance with the fee structure established by the department (with the exception of those set forth in Policy No. 11).
2. Smoking and vaping of any kind is not allowed in ANY Jefferson Parish facilities.
3. A damage deposit may be charged for all bookings (except for in Lafreniere Park). The full refund will be mailed to the person making the booking within two weeks after the event, provided the meeting space is left in an acceptable condition. Additional charges will be applied to repair, replace, cleaning the meeting space fixtures, furnishings, equipment, etc. if damages exceed the damage deposit. The following list specifies conditions that will determine if damage fees will be assessed:
 - a. Spillage causing damage, staining, etc. that cannot be cleaned by normal methods is expected to be kept to a minimum;
 - b. Kitchen appliances and other equipment will be operable and in an acceptable condition under normal operation;
 - c. Smoking, vaping, etc. odors;
 - d. Any damage to facility and surrounding grounds in all or part such as:
 - i. Broken tables, chairs, windows, etc.;
 - ii. Burned, marred, scarred surfaces, such as counter tops, tables, walls, etc.;
 - iii. Trees, bushes or plants, etc. in and around the facility;
 - iv. Any other fixture, furnishing or content of reserved facility.
 - v. Do not put grease, food, etc. down the drains or toilets.
4. Do not issue tickets, invitations or publicity for your event until your application is approved by Jefferson Parish.
5. All bookings are on first come, first serve basis. Reservations must be made two (2) weeks in advance and booked no more than six (6) months in advance. Full payment of the Deposit, if applicable, and/or the full Rent fee is required within one (1) week of the reservation being made. If payment is not received after one (1) week, the reservation will be cancelled. Reservations and payments are to be made between 9:00 a.m. and 4:00 p.m., Monday through Friday to the Department to which the reservations apply. Confirmation of reservation will be sent via email. All cancellations must be made in writing at least ten (10) calendar days in advance in order to receive a refund (no refunds for cancellations within the ten (10) day period).

A \$20 cancellation fee will be assessed.

6. Meeting rooms and facilities may be booked throughout the day and night by multiple groups when available. Not all meeting rooms and/or facilities are available on weekends, Jefferson Parish holidays and during nights. A two-hour period between bookings will be reserved for department cleanup and maintenance.
7. Jefferson Parish has the right to reserve any meeting space for parish business as needed at no charge to the department.
8. Jefferson Parish will not make accommodations for any electricity, water, etc. for any particular event. The event cannot exceed the existing utility infrastructure at each facility.
9. Meeting rooms and facilities are booked without regard to any group's creed, point of view or beliefs. The booking of a Jefferson Parish meeting room does not constitute any endorsement, sponsorship or support by Jefferson Parish, its employees and elected officials. There must be no indication in publicity issued by groups using a meeting room that their function is Jefferson Parish sponsored.
10. All Jefferson Parish agencies, affiliated booster clubs, and support entities are eligible to use meeting facilities for business activities without charge during regular operating business hours provided no additional cleanup is necessary.
11. Non-profit community organizations that promote programs to enhance the "quality of life" in Jefferson Parish are eligible to use meeting rooms for business activities (excluding commercial activities as set forth in Policy No. 14) without rental charge during regular operating hours provided no additional cleanup is necessary. These groups will still be responsible to provide a deposit and security fee, if applicable, in accordance with the Explanation of Fees & Charges section of this policy. If the facility determines additional cleanup is necessary or damage was done to the facility, said group shall be responsible for the cleanup costs and damage charges. Cleanup costs and damage charges may be deducted from the deposit. Any questions of eligibility will be determined by the Department Director.

The types of organizations listed below in a-i, that promote programs to enhance the "quality of life" in Jefferson Parish, regardless of non-profit status, are also eligible to use meeting rooms for business activities (excluding commercial activities as set forth in Policy No. 14) without charge during regular operating hours provided no additional cleanup is necessary. These groups shall be required to complete the Department's facility rental application and shall provide a brief description of the purpose of the group, its membership, and the type of activity to be conducted with

the application. Any questions of eligibility will be determined by the Department Director.

- a. Jefferson Parish public, private and parochial school activities
- b. Civic association business meetings
- c. Girl Scouts, Brownies, Camp Fire Girls, Boy Scouts, Cub Scouts and Junior Deputies
- d. Retired persons associations
- e. Garden and beautification clubs
- f. Continuing education programs sponsored by local and state governments, to include universities
- g. Mentally and physically challenged support organizations
- h. Organizations that have donated funds or lend services to the benefit of Jefferson Parish
- i. Organizations whose members consist solely of senior citizens who reside in Jefferson Parish and groups sponsoring activities that benefit senior citizens of Jefferson Parish. For the purposes of this Section, a senior citizen is a person who is sixty (60) years of age or older.

*Notwithstanding the foregoing, the waiver of the rental fee contemplated by this Policy number 11 only applies to the business matters of an Organization. The rental of a meeting facility under the name of an Organization by one of its members for personal use shall not entitle that member to use the meeting rooms rent free. Any organization found to be in violation of this shall be back-charged a rental fee for the incompatible use and prohibited from using meetings rooms rent free in the future.

**Organizations to which this Policy No. 11 applies shall be entitled to make no more than twelve (12) bookings in a calendar year, per Department, rental free. If the Organization wishes to book more than twelve (12) times, a rental fee shall apply; however, an Organizations may request additional bookings rental free at the discretion of the CAA assigned to the Department to which the additional bookings apply.

12. Jefferson Parish reserves the right to preempt any activity. Every effort will be made to notify affected bookings as far in advance as possible.
13. Some Jefferson Parish facilities have authorized concessionaires. No person or group shall sell or offer to sell anything including, but not limited to, alcoholic beverages or concessions, or operate games of chance, without Department Director authorization and subsequently Jefferson Parish Special Event Permit.
14. Commercial activities - Commercial activities of any type must be clearly reported on the reservation form. Activities, which are associated with the booking facilities departmental mission, may be booked (e.g., normally accepted

activities associated with parks and playgrounds). Additional fees for commercial activities may be set when necessary and appropriate. Please be aware that some facilities prohibit commercial activities entirely.

Commercial activities must comply with Code of Ordinances, Parish of Jefferson, State of Louisiana §2-7, which states in pertinent part: "It shall be unlawful for any person to affix or use a facsimile of the parish seal or parish emblem on any document, sign, advertisement or equipment for personal or commercial use or in such a manner as to give the impression that the Parish of Jefferson sanctions, sponsors, endorses or supports such person or activity or that such person is [in] any way affiliated with the Parish of Jefferson, its agencies or districts..."

15. Jefferson Parish provides personnel at its facilities for general supervision. There will be certain events that will require additional supervision or security. The person/organization scheduling events that are identified as requiring security will be notified of this fact at the time of their reservation request.
 - a. Some events will require a Security Detail and/or a Special Event Permit. Special Event Permits are secured through of Jefferson Parish Department of Citizen's Affairs. The Security Detail can be secured through the Department in which the meeting room/facility belongs to – either the Parks and Recreation Department or the Library Department. Said Department will make security arrangements with the local law enforcement agency to provide uniformed police deputies. You may also be contacted by the Jefferson Parish Sheriff's Office directly for more information.
 - b. The Security Detail officers will be billed to the renter on a per hour basis with 4 hr. minimum. This fee comes directly from the Jefferson Parish Sheriff's Office and the hourly rates are set by JPSO.
 - c. If local law enforcement deputies are not available, the event will need to be rescheduled. No private or certified security company will be allowed to perform security services.
 - d. The cost of the police detail is the responsibility of the person/organization booking the facility.
 - e. The following are identified as events that require additional security. This list is not all-inclusive and the Parish reserves the right to include other types of events after reviewing information provided on the reservation form:
 - i. Dances involving any age group
 - ii. Indoor social events where alcohol is served (alcohol is not allowed at all Jefferson Parish facilities)
 - iii. Weddings

POLICIES, PROCEDURES, RULES & REGULATIONS: continued

- iv. Teenage social events, regardless of number of participants
 - v. Graduation parties for college, high school, junior high or middle schools
 - vi. Indoor social events with more than 30 people, exclusive of wedding showers or newborn baby showers
16. Jefferson Parish reserves the right to cancel future confirmed bookings or reject future reservations for any person(s) or group(s) not complying with these stated rules and regulations.
17. All cancellations must be made in writing at least ten (10) calendar days in advance in order to receive a refund of this rental. All booking cancellations within the past ten (10) day period will not receive any of the rental fee, unless another booking of that specific facility takes place.
18. The weather is always a factor in booking an event. Jefferson Parish has certain administrative and cleaning expenses in reserving meeting rooms. If the event is cancelled, the Parish still has these expenses. Fees will not automatically be refunded. The following will be adhered to:
- a. Rental fees will not be refunded to persons or groups that cancel their booking during the ten (10) day calendar period prior to the booking based on weather forecasts or anticipated bad weather.
 - b. If the weather on the reservation date is so severe to cause a widespread cancellation to all groups using the facilities on that day, Jefferson Parish will do the following:
 - i. Allow group to book another date at the same facility or one similar at no additional charge.
 - ii. Refund 80% of the rental fee.
19. Any person or organization using Jefferson Parish meeting rooms shall agree to hold harmless Jefferson Parish, its employees and agents, from and against any and all liability which may be alleged or which results from any injury to persons or property cause by, or to, any person or organization (including its members) or guests connected with any meeting or function at any of the meeting facilities. In addition, any person or organization using Jefferson Parish meeting rooms shall agree in writing to indemnify Jefferson Parish, its employees and agents, from and against any and all liability and related legal costs, which liability may be

POLICIES, PROCEDURES, RULES & REGULATIONS: continued

alleged or which results from any injury to persons or property caused by, or to, any person or organization (including its members) or guests connected with or attending any meeting or function at any of the meeting facilities.

20. Jefferson Parish assumes no responsibility whatever for any property placed in meeting rooms in connection with a meeting or otherwise. Further, Jefferson Parish is expressly released and discharged from any and all liability for any loss, injury or damage to persons or property, which may be sustained in connection with, or as a result of, a meeting.
21. **Some meeting spaces do not allow showers, parties, weddings, graduation parties or other types of private social events.**
22. Some meeting room facilities provide various amenities and are stocked with appropriate levels of tables and chairs. The setup of these facilities is in accordance with the room setup availability. No other material, equipment or supplies will be setup or provided. Events requiring additional tables and chairs are the responsibility of the booking party. Tables and chairs must remain in the room at all times.
23. When setup is necessary, the staff will arrange the room according to the specifications provided on the reservation form.
24. Jefferson Parish employees cannot be given any type of gratuities, tips, compensation, etc.
25. Decorations can be tied or freestanding only. No nails, tacks, tape, etc. will be permitted on the walls, furniture, etc. Decorations must be removed from the building. No confetti, glitter, or sprinkles will be allowed as decorations.
26. The use of live bands and playing of music may be prohibited, limited and regulated at some facilities. Playing of any type of music must adhere to the Parish Noise Ordinance No. 2071- Section 12-23 or Parish personnel will request that the group stop playing.
27. As a place of assembly, the occupancy load was determined by square feet according to the safety code. The amount of occupancy is posted within the room and must be adhered to.
28. The use of tobacco in any form is not permitted in any indoor Parish facility.
29. The use of seafood is regulated. The boiling of seafood is only allowed when done by a registered caterer with a self-contained boiling unit. This unit must

POLICIES, PROCEDURES, RULES & REGULATIONS: continued

remain in the designated parking lot. The water, which was boiled, must be removed from the site. A special seafood fee will be assessed for consuming boiled seafood on our premises. All seafood debris must be put in the dumpster or designated garbage can. Cleaning of fish and shucking of oysters is not permitted at any Parish facility.

30. Firearms, fireworks, explosives, bows and arrows, pellet guns, BB guns, slingshots, javelins and discus are not permitted.

31. All vehicles must be parked in designated-areas.

32. The use of glass containers is prohibited at all facilities.

33. Each department will determine the rate, what the meeting rooms can be used for and how the meeting room is identified as follows:

- a. Small Room
- b. Medium Room
- c. Large Room
- d. Extra Large
- e. Premium Room

Some Departments have additional meeting spaces as identified on the applicable Schedules to follow.

ADDITIONAL POLICIES, PROCEDURES, RULES & REGULATIONS APPLICABLE TO LIBRARY FACILITIES

1. Meeting rooms are booked without regard to any group's creed, point of view, or beliefs. The booking of a Jefferson Parish Library meeting room does not constitute any endorsement, sponsorship or support by the Library or Jefferson Parish nor the beliefs or views of the groups presenting the events.
2. The Library's logo should not be used by any group to advertise meetings or events. There can be no indication in publicity issued by groups using a meeting room that its function is sponsored by the Library or Jefferson Parish.
3. No offerings or donations can be solicited in any Jefferson Parish Library meeting room. No solicitation for dues to join an organization.
4. The Library does not assume any responsibility to publicize or promote any outside group meeting (not sponsored by the library), and will not publicize outside groups' meetings on the Library's website or social media. All confirmed and finalized meetings will appear on the library's calendar. Reserving groups may not post signage on library property.
5. An audio/visual technician is available to operate the sound board and other equipment at East Bank Regional Library. An additional charge of \$50/hour must be paid at the time meeting room reservation is made. This charge is not waived for groups that pay no or reduced rental fees. Groups will be provided instructions on how to use the microphones and overhead projector. However, only designated library employees may operate or touch the library's permanent technology equipment located in the back.
6. The Jefferson Parish Library does not supply laptops. If laptops are needed, patrons/organizations are to bring their own laptops or they can pay a \$50/hour audio/visual technician fee and resources can be provided. If assistance is required to connect a laptop to the meeting room's audio/visual equipment, the group/organization will need to contact the Library 48 hours in advance of the reservation to schedule an appointment so that special instructions can be provided prior to the meeting/presentation.
7. All groups will be held financially responsible for not returning lavalier microphones or other equipment, damages sustained during an event (including cleaning of the carpet because of food or beverage spills), etc. Grease, food, etc. are not to be put down the drains or toilets.
8. Library meeting rooms cannot be used for private showers, parties, weddings, graduation parties, or other private social events. Light refreshments (sandwiches, pastries, covered drinks) may be served in the meeting rooms with the exception of the upstairs AV Meeting Room at East Bank Regional. Only covered drinks are allowed in the AV Meeting Room. A kitchen is available, by the Jefferson & Napoleon Rooms, at East Bank Regional Library, which is available only by advance request. The reserving group is free to bring food from anywhere. The group or person having the meeting is responsible for cleanup of the meeting room if food and drinks are involved. Chafing dishes and other cooking equipment are not allowed. Additional sound systems are not allowed

POLICIES, PROCEDURES, RULES & REGULATIONS: continued

- due to meetings in an adjacent room or due to the noise in the library setting.
9. Alcohol is not allowed on Library premises, with the exception of Library sponsored programs.
 10. Meeting rooms may be used only during a library's regular business hours, Monday-Saturday. Groups must vacate the meeting room 30 minutes prior to the closing of the library. The reservation system automatically provides 30 minutes without charge prior to the event time to enable groups to set-up chairs, attendees to arrive, etc. Groups cannot access the "premium" meeting rooms at East Bank Regional Library prior to 8:30 a.m. (these rooms cannot be reserved or entered prior to 8:30 a.m.) or the opening time at the other libraries.
 11. All events and meetings must be free and open to the public - no admission or registration charges; no fees to cover expenses for speakers, supplies, etc. This requirement applies to all groups, including groups that do not pay or have reduced rental fees.
 12. The Friends of the Jefferson Public Library is authorized to sell books/merchandise at all Library facilities.
 13. All commercial activities are prohibited, with the exception of Library sponsored programs. No actual selling, contracting to sell, or soliciting information for future sales may take place upon Jefferson Parish premises. This includes the sale of materials/books and fees of any kind including refreshments or food. Any commercial activity must clearly be reported on the reservation form. A list of attendees with their names/addresses/phone numbers or emails is strictly prohibited.
 14. Set-up is provided only for East Bank Regional Library meeting rooms (Jefferson and/or Napoleon) in accordance with the specifications provided on the reservation form. Groups are responsible for making any physical changes in the set-up and for providing any additional equipment, etc. Groups are responsible for setting-up all of the other meeting rooms and putting items back when the meetings end.
 15. The grand piano located in the Napoleon meeting room at the East Bank Regional Library is available to be used by musicians and bands at Library sponsored programs ONLY.
 16. The capacity of each meeting room is posted (also available when a room is reserved) in each meeting room facility. Groups are responsible for not allowing additional people to enter the meeting room once the capacity has been reached and for assuring the capacity is not exceeded.
 17. The Library reserves the right to cancel confirmed bookings and/or reject future reservations for any person(s) or group(s) not complying with these policies.
 18. Since individual library branches are unable to schedule reservations, all reservations and inquiries should be directed to the Receptionist/Meeting Room Coordinator at the Library's administrative office (4747 West Napoleon Avenue, Metairie, LA 70001; phone 504-849-8817). Reservations can also be made online at www.jplibrary.net
 19. Library sponsored programs are handled through the Adult Program Manager. All reservations and inquiries in regard to this type of program should be

directed to the Adult Program Manager at the Library's administrative office (4747 West Napoleon Avenue, Metairie, LA 70001; 504-889-8143). All Library sponsored educational and quality of life programs shall be sent to and approved by the library's administration (Assistant Director; Patron Services Head) before they are booked by the Adult Programmer and will need a 30-day advancement notice.

ADDITIONAL POLICIES, PROCEDURES, RULES & REGULATIONS APPLICABLE TO LAFRENIERE PARK

The following policies, procedures and regulations are in addition to the general policies, procedures and regulations. It should be noted that rules may vary in some cases depending upon the feature that is being utilized with the park.

1. FOUNDATION CENTER

3000 Downs Blvd. Metairie, LA 70003 PH: 504-838-4389 Fax: 504-838-4387

- Policy Number 11 is inapplicable to rentals of the Foundation Center.
- Renter will be held accountable for any damages sustained during their event.
- All sign requests should be part of a special events permit through the Office of Citizen's Affairs.
- Maximum number of people in the Foundation Center is 100.
- Jefferson Parish reserves the right to preempt any activity.
- Certain events require additional supervision or security at an additional expense.
- No cooking allowed in the Foundation Center; food must be prepared off-site; warming is permitted.
- No boiled seafood allowed at all in the foundation Center.
- No food or drink is allowed in Conference Room
- All cancellations must be made in writing at least (10) calendar days in advance by the person making the reservation in order to receive a refund. A \$20 cancellation fee will be assessed.
- The Foundation Center can only be rented by groups whose attendees are adults. The rental of the Foundation Center is not allowed for any activity in which minors will be attendees.
- Refunds will not be made in anticipation of possible bad weather or weather forecasts. If the weather on the reservation date is so severe to cause widespread cancellation by Lafreniere Park management to all using the facilities on a particular day, Jefferson Parish will do the following on the next working day:
 - Allow renter to book another date at the same facility or one similar at no charge.
 - Refund 75% of the rental fee. The Park will keep the 25% of the rental fee in addition to the \$20 cancellation fee.

Hours:

- Jefferson Parish agencies, affiliated booster clubs, and Jefferson Parish support entities may use the meeting room Tues-Thu 9am-3pm for business activities only.
- Non-profit community organizations may use the meeting room Tues-Thu 9am-3pm for business activities only.
- Center may be rented between 9:00 AM – 9:00 PM.
 - All renters must be out of the park by 9:45 PM.

POLICIES, PROCEDURES, RULES & REGULATIONS: continued

- Minimum rental time – 2 hours
 - One-hour setup time is provided prior to the event.
 - Full payment required at the time the reservation is made.
 - Tables and chairs must remain in the room at all times. Park will provide minimal set-up of tables and chairs that are currently available within the rental fee schedule of indoor meeting rooms.
 - Jefferson Parish employees cannot be given any type of gratuities, tips, compensation, etc.
 - Decorations can be tied or freestanding only and must be removed from building. No nails, tacks, tape, etc. will be permitted on the walls, furniture, etc.
- No stickers, confetti, glitter, or sprinkles will be allowed as decorations.
- No open flames (candles) allowed in room.
 - Decorations or additional lighting cannot be attached to light poles, trees, shrubs, gazebo, railings, etc.
 - Bands/music must be kept inside the center; no speakers will be allowed on the deck or in the patio area.
 - All vehicles must be parked in designated areas – No vehicles allowed on grass.
 - Firearms, fireworks & explosives are not permitted.
 - The garden gazebo measures approximately 17'x 17' and the garden lawn area measures approximately 30' x 30'
 - This list is not all-inclusive of the rules & we reserve the right to add any rule that will benefit park visitors.

Jefferson Parish reserves the right to cancel future confirmed bookings or reject reservations for any person(s) or group(s) not complying with these stated rules and regulations.

2. LAFRENIERE PARK SHELTERS

- Policy Number 11 is inapplicable to rentals of Lafreniere Park Shelters. **Refunds will not be made in anticipation of possible bad weather or weather forecasts.** If the weather on the reservation date is so severe to cause widespread cancellation by Lafreniere Park management to all using the facilities on a particular day, Jefferson parish will do the following on the next working day:
 - Allow renter to book another date at the same facility or one similar at no charge
 - Refund 75% of the rental fee. The Park will keep the 25% of the rental fee in addition to the \$20 cancellation fee.

Shelter Fee Schedule

- Eight (8) shelters are available for rental and must be reserved in person at the Park Office.

- Full payment is required-money order or check only. No cash.
- Area surrounding shelter is not inclusive in the rental and is not considered as rented space.

General:

- No signs, advertising, fliers or banners allowed in the park.
- Athletic or special events permitting fees are not included in the shelter rental fee. Renters must comply with special event policies and must be approved by the Park Director as well as Department of Citizen's Affairs.
- Certain events may require security for an additional fee.
- Lights are not provided for any shelter (except Shelter #2/Island shelter). Electricity and water are not guaranteed at the shelters.
- Motorized vehicles (all types) are not allowed on the grass, sidewalks, or bridges at any time.
- Lafreniere Park will NOT provide transportation across any bridge.
- Areas of the Park may be closed or out of service at certain times of the year or for special events.

Equipment:

- **DANGER! HIGH VOLTAGE!** Power source for all Park facilities is a 13,800-volt direct burial cable which supplies a network of underground power lines.
- **DO NOT DIG OR DRIVE ANY STAKES IN THE GROUND!**
- DJs, amplifiers, or computer-aided sound systems are NOT allowed unless applicant receives a Special Event's Permit from Department of Citizen's Affairs. Failure to comply will result in termination of shelter electrical service. Jefferson Parish Noise Ordinance will be enforced.
- Water play equipment, horse/pony rides, carnival rides, trains, or petting zoos are NOT allowed.
- Party/Spacewalk companies must be approved by the Park Office and must provide proof of insurance (insurance certificate) at least one week in advance. Renter may not plug spacewalk into shelter outlets-a generator must be used at the renter's expense.

Food/Preparation:

- No glass bottles or containers.
- Caterers must:
 - Be licensed and insured for \$1,000,000 as per Insurance Requirements section. Have a self-contained unit
 - Remain in the parking lot and are NOT ALLOWED ON THE GRASS
 - Remove seasoned water, coals, or any cooking materials from the Park.
 - Frying or boiling seafood/food over open flame is NOT ALLOWED in the Park. DO NOT PUT HOT COALS INTO TRASH CONTAINERS.

- Shucking of oysters or cleaning of fish is NOT allowed.

Cancellation/Refund policy:

- All cancellations must be made in writing at least ten (10) calendar days in advance by the person who made the reservation in order to receive a refund.
- There are NO REFUNDS due to rain or inclement weather. A \$20 cancellation fee will be assessed.
- This list of rules is not all-inclusive. Lafreniere Park reserves the right to add any rule that will benefit park visitors.

3. CAROUSEL RENTAL

- The reservation form is the Authorized User Agreement that grants the official representative whose name appears on the reservation form, hereinafter known as the User, the non-assignable right to use the Lafreniere Park Carousel hereinafter known as the Carousel, **for a private party for children.**
- The user agrees to the following:
 - The Carousel is to be used for a private party and no other purpose.
 - There is a limit of 50 people
 - User agrees to all terms and provisions contained in the Lafreniere Park rules and regulations and the Carousel rules and regulations. User also agrees to advise their guests of these rules and regulations.
- Lafreniere Park provides no assistance for set-up.
- Seating for 40 is in the Carousel building. Tables must remain in building.
- Balloons, decorations, food, drinks are not allowed **on the Carousel.**
- Lafreniere Park will NOT provide transportation to the Carousel of any kind.
- Please follow all rules posted in the Carousel building.
- Areas surrounding the Carousel are not considered as space rented.
- All cancellations must be made in writing at least ten calendar days in advance by the person making the reservation in order to receive a refund. A \$20 cancellation fee will be assessed.
- Jefferson Parish employees cannot be given any type of gratuities, tips compensation, etc.
- This list is not all-inclusive of the rules & we reserve the right to add any rule that will benefit park visitors
- You are allowed to enter the carousel area to set-up for your party 30 minutes before your rental start time and you must leave at your end time. There is no exception to this rule.
- Carousel open to the public when it is not rented for the cost of \$1.00/ride
- Policy Number 11 is inapplicable to rentals of the Carousel.

4. SPRAY PARK RULES & RENTAL

- NO SMOKING – NO ALCOHOL
- All persons using the Spray Park do so at their own risk.

- **Regular Hours of Operation: 12 pm – 7 pm Weather Permitting**
- **Admission: \$5.00 per child tokens only**
- **MAXIMUM AGE is 10 years old.**
- **Children 6 years of age or under must be accompanied by an adult at all times.**
- **Aqua socks and sandals are permitted in the spray area.**
- Running, undue roughness, and horseplay are strictly prohibited.
- Spray Park is designed for recreational purposes only.
- Climbing or playing on components is not permitted. Hanging of clothes and towels on fence or trees are prohibited.
- Neither Jefferson Parish nor Lafreniere Park is responsible for lost or stolen articles.
- Infants must wear swim diapers. Bathing suits or proper clothing must be worn.
- Wheeled vehicles, other than strollers, walkers and wheel chairs are prohibited.
- Animals other than service animals are prohibited.
- Food and Drinks are prohibited.
- Toys and floats are prohibited.
- Glass containers are prohibited.
- Individuals engaging in unsafe or disruptive behavior will be asked to leave.
- Patrons must bathe/shower prior to arriving to the spray park.
- The attendant shall make decisions regarding weather.
- Capacity for this facility is 75 people.
- **Limited to kids ages 5 to 12**
- Policy Number 11 is inapplicable to rentals of the Spray Park.

SCHEDULE A - EXPLANATION OF FEES & CHARGES:

Rent Fee:

- * Regular users' hourly rate or flat rate.

Deposit Charge:

- * A dollar amount to be pre-paid before a social event to reserve the space on the requested date. Deposit may be returned however the funds can be used for any damages or cleaning fees due to any neglects of the space.

Cleaning Charge:

- * An additional charge for cleaning the used space in the event the deposit funds are not enough to cover the cleaning cost.

Damage Charge:

- * An additional charge to cover the cost of any replacement and/or repairs to any facility and/or equipment damaged in the event the deposit funds are not enough to cover the replacement or repair cost.

Security Fee:

- * Charge to pay for uniformed local law enforcement deputy.

SCHEDULE B - JEFFERSON PARISH PARKS & RECREATION RENTAL RATES

Parks and Recreation Reservation Phone Number: 504-736-6999, 504-349-5000

Email Address: JPRecreation@jeffparish.net

Lafreniere Park Phone Number: 504-838-4389

Email Address: LPoffice@jeffparish.net

RECREATION MEETING ROOMS *3-hour blocks and 1-hour set-up	Rate
Medium Rooms	\$50/hr.
Large Rooms	\$75/hr.
Extra Large Rooms	\$125/hr.
Premium Rooms	\$160/hr.
Government Entity	No Charge
Damage Fee	Cost of repairs
Cleaning fee for medium or large rooms after 5pm on Saturday and all-day Sunday.	\$50 flat rate
Cleaning fee for extra-large rooms after 5pm on Saturday and all-day Sunday.	\$75 flat rate
Cleaning fee for premium rooms after 5pm on Saturday and all-day Sunday.	\$100 flat rate
Cleaning fee for gym rentals	\$125 flat rate
RECREATION SHELTERS *3-hour blocks and 1-hour set-up	Rate
Government Entity	No Charge
School Field Trips/Shelter Rental - weekdays	\$100 flat rate
Staff Overtime charge (Sunday & Holidays)	\$25/hr. (4-hrs. min)
Cleaning fee for standard shelter	\$50 flat rate
Cleaning fee for large and premium shelters	\$75 flat rate
Standard Shelter (15-30 ppl)	\$100/3 hrs.
Standard Shelter (All Day)	\$250 flat rate
Premium Shelter	\$150/3 hrs.

Premium Shelter (All Day)	\$375 flat rate
RECREATION GYMS	
	Rate
Organization	\$50/hr.
Jefferson Parish Private Schools	\$25/hr.
Tournaments - Weekday	\$250 flat rate
Tournaments - Weekends	\$500 flat rate
Clean up fee	\$125 flat rate
Police Security 4 hrs. & 2 police (Min.)	The Recreation Department will charge JPSO's current police detail rates for the event's security.
Staff Overtime charge (If necessary)	\$25/hr.
RECREATION FIELDS	
	Rate
Baseball/Softball	\$30/hr.
Football Field (Large, four fields)	\$40/hr.
Football Field (Small, two fields)	\$30/hr.
JP Private School Baseball Field	\$15/hr.
JP Private School Football Field	\$20/hr.
Baseball Markings/Preparation	\$40 flat rate
Football Markings/Preparation	\$75 flat rate
Lacrosse Markings/Preparation	\$50 flat rate
Soccer Markings/Preparation	\$50 flat rate
Police Security 4 hrs. & 2 police (Min.)	The Recreation Department will charge JPSO's current police detail rates for the event's security.
Staff Overtime charge (If necessary)	\$25/hr.
RECREATION BASEBALL STADIUMS	
	Rate
Miley Playground and Segnette Field	
Practice	\$50/hr.
Games	\$150/game
Scoreboard Operator	\$50/game
Police Security 4 hrs. & 2 police (Min.)	The Recreation Department will charge JPSO's current police detail rates for the event's security.
Staff Overtime charge (If necessary)	\$25/hr.

RECREATION FOOTBALL STADIUMS & TRACKS	Rate
Jefferson, Johnny Jacobs, Kings Grant, and Pontiff	
Stadium and/or Track	\$50/hr.
Markings/Preparation	\$75 flat rate
Press box/PA System	\$35/day
Lights	\$25/day
Equipment Rental	\$50/day/piece
Staff Overtime charge (If necessary)	\$25/hr.
Police Security 4 hrs. & 2 police (Min.)	The Recreation Department will charge JPSO's current police detail rates for the event's security.
LASALLE PARK SOCCER FIELD	Rate
Practice (Monday - Thursday)	\$30/hr.
Games (Monday - Thursday)	\$60/game
Games (Friday - Sunday)	\$60/hr.
JP Private School Game (Mon-Fri)	\$40/game (includes markings)
Tournaments (4 or more games)	\$350/field
Police Security 4 hrs. & 2 police (Min.)	The Recreation Department will charge JPSO's current police detail rates for the event's security.
Staff Overtime charge (If necessary)	\$25/hr.
LASALLE PARK BASEBALL QUADRUPLEX	Rate
Monday - Thursday	\$50/hr. for practice \$50 per school game (2-hour max)
Friday - Sunday	\$500/field
Friday - Sunday	\$2,000/Complex
Police Security 4 hrs. & 2 police (Min.)	The Recreation Department will charge JPSO's current police detail rates for the event's security.
Staff Overtime charge (If necessary)	\$25/hr.
PARKING LOTS	
Parking Lot - Day Rate	\$750 flat rate
Parking Lot - Over night	\$1,500.00 flat rate
COMMERCIAL EVENTS	RATE

Tier 1 (\$2,500 damage deposit) Pop-up shops Supply giveaways and/or drives	\$1,000.00 flat rate
Tier 2 (\$5,000 damage deposit) Pet Adoption Outdoor Festival (Additional \$500/day for setup/breakdown) Outdoor Wedding Dinner Fundraiser	\$2,500.00 flat rate
Tier 3 (\$10,000 damage deposit) Wedding Graduation	\$12,000.00 flat rate
RECREATION SPECIAL EVENTS	
Rate	
William Playlot Gym Repass Service	\$100/hr.
Grand Isle Pavilion	\$500/day
ASSET RENTALS	
Rate	
Portable fences	\$20/per piece per week
LaSalle mounds (private organization)	\$50/hr.
Stages	\$500/day
Dumpster bed	\$200/day
Barricades	\$10 each
Bleachers	\$500/day

LAFRENIERE PARK	Rate
Foundation Center	\$250/Per 2hr. min./\$150 additional hr.
Foundation Center - All Day	\$1,000/8 hr. rental
Meeting Room at Foundation Center	\$100/Per 2hr. min
Meeting Room at Foundation Center - All Day	\$750/8 hr. rental
Special Event Fee	\$250 flat rate
Parking Lot Fee (North/South Mall)	\$250/day
Camp Bus Fee	\$50/bus
Spray Park Party Rental (Sat. & Sun.) 9:30am - 11:30am Two (2) hour party	
Jefferson Parish Resident	\$300 flat rate
Non-Resident	\$350 flat rate
Spray Park Party Rental (Weekdays) 9:30am - 11:30am Two (2) hour party	
Jefferson Parish Resident	\$200 flat rate
Non-Resident	\$250 flat rate
Carousel (Sat. & Sun.) 9:30am or 11:30am	
Jefferson Parish Resident	\$300 flat rate
Non-Resident	\$350 flat rate
Carousel (Sat. & Sun.) 2:00pm two (2) hours not private	
Jefferson Parish Resident	\$400 flat rate
Non-Resident	\$500 flat rate
Carousel (Weekdays) Two (2) hour party 9:30am or 11:30am	
Jefferson Parish Resident	\$200 flat rate

Non-Resident	\$250 flat rate
Carousel (Weekdays) 2:00pm two (2) hours not private	
Jefferson Parish Resident	\$300 flat rate
Non-Resident	\$400 flat rate
Standard Shelter #1, #3 15-30 ppl (3 Hr. Blocks)	
Jefferson Parish Resident	\$100 flat rate
Non-Resident	\$125 flat rate
Extra Hour	\$50 flat rate
Medium Shelter #4, #5, #6, #7, #8 70 ppl (3 Hr. Blocks)	
Jefferson Parish Resident	\$250 flat rate
Non-Resident	\$300 flat rate
Extra Hour	\$75 flat rate
Premium Shelter #2 (3 Hr. Blocks)	
Jefferson Parish Resident	\$500 flat rate
Non-Resident	\$550 flat rate
Extra Hour	\$100 flat rate
Misc.	
Lafreniere Pavilion Island	\$500/day
Lafreniere Mall Island	\$300/day
Lafreniere Meadow	\$750/day
Lafreniere Jogging Trails/Walks/Runs	\$150/day
Electrical	\$150/day
Set-Up	\$100/day
Tear-Down	\$100/day
Police Security 4 hrs. & 2 police (Min.)	The Recreation Department will charge JPSO's current police detail rates for the event's security.

SCHEDULE C - JEFFERSON PARISH LIBRARY RENTAL RATES

	Medium Meeting Room	Large Meeting Room	Extra-Large Meeting Room	Premium Meeting Room
Rent (Hourly Rate)	\$ 50.00	\$ 75.00	\$ 125.00	\$ 160.00

Any Jefferson Parish Library meeting room can be reserved online at www.jpilibrary.net. Alternatively, call 849-8817 for meeting room availability/booking.

****Where food is allowed, only light refreshments can be consumed in meeting room. Beverages are allowed, but must be covered.**

SCHEDULE D - JEFFERSON PARISH MEETING ROOMS FOR RENT

MEETING ROOM LOCATIONS:	PREMIUM	EXTRA LARGE	LARGE	MEDIUM
EBR Library 4747 West Napoleon Avenue, Metairie, LA, 70001	1 Prem Room - Jefferson & Napoleon Room Combined		2 Lg Rooms - Jefferson or Napoleon Rooms	1 Med Room - AV Conf. Room
WBR Library 2751 Manhattan Boulevard, Harvey, LA, 70058		1 Ex-Lg Room		
Belle Terre Library 5550 Belle Terre Road, Marrero, LA, 70072				1 Med Room
Grand Isle Library Grand Isle Multiplex, 3101 Hwy. 1, Grand Isle, LA, 70358				
Harahan Library 219 Soniat Ave., Harahan, LA 70123				
Lakeshore Library 1000 West Esplanade Ave., Metairie, LA 70005				1 Med Room
North Kenner Library 630 West Esplanade Ave., Kenner, LA 70065				1 Med Room
Old Metairie Library 2350 Metairie Rd., Metairie, LA 70001				1 Med Room

River Ridge Library 8825 Jefferson Highway, River Ridge, LA 70123- 3514				1 Med Room
Rosedale Library 4036 Jefferson Hwy., Jefferson, LA 70121				1 Med Room
Charles A. Wagner Library 6646 Riverside Drive, Metairie, LA 70003				
Gretna Library 102 Willow Dr., Gretna, LA 70053				1 Med Room
Lafitte Library 4917 City Park Drive, Lafitte, LA 70067				
Live Oak Library 125 Acadia Dr., Waggaman, LA 70094				1 Med Room
Terrytown Library 680 Heritage Ave., Terrytown, LA 70056				1 Med Room
Edith S. Lawson Library 635 Fourth St., Westwego, LA 70094				1 Med Room
EB - Bright Playground 3401 Cleary Avenue Metairie, LA 70002			2 Lg Rooms	
EB - Cleary Playground 3700 Civic St. Metairie, LA 70002			1 Lg Room	1 Med Room

EB - Delta Playground 8301 W. Metairie Ave. Metairie, LA 70003			2 Lg Rooms	
EB - Girard Playground 5300 Irving St. Metairie, LA 70003			2 Lg Rooms	
EB - Jefferson Playground 4100 South Drive Jefferson, LA 70121	1 Prem Room – Golden Age Center		1 Lg Room	
EB - Lakeshore Playground 1125 Rosa Ave. Metairie, LA 70005	1 Prem Room – Golden Age Center			
EB - Lemon Playground 1307 S. Causeway Blvd. Jefferson, LA 70121				2 Med Rooms
EB - Little Farms Playground 10301 South Park River Ridge, LA 70123			1 Lg Room	
EB - Mike Miley Playground 6716 W. Metairie Ave. Metairie, LA 70003			1 Lg Room	1 Med Room
EB - Owens Playground 11101 Newton St. River Ridge, LA 70123				2 Med Rooms
EB - Pontiff Playground 1521 Palm St. Metairie, LA 70001	1 Prem Room		3 Lg Rooms	

EB - Williams Playlot Gym (S) 7744 Mistletoe St. Metairie, LA 70003			1 Lg Room	
WB - Avondale Playground 709 S. Jamie Blvd. Avondale, LA 70094			1 Lg Room	
WB - Belle Terre Playground Marrero, LA 70072 5600 Belle Terre Rd.			1 Lg Room	
WB - Bridge City Playground (N/A) 400 Eleventh St. Bridge City, LA 70094				1 Med Room
WB - Estelle Community Ctr 5012 Ehret Road Marrero, LA 70072			1 Lg Room	
WB - Estelle Playground 5801 Leo Kerner Lafitte Pkwy Marrero, LA 70072			1 Lg Room	
WB - Harold McDonald Sr. 900 Drake Ave. Westwego, LA 70094			1 Lg Room	

WB - Harvey Playground 2240 Alamo St. Harvey, LA 70058		1 Ex-Lg Room		
WB - Johnny Jacobs Playground 5851 5th St. Marrero, LA 70072			1 Lg Room	
WB - Kennedy Heights Playground 248 Mission Court Avondale, LA 70094			1 Lg Room	
WB - Kings Grant Playground 3805 15th St. Harvey, LA 70058		1 Ex-Lg Room		
WB - M. L. King Playground 2400 Lester Ave. Harvey, LA 70058			1 Lg Room	
WB - Nicholson Playground 7101 11th St. Marrero, LA 70072			1 Lg Room	
WB - Oakdale Playground 650 Wall Blvd. Gretna, LA 70056		1 Ex-Lg Room	1 Lg Room	
WB - PARD Playground 5185 Eighty Arpent Rd. Marrero, LA 70072		1 Ex-Lg Room		1 Med Room

WB - Rose Thorne Playground 865 Jean Lafitte Blvd. Lafitte, LA 70067			1 Lg Room	
WB - Terrytown Playground 641 Heritage Ave. Terrytown, LA 70056			2 Lg Rooms	
WB - Waggaman Playground 516 Dandelion St. Waggaman, LA 70094			2 Lg Rooms	
WB - Woodmere Playground 4100 Glenmore Drive Harvey, LA 70058			1 Lg Room	
Lafreniere Park – Foundation Center 3000 Downs Blvd. Metairie, LA 70003			1 Lg Room	