

### Guidelines Rules for Plain Dealing Community Center

1. Each lessee renting the Community Center will sign a lessee agreement prior to leasing the Center, along with payment of the lease fee and security deposit, Lessee must sign the lease agreement and rules agreement. The lessee will only be able to access the Community Center the day of the event. Cancellation of reservations must be made at least two (2) weeks in advance. In order to guarantee a reservation, the full lease fee \$200.00 Personal, and a security deposit \$100.00 personal, must be presented with signed lease agreement as well as signed rules agreement. The lease will be approved or disapproved by the Town Council during the next regular council Meeting which occurs on the (2<sup>nd</sup>) Tuesday of each month with exceptions when Holiday's occur. Lease agreement emergencies will be at the council's discretion.
  2. Reservations will be accepted up to one (1) year in advance.
3. Person requestion the use of the Community Center must be 21years of age.
4. Person requesting the use of the Community Center must be present at all times at the function for which the Center is leased and must be the primary host of the event.
5. The Community Center will be vacated by 10:00 PM with exceptions approved by the council.
6. In no event shall the occupancy exceed 90 people, as set by the Fire Marshal.
7. Lessees with invited guests or expected guests of 50 or more people will need to provide security; at their own expense for their event. Either by the local Police Department or the Bossier Parish Sheriff Department; with a minimum of 4 hours. No private security will be allowed.
8. In leasing the Community Center, the town Police Department and town employee's has the right to enter and enforce all necessary and proper rules.
9. All vehicles must be properly parked in lots provided – Improperly parked vehicles will be towed at the owner's expense – the parking lot may not be used as port of the event other than for guest parking.

10. Crowd control shall be maintained at all times. If crowd problems threaten the safety of attendees your event may be canceled immediately by the Police Department.
11. Lessee may not charge fees to attendees of event without approval by the Town Council.
12. Minors- for safety and supervision, all parties for persons under 18 years of age must be chaperoned at all times, with no less than one (1) adult per seven (7) minors.
13. Lessee shall occupy the leased premises at their own risk and shall indemnify the Town of Plain Dealing against any expense, loss, cost damage, claim, action of liability paid, suffered or incurred as a result of any breach by lessee, Lessee's agent, servants, employees, customers, visitors or licenses of any covenant or condition of this lease, or as a result of lessee's use or occupancy of the leased premises or the carelessness, negligence or improper conduct of lessee, its agents, servants, employees, customers, visitors or licenses.
14. If there is a request for the use of the grounds for an outdoor event; the lessee shall be required to rent the Community Center for that date and to have an insurance policy of at minimum of 1 million dollars that indemnifies the Town of Plain Dealing.
15. 501 3C applicants requesting reservation waiver of fees will be at the discretion of the Town Council. 501 3C applicants will be charged a security deposit when submitting an application for the Community Center. Security deposit will be returned to the applicant after an inspection of the Community Center is made by town employees.
16. Churches and Civic Organizations requesting waiver of fees will be at the discretion of the Town Council. Churches and Civic Organizations applicants will be charged a security deposit when submitting an application for the Community Center. Security deposit will be returned to the applicant after an inspection of the Community Center is made by town employees.
17. No alcohol will be permitted in the Community Center or on Community property. \_\_\_\_\_
18. Smoking will not be permitted in the Community Center or on Community Center property. \_\_\_\_\_
19. No animals, except seeing eye or other therapy dogs, will be allowed in the Community Center

20. Weapons, firearms and or illegal drugs are strictly forbidden in and around the Community Center. \_\_\_\_\_
21. Sound – Any sound, music, and or any other noise, should be kept at a level that will not disturb the surrounding area. Lessee's' will be responsible for seeing that there are no loud noises from the guest either coming to or leaving the function at the Community Center. If a noise disturbance, which results in two (2) Police warnings occurs, the event will be terminated. Deposit will be forfeited.
22. Lessee signing agreement will be responsible for cleaning any areas used, including all equipment and furniture before leaving premises date of lease. Trash will be removed to outside garbage containers. Community Center is not responsible for supplying cleaning supplies or chemicals.
23. Deposits shall be refunded to the lessee/applicant after the premises has been inspected by the Town. If any of the regulations set forth have not been complied with, the Town may retain the deposit fee.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date