



ST. TAMMANY PARISH GOVERNMENT USE OF FACILITIES

GUIDELINES AND APPLICATION PACKET

GENERAL REGULATIONS –Updated August 31, 2022

Before using a St. Tammany Parish Government (the “Parish”) facility, the interested individual or organization (the “User) must submit an application for use (the “Application”) and enter into a written agreement (the “Facilities Use Agreement”) with the Parish. The Facilities Use Agreement with all its components shall incorporate general conditions applicable to the particular facility or activity as the Parish may establish. Requests will be considered when space is available at times that do not interfere with Parish programs. The Parish may restrict the use of designated rooms, buildings and facilities for any reason that the Parish deems necessary under the circumstances. Additionally, the Parish may designate certain buildings as community use facilities, while restricting other sites from community use.

The safety of citizens and employees and the appropriate care of Parish property shall be primary considerations in the use of Parish facilities. The Parish reserves the right to deny usage or terminate an existing Facilities Use Agreement. Failure to promptly pay all deposits, rental charges, damage costs, or the breaking of the rules and regulations established by the Parish shall be considered sufficient grounds to terminate the Facilities Use Agreement and/or prohibit future use of Parish facilities.

Authorization for use of Parish facilities shall not be considered as an endorsement or approval of the activity, group, or organization nor the purpose it represents. Unless the Parish is a co-sponsor of the event, any advertising distributed by the User in connection with the approved activity shall not be presented in such a way that the Parish is perceived as endorsing the event. The facility name shall only appear as a location site. The telephone number of the site shall not be included. No advertising in connection with the approved event shall be displayed on, or affixed to, any part of the Parish building or grounds unless otherwise approved. Parish’s seal shall not be used in advertising in connection with the approved event unless otherwise expressly approved.

The Parish has the primary right to use its buildings at all times, and any Facilities Use Agreement made with an outside organization will be contingent on the needs of the Parish. Such agreements may be terminated or altered at any time. The Parish reserves the right to limit advanced bookings to no more than six (6) months prior to the event.

All use of Parish facilities shall be automatically cancelled when sites are closed due to inclement weather, work interruptions or any other causes. Notice to the User will be given by telephone to the contact person indicated on the Application. Any exception shall require the express written approval of the Parish.

The User shall conform to all applicable laws and policies. The User shall ensure that all aisles, hallways and stairways in the building and all exits from the building are kept free from obstruction at all times.

PROHIBITIONS

Only those facilities and locations listed in this application packet are available for public use. Use of Parish facilities are subject to the following prohibitions:

1. Promulgating any theory or doctrine subversive to the laws of the United States or the State of Louisiana or any political subdivision thereof advocating governmental change by violence;
2. Any activity that may be injurious to the buildings, grounds or equipment;
3. Any use by any organization, individual, or group who illegally discriminates upon the basis of race, creed, color, national origin, ancestry, religion, age, sex, or disability;
4. Any activity that is prohibited by State or Federal laws or local ordinances;
5. The racing of automobiles, motorcycles and other vehicles;
6. The operation and/or racing of powered go-carts or other small powered vehicles;
7. The discharge of firearms or pyrotechnics;
8. The use of inflatables, space walks, bounce houses, or similar equipment;
9. The smoking of cigarettes, cigars, pipes, or consumption of other tobacco substances, shall be prohibited in all buildings and structures.

LIABILITY AND INSURANCE PROVISIONS

Prior to approval of any activity, the User must provide the Parish with evidence of liability insurance as set forth below, naming St. Tammany Parish Government as an additional insured, including a waiver of subrogation against the Parish. Failure to timely provide the Parish with evidence of such coverage shall not relieve the group or organization of the obligation to maintain such insurance for the benefit of the Parish, and will constitute sufficient grounds for the Parish to cancel the Facilities Use Agreement.

Insurance - User shall procure, pay for, and maintain (during the entire term of the period of use) the minimum insurance coverage and limits outlined below. The duration of the insurance shall extend from 12:00 a.m. on the first day of use, through 11:59 p.m. on the last day of use, which will include any set up or move out days. User's insurer(s) shall furnish the Parish a Certificate or Certificates of Insurance evidencing all required coverage at least fifteen (15) days prior to the first day of access to the facility. The insurance policies shall protect all parties to the Facilities Use Agreement and be the primary coverage for all losses covered by the policies. Companies issuing the insurance policies shall have no recourse against the Parish for payment of any premiums or deductibles which are the responsibility of User. All insurance presented is subject to the Parish's approval. If a Special Events Policy limits the claims made period, that period must extend for a period not less than thirty (30) days from the last date of the event.

The User shall provide policy(ies) with the following limits of liability:

Comprehensive General Liability \$1,000,000 combined single limit for bodily injury and property damage each occurrence/ \$2,000,000 general aggregate; coverage shall include Premises & Operations, Contractual, Personal Injury,

Advertising Injury, Property Damage, Fire, as well as legal and medical expense (med pay) for spectators, participants and volunteers. Excess liability coverage may be allowed in order to meet the above coverage limits. The Parish, its officers, directors, agents, employees and volunteers shall be named as additional insureds. Policy endorsement required.

Business Auto Liability \$1,000,000 combined single limit for bodily injury and property; coverage shall be for all owned, hired and non-owned autos and shall include coverage for loading and unloading hazards. St. Tammany Parish Government, its officers, directors, agents, and employees shall be named as additional insureds. Policy endorsement is required.

Workers Compensation/Employers' Liability Louisiana statutory limits; minimum limits for employers' liability shall be \$1,000,000 bodily injury by accident; \$1,000,000 bodily injury by disease; \$1,000,000 disease policy limit. A waiver of subrogation shall be granted in favor of St. Tammany Parish Government. Policy endorsement is required.

Liquor Liability Shall be required if alcohol is sold, served, and/or consumed. Policy limits shall be determined by Risk Management.

The above insurance policy/limits may not be required, at the discretion of the Parish, if:

1. The User is an individual;
2. No alcohol will be served or consumed;
3. No products, services, or goods will be sold; and
3. Less than 50 people will be in attendance.

Note: Additional requirements for coverage and/or limits may be required for events or specific activities within an event identified as having additional risks or exposures. The Parish reserves the right to remove, replace, make additions to, and/ or modify any or all of the insurance requirements at its discretion.

All Policies and Certificates of Insurance must comply with the following:

1. The St. Tammany Parish Government, shall be named as an additional insured by policy endorsement on the General Liability, Auto Liability, and, if provided, Excess liability, and it must be noted in the Description of Operations/Comments section of the certificate(s) of insurance;
2. The General Liability, Auto Liability, Worker's Compensation, and Excess Policy (if provided) shall include an endorsement granting a Waiver of Subrogation in favor of the Parish;
3. Issuing insurer provide written notice to the Parish in case of policy cancellation or substantial policy changes.
4. Insurance companies must be authorized to do business in the State of Louisiana and have a Best rating of at least "A-class/Category VII".
5. Any false information provided by the User in the Application or Facilities Use Agreement will subject the User to personal liability for all incidents during the use, and/or the cancellation of the Facilities Use Agreement without recourse.

Liability - The Parish shall not be liable to User, contracted employees, agents, assigns, patrons, visitors, or to any other person for any damage to person or property sustained by User or any other persons upon the premises, and any such liability for injuries, medical, expenses or damages of any type are hereby assumed by User who agrees to hold harmless and defend the Parish from any claim for damages incurred by anyone in connection with the use, occupancy or possession of the property utilized in the Facilities Use Agreement.

RENTAL PROCEDURES

1. The Application must be completed and returned to Facilities Management, 21411 Koop Drive, Mandeville, LA 70471 at least twenty-one (21) days prior to the first day of the event. Once submitted, the Director of Facilities Management, or their designee, will determine if the prospective use is an approved use and compatible with the facility requested.
2. Once the Application has been approved, Facilities Management will forward it to Risk Management to determine whether any modifications to the insurance requirements are necessary. The Application and any insurance modifications will be returned to Facilities Management.
3. If the Parish, in its sole discretion, decides to co-sponsor an event, and/or enter into a Memorandum of Understanding with the User, the Application will be forwarded to the Legal Department for the execution of a Memorandum of Understanding setting out the public purpose and benefits associated with the use of the facility. This is available only to non-profit entities, who must submit proof of their status with their Application.
4. Facilities Management will supply the User with the Facilities Use Agreement. The completed Facilities Use Agreement, the Certificate(s) of Insurance, proof of any additional security required, live entertainment agreements, the fees and the deposit, paid via personal check or money order, must be submitted to Facilities Management, 21411 Koop Drive, Mandeville, LA 70471 at least fifteen (15) days before the first day of the event. Once fully executed, a copy will be sent to the User and the original will be maintained by Facilities Management.
5. If there is any question or problem concerning the Application, or if the Application is denied, the Director of Facilities Management, or their designee, will contact the User. If issues are not resolved and the Application is still denied, Facilities Management will mark the Application “Denied”, submit a copy to the User, and maintain the original.
6. The User’s signed copy of the Facilities Use Agreement shall be shown to the Parish official, person in charge, or custodian at the time of use.
7. If a Parish Facility is a polling facility, it cannot be utilized by third parties during the dates of either early elections or regular elections.

CONDITIONS FOR THE USE OF FACILITIES

The following conditions apply to the use of all Parish facilities:

1. A Parish employee may be required to be on duty at the Parish facility at times when the facility is in use. Facilities Management will determine if the employee must remain on site during the event. The appropriate fees will be assessed against the User within the terms of the Facilities Use Agreement.

2. Adequate adult supervision (18 years of age or older) must be provided by User. It is the User's responsibility to ensure that the participants and spectators remain within the designated rented area.
3. All participants and spectators must leave the site before the ending time stated in the Facilities Use Agreement.
4. Users are not allowed to store furniture, equipment, or material on or in Parish facilities. Any furniture, equipment, or material brought into or onto the property of the Parish by the User is the responsibility of the User and must be removed at the end of the activity. User must request to utilize their own furniture, equipment, or materials in the Application. The use of such equipment must be approved by Facilities Management prior to the event.
5. Parking for events must be confined to the Parish's parking lots or street parking. The User is solely responsible and liable for all vehicles that enter or park on Parish property to attend the activity. All vehicles on Parish property are subject to the traffic laws of the state, parish, or city (when applicable).
6. The User shall be responsible for crowd control measures, including the employment of police protection at its expense when required. Such control shall be arranged in advance by the User. Written proof of the retention of appropriate security must be provided when the Facilities Use Agreement is submitted to the Parish. Parish reserves the right to require crowd control measures from a User as a condition of the use.
7. Facilities Management shall be responsible for seeing that the facility is available when scheduled and is in a clean condition.
8. The User shall be responsible to clean the facility after its use. Should the facility not be properly cleaned, the deposit shall be forfeited. The costs incurred by the Parish for cleanup shall be paid first by the forfeited deposit. Any excess costs incurred by the Parish beyond the deposited amount shall be billed to the User and shall be paid to the Parish within thirty (30) days. Any unused portion of the forfeited deposit shall be refunded to the User. If the facility is in acceptable condition at the end of the use, the full deposit shall be refunded to the User.
9. In order to avoid forfeiture of the deposit, cancellation of the Facilities Use Agreement should be made at least ten (10) days prior to the date of an event by calling Facilities Management, (985) 898-2792.
10. The event must conclude no later than 11:00 p.m. User must vacate the premises no later than 11:59 p.m. Any use of Camp Salmen facilities must conclude no later than 4:30 p.m. Any use of the Tammany Trace must conclude by sunset.
11. Damage to building and grounds is not permitted. The User shall not drive nails, tacks or screws into the floors, walls, ceilings, furniture or any other Parish property, nor allow it to be done. The User shall not paint, wallpaper, mark or deface any Parish property, nor allow it to be done.
12. The User shall not wire or connect electrical equipment such as stage lighting equipment or adjust the heat or air conditioning controls unless approved by Facilities Management prior to the event. The request for this must be included in the Application.
13. Modifications to the facility are not permitted.
14. Any personal injury or property damage must be reported to Risk Management, 985-898-5226; or via email to riskman@stpgov.org immediately. User must cooperate with the investigation into the incident.
15. All fire safety regulations must be strictly observed. The seating capacity in any facility must not exceed the Fire Marshal's limit indicated on the capacity listing posted in that facility.

16. Concessions may be operated only with Facilities Management's prior written approval. The request for this must be included in the Application.
17. The sale or consumption of alcohol is prohibited, unless approved by the Parish and all proper licenses, permits, and insurance coverages are obtained by the User and copies are provided to the Parish at least fifteen (15) days before the first day of the event. The request for this must be included in the Application.
18. Any special circumstances not covered above require the expressed written permission of the Director of Facilities Management or their designee. The request for this must be included in the Application.
19. If you have requested the Bush Community Center on a weekend, the key must be picked up from Facilities Management 21411 Koop Drive, Mandeville, LA 70471 on Friday between 8:00 am and 4:00 pm. The key must be returned no later than the following Monday at 4:00 pm. If the key is not returned by the following Monday at 4:00 pm, you will forfeit **half** of the deposit.
20. Pets or companion animals are prohibited in all buildings or structures, except for service animals.
21. The user is allowed to use the electric power located on site. Any device must not use more than 15 amps of single phase power. Not all of the facilities have access to electrical power. Events at the Fairgrounds will be charged additional fees for electrical use, which will be addressed in the Facilities Use Agreement.
22. The user is responsible for all adequate Port-O-Lets, or other sanitary bathroom facilities, as required for the event and crowd size.
23. Due to the historic and natural preservation aspects of Camp Salmen Nature Park, there are posted restrictions that must be followed. Failure to follow these posted restrictions will subject the user to termination of the User Agreement.
24. The filming on any Parish property or Facility must be approved by Facilities Management, and will require a permit issued by the Department of Planning and Development. Any filming in the unincorporated areas of the Parish on public or private property will require a permit issued by the Department of Planning and Development.

USE OF EQUIPMENT

Parish equipment is designated for Parish business. With the exception of tables and chairs, the use of Parish equipment is not permitted. Only tables and chairs that are currently housed in the requested facility may be used provided: a) they are not already in use by the facility, b) User has indicated the need for, and number of tables and chairs in the Application, and c) the Facilities Management employee in charge of the location is aware of the use of the tables and chairs and the number required. Setup of tables and chairs is the responsibility of the User.

FACILITY LOCATIONS, RENTAL FEES, AND DEPOSITS

Justice Center Parking Garage, 601 N. Jefferson Avenue, Covington, LA 70433: \$200.00 per day for parking purposes only, no event activities. Deposit: \$300.00.

Justice Center West Parking Lot, corner of W 28TH & Jefferson Ave., Covington, LA 70433: \$200.00 per day. Deposit: \$300.00.

Justice Center South Parking Lot, corner of N. Theard St. & E. 26th Ave., Covington, LA 70433: \$200.00 per day. Deposit: \$300.00.

Justice Center Corner Grass Area, corner of Madison St. & Jefferson Ave., Covington, LA 70433: \$200.00 per day. Deposit: \$300.00.

Justice Center Fenced in Parking Area, corner of W. 26th St. & N. Madison St., Covington, LA 70433: \$200.00 per day. Deposit: \$300.00.

DPW Grass Parking Lot, corner of W. 28th St. & N. Van Buren St., Covington, LA 70433: \$200.00 per day. Deposit: \$300.00.

Levee Board Grass Parking Lot, 61134 Military Rd., Slidell, LA 70461: \$200.00 per day. Deposit: \$300.00.

Fishing Pier Parking Lot, 54001 E. Howze Beach Rd., Slidell, LA 70461: \$200.00 per day. Deposit: \$300.00.

Koop Campus Parking Lots, 21490 (Building A), 21454 (Building B), 21407 (Building C) Koop Drive, Mandeville, LA 70471: \$200.00 per day for any one, or all lots. Deposit: \$300.00.

Koop Campus Council Chambers (Building A), 21490 Koop Drive, Mandeville, LA 70471: \$____ per day. Deposit \$____. Use is subject to additional approval by Council Office.

Fairgrounds, 1515 N. Florida St., Covington, LA 70433 (cost and deposits vary as to type and size of event and will be set forth in the Facilities Use Agreement)

Bush Community Center, 81605 Hwy 41, Bush, LA 70431: \$100.00 per day. Deposit: \$100.00.

The Tammany Trace, 21490 Koop Drive, Mandeville, LA 70471: ½ of Tammany Trace - \$200.00. Deposit \$50.00. Entire Tammany Trace - \$400.00. Deposit \$100.00.

Camp Salmen Nature Park, 35122 Parish Parkway, Slidell, LA 70460: Main Pavilion Area - \$150.00 for 2 hours. Deposit \$25.00. Small Pavilions (2) - \$100.00 for 2 hours. Deposit \$25.00. Amphitheater - \$100.00 per hour. Deposit \$25.00.

Towers Building Council Chambers (____ Floor, Suite ____), 520 Old Spanish Trail, Slidell, LA 70458: \$____ per day. Deposit \$____. Use is subject to additional approval by Council Office.

Filming location; _____
\$500.00 per day is the minimum fee and may be adjusted commensurate with the property use. Deposit \$300.00. Filming on most locations in unincorporated St. Tammany Parish **will**

require a permit. Please contact the St. Tammany Parish Department of Planning and Development at 985-898-2528 for more information.

WAIVER OF RENTAL FEES

For a not-for-profit User having a mission similar to Parish, Parish may waive User rental fees in acknowledgment of the relief of burdens of government performed by such not-for-profit User. A “Questions for Non-Profit MOU Interview” form shall be completed, and, if approved by Parish, a Memorandum of Understanding shall be prepared and executed to document compliance with *Art. VII, Section 14(a)* of the Louisiana Constitution, as interpreted by *Board of Directors of Indus. Development Bd. Of City of Gonzales, Louisiana, Inc. v. All Taxpayers, Property Owners, Citizens of the City of Gonzales, et al.*, 2005-298 (La. 9/6/06); 938 So.2d 11.

ST. TAMMANY PARISH GOVERNMENT APPLICATION FOR USE OF PARISH FACILITIES

APPLICATION FOR USE SHOULD BE MADE AT LEAST TWENTY-ONE (21) DAYS BEFORE THE FIRST DAY OF THE EVENT. The undersigned hereby makes application for the use of the following facility, area and equipment (tables and chairs only). Parish reserves the right to limit advanced bookings to no more than six (6) months prior to the event.

USER: _____ **DATE:** _____

	#1	#2
User Contact Designee		
Mailing Address (include ZIP code)		
Telephone #		
Home	()	()
Business	()	()

PURPOSE OF EVENT: _____

DESCRIPTION OF ACTIVITY: _____

DATE(S) REQUESTED (Day/Month/Year): _____

BEGINNING TIME OF EVENT: _____ **ENDING TIME OF EVENT:** _____

FACILITIES REQUESTED: (please check)

- Justice Center Parking Garage, 601 N. Jefferson Avenue, Covington, LA 70433: \$200.00 per day for parking purposes only, no event activities. Deposit: \$300.00.
- Justice Center West Parking Lot, corner of W 28TH & Jefferson Ave., Covington, LA 70433: \$200.00 per day. Deposit: \$300.00.
- Justice Center South Parking Lot, corner of N. Theard St. & E. 26th Ave., Covington, LA 70433: \$200.00 per day. Deposit: \$300.00.
- Justice Center Corner Grass Area, corner of Madison St. & Jefferson Ave., Covington, LA 70433: \$200.00 per day. Deposit: \$300.00.
- Justice Center Fenced in Parking Area, corner of W. 26th St. & N. Madison St., Covington, LA 70433: \$200.00 per day. Deposit: \$300.00.
- DPW Grass Parking Lot, corner of W. 28th St. & N. Van Buren St., Covington, LA 70433: \$200.00 per day. Deposit: \$300.00.
- Levee Board Grass Parking Lot, 61134 Military Rd., Slidell, LA 70461: \$200.00 per day. Deposit: \$300.00.
- Fishing Pier Parking Lot, 54001 E. Howze Beach Rd., Slidell, LA 70461 (\$200.00) per day
- Koop Campus Parking Lots, 21490 (Building A), 21454 (Building B), 21407 (Building C) Koop Drive, Mandeville, LA 70471: \$200.00 per day for any one, or all lots. Deposit: \$300.00.
- Koop Campus Council Chambers (Building A), 21490 Koop Drive, Mandeville, LA 70471: \$____ per day. Deposit \$____.
- Fairgrounds, 1515 N. Florida St., Covington, LA 70433 (cost and deposits vary as to type and size of event and will be set forth in the Facilities Use Agreement)

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- Bush Community Center, 81605 Hwy 41, Bush, LA 70431: \$100.00 per day. Deposit: \$100.00.
- The Tammany Trace, 21490 Koop Drive, Mandeville, LA 70471:
- ½ of Tammany Trace - \$200.00. Deposit \$50.00.
- Entire Tammany Trace - \$400.00. Deposit \$100.00.
- Camp Salmen Nature Park, 3512 Parish Parkway, Slidell, LA 70460:
- Main Pavilion Area - \$150.00 for 2 hours. Deposit \$25.00.
- Small Pavilions (2) - \$100.00 for 2 hours. Deposit \$25.00.
- Amphitheater - \$100.00 per hour. Deposit \$25.00.
- Towers Building Council Chambers (____ Floor, Suite ____), 520 Old Spanish Trail, Slidell, LA 70458: \$____ per day. Deposit \$____.
- Other: _____

ANTICIPATED ATTENDANCE: _____

IF AVAILABLE, WILL YOU NEED TABLES AND CHAIRS? YES ____ NO ____ # TABLES ____ # CHAIRS ____

LIABILITY INSURANCE: YES ____ NO ____
(Certificate of Insurance must be provided at least fifteen (15) days before the first day of the event.)

IS ALCOHOL SALES OR USE BEING REQUESTED: YES ____ NO ____
(If yes, proper certificates from State and Local government will be necessary, along with proof of proper insurance coverage at least fifteen (15) days before the first day of the event.)

IS THE USER A NON-PROFIT ORGANIZATION: YES ____ NO ____ (If yes, user must complete and submit the Questionnaire for Charitable/Non Profit MOU with the application.)

If the non-profit organization is requesting a Memorandum of Understanding with the Parish, please confirm that the proposed activities would be of a public nature that would be for the benefit of and open to the community, by initialing here.

INITIALS _____

ARE YOU REQUESTING TO SELL CONCESSIONS? YES ____ NO ____

WILL YOU HAVE LIVE ENTERTAINMENT? YES ____ NO ____

WILL YOU HAVE SPECIFIC ELECTRICAL NEEDS? YES ____ NO ____
(If yes, please describe: _____)

ARE THERE ANY SPECIAL REQUESTS OR CIRCUMSTANCES? YES ____ NO ____
(If yes, please describe: _____)

I, as an authorized representative of the User, am requesting the use of St. Tammany Parish facilities, and agree that said User shall hold harmless St. Tammany Parish Government, 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 caused by, or to, any person or organization (including its members) or guests connected with any use of the facility. In addition, said User shall indemnify St. Tammany Parish Government, its employees and agents, from and against any and all liability and related legal costs, which liability may be 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 as a result of the use of the facility. I have read and understand the guidelines presented to me and do agree to comply with them. Facilities Management shall have the final recommending authority on any Facilities Use Agreement.

User or Name of Organization

Signature of Authorized Person

Office or Position

CANCELLATION NOTICE

TO AVOID THE FORFEITURE OF ANY DEPOSITS, THE CANCELLATION OF AN
ACTIVITY SHOULD BE MADE AT LEAST TEN (10) DAYS
BEFORE THE FIRST DAY OF THE EVENT BY CALLING FACILITIES MANAGEMENT
985-898-2792