



St. John the Baptist Parish Parks and Recreation Department

200 REGALA Park Road

Reserve, LA 70084

Phone (985) 652-9569, (985) 536-4933 **** Fax (985) 479-1041

PARK PERMIT APPLICATION

GUIDELINES: Patrons must comply with requirements listed on the bottom of this request form. Any violation(s) of park rules/request may result in dismissal from the park and no refund of deposit. Permit application shall be filed within 10 days of the scheduled event (Sec. 30-23). The person responsible must sign this form and pay a deposit of \$100 and park rental fee of \$200 before a permit will be issued. Any Cancellation must be given 5 working days before your event in order for the deposit to be refundable. Payments are accepted in checks, money order, debit/credit card, and cashier's check.

****Rental of Regala Gymnasium is not included in the policies and fees stated below****

Facility: _____	Contact Person: _____
Type of Activity: _____	Telephone number: _____
Date of Activity: _____	Address: _____
Starting Time: _____ A.M. <input type="checkbox"/> P.M. <input type="checkbox"/>	Date of Application: _____
Ending Time: _____ A.M. <input type="checkbox"/> P.M. <input type="checkbox"/>	# of Anticipated Attendees: _____ (see #11 below)
Amount Paid: _____ \$100.00 Deposit, \$200.00 Rental Fee	Payment Received by: _____

Deposit (if applicable) will be issued to the contact person on this application. Please make sure that all information is correct.

WILL THIS EVENT BE ADVERTISED ON SOCIAL MEDIA? ___ Y ___ N

WATER KEY: ___ Y ___ N (NOTE: Water key(s) MUST BE RETURNED to office to receive refund of deposit)

PLEASE STATE ALL EVENT ITEMS THAT WILL BE PRESENT: _____

Use of Grounds and Facilities' Requirements

It shall be unlawful for any person, firm, or corporation using St. John the Baptist Parish facilities to perform any of the following acts:

1. Willfully mark, deface, disfigure, injure, tamper with or displace or remove any park property.
2. Throw any substance, liquid or solid, into any water in, around or adjacent to any park.
3. Bring in or leave any bottles, broken glass or other trash. No such refuse or trash shall be left anywhere on the grounds, but shall be placed in the proper receptacles. Where receptacles are not provided, all such rubbish or waste shall be carried away from facility by the person responsible for its presence and properly disposed of elsewhere.
4. Disturb the peace, or use profane, obscene, or blasphemous language. (NO MUSIC ALLOWED AT ANY NEIGHBORHOOD PARK.)
5. Endanger the safety of any person by any conduct or act.
6. Commit any assault, battery, or engage in fighting.
7. Carry, possess, or drink any alcoholic beverage in any park or recreation center.
8. Occupy or be present in any park or recreation center after hours. Hours of Operation are 9:00 A.M. to 9:00 P.M.
9. Drive or park except on a street, driveway, or parking lot in any park or recreation center. Vehicles may not be parked or left in any place other than one established for public parking. Horseback riding is not permitted.
10. Picnic or lunch in a place other than those designated for that purpose. (NO PICNICS UNDER AIRNASIUM FACILITIES.)
11. **For gatherings of one hundred or more (100+) people at public parks and public places abutting residential areas, the approval of St. John the Baptist Parish Director of Public Safety and the St. John the Baptist Parish Sheriff's Office is required. Deputies must be assigned and are to be compensated at the Sheriff's detail rate by the requesting party.**

My signature denotes that we will comply with the guidelines as stated above or forfeit deposit.

Signature of Person Requesting Facility

Recreation Director or Coordinator