



THIS AGREEMENT entered into on _____, between the Lincoln Parish Police Jury and _____ with reference to _____. The entity reserving Lincoln Hall or any Lincoln Parish Police Jury facilities hereinafter will be referred to as the "Renter."

The Lincoln Parish Police Jury agrees to make available its event space within Lincoln Hall to the Renter, subject to the covenants and conditions set forth herein on the following dates/times, _____ for a _____ (type of event) with an estimated _____ attendees. The Renter agrees to pay all rental, set-up, clean-up, and any other agreed-upon fees per the attached rate schedule based on usage. The renter also agrees to follow all the policies and procedures listed below.

Renter's Signature	Date	

Mailing Address		

City	State	Zip

Phone		

Email		

I, _____, give the Lincoln Parish Police Jury permission to post this event on the Police Jury website and/or any related social media sites. Also, I agree to have this event publicized in any reporting done by the Lincoln Parish Police Jury in public reports.

Deposit Fee _____ Cancellation Fee _____

Police Jury Representative: _____

Date Received: _____



Fee Schedule

(subject to change)

	General Rental	Non-Profit Rental
Day Rental - Monday-Thursday	\$600.00	\$480.00
Day Rental - Friday/Saturday/Sunday	\$1,000.00	\$800.00
Friday 1/2 day with Full Saturday	\$1,700.00	\$1,360.00
Meeting (4-hour Max)	\$300.00	\$240.00
Security (4-hour Min, per hour)	\$45.00	\$45.00



Policies and Procedures

1. All Renters must comply fully with any local, state, and federal laws, as well as, with the Lincoln Parish Police Jury's policies and procedures.
2. Facility security will be under the control of the Lincoln Parish Police Jury and rental activities are open to inspection by Police Jury officials at all times. A security detail and fee can be extended for any event held at Lincoln Hall. Any event requiring security must be booked 2-3 weeks in advance. Charges for additional security may be required if deemed necessary by the Lincoln Parish Police Jury. Please check the price list for current charges.
3. Lincoln Hall is a non-smoking facility, and smoking is not permitted within 25 feet of the building and may be designated to marked areas.
4. Handguns may not be carried on the person, in the vehicle, or otherwise be readily available. Furthermore, the Lincoln Parish Police Jury prohibits the possession of any weapon within the facility. A weapon is defined as a firearm, knife with a blade of three and one-half inches or greater, sword, bomb, or any substance or device designed or intended to inflict harm. Authorized law enforcement officers are not subject to this regulation.
5. No person or organization shall be excluded from rental or use of Lincoln Hall because of sex, race, color, creed, disability, or national origin. No rules or regulations may be promulgated by a rental organization that discriminates against any person or group or excludes them from the use of Lincoln Hall or participation in rental activities.
6. Youth or children's groups shall be supervised at all times by the Renter.
7. Individuals under the age of 25 are not allowed to rent facilities at Lincoln Hall.
8. The Lincoln Parish Police Jury may revoke approval for use of Lincoln Hall in case of an emergency, when facilities are misused, or when any regulations are violated. The facility request/contract will not be renewed when revoked for misuse.
9. All events may begin and must cease between the hours of 8 am and midnight unless otherwise approved by the Lincoln Parish Police Jury.
10. Liability Policies:
 - Individuals and groups using the building and grounds may be required to assume responsibility for loss or damage of equipment, furnishings/fixtures, buildings, and grounds, and shall be held responsible for any financial losses.
 - Any personal property brought onto the property of the Lincoln Parish Police Jury shall be kept at the risk of the person bringing it thereon. The Lincoln Parish Police Jury shall not be liable for any damages to said personal property or the applicant or anyone using the facilities and grounds in connection with the function sponsored or operated by the applicant arising from the accident or neglect of any other person whatsoever.

Lincoln Hall

EVENT  VENUE

- Animals are restricted from Lincoln Hall except for those trained to assist the physically or visually impaired or otherwise approved by management.
 - All Renters must abide by all fire codes.
 - Liability insurance for special events, caterers, and other ancillary services scheduled at Lincoln Hall is required. Parameters of insurance are available by request.
11. No organization, political candidate, or individual is allowed to use the Lincoln Parish Police Jury, any name associated with the Police Jury, or its Insignia in any publication, except to state as a location where the event will be held.
12. Additional Policies and Procedures:
- Additional policies and procedures may be required for certain events such as, but not limited to, political events, weddings, trade shows, and public events. Please check with the Lincoln Parish Police Jury to confirm no additional usage agreements are required.
13. Decorations:
- Rental times include client set-up, decorating, sound check, client cleanup, and teardown. If additional decorating time is needed there will be a charge.
 - Third-party vendors such as event designers, audiovisual designers, event planners, and DJs, entertainers, etc. are to be approved through the Lincoln Parish Police Jury and the client is asked to accompany the vendors at all times.
 - All decorations must have prior approval from the Lincoln Parish Police Jury. The Renter is responsible for the removal and disposal of all decorations immediately after the event.
 - Fresh flowers or similar centerpieces are welcome
 - Open flames, pyrotechnics, and fog/smoke machines are prohibited
 - Helium balloons may be used outdoors, but are not allowed inside the facility
 - Decorations may not be suspended from ceilings, light fixtures, or curtains
 - Gaffer tape and Command Strips may be used to affix decorations to walls or windows. Scotch, masking, or duct tape may not be used on any walls, windows, tables, floors, or equipment
 - Any object that may puncture walls, woodwork, tables, chairs, or staging is prohibited, including staples, nails, and tacks
 - Confetti and glitter are prohibited
14. Scheduling:
- Lincoln Hall is reserved on a first-come, first-served basis.
 - Requests must be submitted in person.
 - A 100% rental deposit is required with a signed Usage Agreement before an event reservation is confirmed.



- If the reservation is made less than 24 hours before the event the rental fee will be increased by 50% and is due when the reservation is made.
- No space will be temporarily held without a deposit or signed Usage Agreement

15. Changes to Events:

- Renters must request any changes in their events by no later than 48-hours prior to the start of any event. These changes include but are not limited to:
 - a. Requests for equipment
 - b. Changes in the number of attendees
 - c. Changes in facility setup
 - d. Requests for additional audio-visual requirements (equipment and/or operation).
- Changes requested after this deadline may not be able to be accommodated based on required space changes, other event happenings, staffing levels, and equipment availability and will be extended an additional charge. Please check the price list for current charges.

16. Billing Policies and Procedures:

- The Renter must provide the Lincoln Parish Police Jury with a cashier's check for the amount of the rental. Personal checks are not accepted. Only institutional, business, and cashier's checks are accepted after billing authorization has been established and are to be made payable to The Lincoln Parish Police Jury.
- If the Renter exceeds his/her booked rental time the room(s) hourly rate will be added to the Renter's final bill.
- Renters with unpaid fees may not rent the Lincoln Hall or any other Lincoln Parish Police Jury facility until their fee is paid in full.

17. Cancellation Policies and Procedures:

- The cancellation fee is based on the rental rates outlined in the contract.
- A full refund will be granted only if cancellation occurs more than 30 days in advance of the scheduled event. Twenty-five percent of the rental fee will be refunded if cancellation occurs within 14-30 days of the event. The rental fee is nonrefundable if cancellation occurs less than two weeks before the event. Refunds will be made within 30 days of cancellations.
- The Renter will pay subcontracted, technology equipment and services that cannot be canceled in full, regardless of when the cancellation takes place.
- None of the cancellation fee may be applied to any future rental.