



TOWN OF VIVIAN

112 W. Alabama • P.O. Box 832
Vivian, Louisiana 71082

FACILITY GUIDELINES & RENTAL FORM, pg. 1 of 2

VIVIAN COMMUNITY CENTER

MLK LEGION HILLS COMMUNITY CENTER

FACILITY RENTALS ARE BASED ON A 'FIRST COME / FIRST SERVE' BASIS

1. **NO ALCOHOL WILL BE PERMITTED IN THE FACILITIES OR ON FACILITY PROPERTY!**
2. RENTEE MUST BE AT LEAST 21 YRS OF AGE AND REMAIN ON PREMISES AT ALL TIMES.
3. EXCESSIVE NOISE WILL NOT BE ALLOWED IN/OUT OF THE FACILITIES. EXCESSIVE NOISE SHALL BE DETERMINED TO BE ANY NOISE THAT VIOLATES ANY OF THE CODE OF ORDINANCES OF THE TOWN OF VIVIAN AS DEFINED BY S 12-46. **IF POLICE ARE CALLED, THEY HAVE THE AUTHORITY TO CLOSE THE ACTIVITY DOWN. IF ACTIVITY IS CLOSED BY POLICE DEPARTMENT, THE DEPOSIT IS FORFEITED.**
4. RENTEE SHALL OCCUPY THE LEASED PREMISES AT THEIR OWN RISK AND SHALL INDEMNIFY THE TOWN OF VIVIAN AGAINST ANY EXPENSE, LOSS, COST, DAMAGE, CLAIM, ACTION OF LIABILITY PAID, SUFFERED OR INCURRED AS A RESULT OF ANY BREACH BY RENTEE, RENTEE'S AGENT, SERVANTS, EMPLOYEES, CUSTOMERS, VISITORS OR LICENSEES OF ANY COVENANT OR CONDITION OF THIS LEASE, OR AS A RESULT OF RENTEE'S USE OR OCCUPANCY OF THE LEASED PREMISES OR THE CARELESSNESS, NEGLIGENCE OR IMPROPER CONDUCT OF RENTEE, ITS AGENTS, SERVANTS, EMPLOYEES, CUSTOMERS, VISITORS, OR LICENSEES.
5. THE USE OF TAPE (WITH THE EXCEPTION OF MASKING TAPE) TACKS, STAPLES, PINS, NAILS, OR ANY OTHER METAL, WOODEN, OR PLASTIC OBJECT TO PUT UP SIGNS, POSTERS, OR ANY OTHER TYPE OF WRITTEN MATERIAL IS STRICTLY PROHIBITED. DO NOT HANG BANNERS, SIGNS, BALLOONS OR ANY OTHER OBJECTS FROM CEILING FANS OR LIGHT FIXTURES.
6. DO NOT CHANGE LIGHT BULBS IN FACILITIES. NOTIFY CITY HALL AT (318) 375-3856 IF LIGHT BULBS ARE NEEDED.
7. DO NOT TOUCH THE THERMOSTAT AS IT IS PRE-SET.
8. IT SHALL BE THE RESPONSIBILITY OF THE RENTEE TO REMOVE ANY AND ALL GARBAGE FROM THE PREMISES AT THE CLOSE OF THE EVENT. FAILURE TO CLEAN AND REMOVE ALL TRASH AND GARBAGE FROM THE PREMISES WILL RESULT IN FORFEITURE OF YOUR DEPOSIT. **PREMISES MUST BE CLEANED AND VACATED BY 11:00 p.m.!**
9. RENTEE IS RESPONSIBLE FOR PLACING ALL TABLES AND CHAIRS IN THE PROPER STORAGE AREA.
10. CHILDREN UNDER EIGHT (8) YEARS OF AGE MUST BE ACCOMPANIED BY A PARENT OR AT LEAST ONE RESPONSIBLE ADULT OF AT LEAST 18 YEARS OF AGE AT ALL TIMES WHILE ON THE PLAYGROUND.
11. THERE WILL BE NO PLAYING ON THE PLAYGROUND AFTER DARK. PARK HOURS ARE FROM SUNRISE TO SUNDOWN.
12. **A DEPOSIT OF \$100.00 MUST BE PAID IN ORDER TO RESERVE THE FACILITIES. THE DEPOSIT WILL BE RETURNED IN THE EVENT OF CANCELLATION OF THE EVENT IF THE TOWN OF VIVIAN IS NOTIFIED 3 DAYS IN ADVANCE OF THE CANCELLATION. The request for rental shall be made in person by the party desiring to rent the facility and a copy of the renter's valid driver's license will be required at the time of reservation and rental. THE RENTAL FEE MUST BE PAID ON OR BEFORE PICKING UP THE KEY.**

