

SCOTT CIVIC CENTER COMMISSION
P. O. Box 280
1200 Major Parkway
New Roads, LA 70760
225.638.RENT (7368)

SCOTT CIVIC CENTER PAVILLION SITE RESERVATION FORM

Issued To: _____

Address: _____ **Phone:** (____) _____

Issued By: Frances A. Gaines, Constituent Services Liaison

Date of Issue: _____

The above named individual/group has reserved the Scott Civic Center Pavillion site:

For this date: _____ **and this time:** _____

As a condition of this reservation, the above named individual/group agrees that:

- 1. No glass containers will be allowed in the site and the use of alcohol is prohibited.**
- 2. Any trash/decorations generated from this usage will be picked up and disposed of in the containers located on the site.**
- 3. The individual/group reserving the pavilion understands that if crawfish/shrimp/crab is boiled on the site ALL peelings, boiling water, and trash must be taken off the premises and not put in dumpster or trash cans. This will attract flies and it can get out of control.**
- 4. Any damages to property and/or problems encountered during this usage will be reported to the Scott Civic Center within (3) days of the use listed above.**
- 5. Individual/group will have access to the outside restroom facilities only. No one is allowed in the Civic Center building, especially if there is a rental taking place inside.**
- 6. Individual/group is to abide by all park rules including park use hours which are posted at the park entrance.**

Print Name: _____ **Signature** _____

Please have this reservation in your possession on the day of your event.