

WILLIAM H. SCOTT MEMORIAL CIVIC CENTER
YOUTH FUNCTION RENTAL GUIDELINES

Youth Rentals include any functions concerned with youth directly youth being 17 years old or younger. Functions include birthday parties, dances, fundraisers, concerts, sweet 16 parties, private parties, promotional, church, non-profit and etc.

1. All youth functions that are booked at the Center Sunday – Thursday has to end at 10:00PM. All youth functions that are booked at the Center on a Friday or Saturday night have to end at 12:00AM.

2. Any youth functions that have an admission charge at the door to enter the building must pay the required deposit plus a promotional rate. Any other functions with no charge must pay the required deposit and will be charged the private rate, unless a tax ID number is provided then a non-profit rate will be charged. A youth function that is church related in order to get a church discount must pay required deposit and rental fee has to be paid with a church check **NO EXCEPTIONS!!**

3. For all youth functions **security is required**. If event is open to the public a minimum of four (4) security personnel must be assigned both indoor and outdoor during the event. For any other events that is not advertised or open to the public (2) security personnel must be assigned during the event. The individuals hired must be employed by either the City of New Roads Police Department or the Pointe Coupee Parish Sheriff's Office. References including lead contact name and officer's names that will be working your function must be turned into our office at least 24 hours prior to your event. These officers can be contacted at the City of New Roads Police Department at 225-638-5373, 225-638-3271, or 225-638-9808 or the Pointe Coupee Parish Sheriff's Office at 225-638-5400. You must call the Civic Center and verify that you have security the day before your function or your rental will be cancelled without any explanations.

4. If in any event the building manager feels that things are getting out of hand and rules are not being followed he/she has the right to shut down any event and everyone will be asked to leave.

I, SAID LESSEE, HAVE READ AND FULLY UNDERSTAND THE 4 RULES ABOVE AND AGREE TO ABIDE BY ALL STATED HEREIN. ANY BREAK IN THESE RULES WILL RESULT IN FORFEITURE OF THE RESERVATION/DAMAGE DEPOSIT AND YOUR FUNCTION MAY BE SHUT DOWN AT THE DECISION OF THE BUILDING MANAGER.

LESSEE PRINT NAME: _____

LESSEE SIGNATURE NAME: _____

OFFICE OFFICIAL PRINT NAME: _____

OFFICE OFFICIAL SIGN NAME: _____