



Leesville Event Center Rules & Guidelines

Thank you for selecting the Leesville Event Center! The Leesville Event Center is operated and managed by the City of Leesville under the policies and guidelines established by the Leesville City Council and is available for general community use.

The City Council recognizes the desirability of having the Event Center used as much as possible. This policy promotes the active use of the Event Center while establishing priorities for use of the facilities and outlining scheduling procedures and guidelines. It also sets reasonable rules and regulations for use of the facility. To clearly communicate this policy, we ask that you read this policy and abide by all its guidelines.

Hours of Use

Available 7 days / week from 6:00 am until 12:00 midnight.

Reservation Procedures

Please contact Jennifer Paddy at 337-239-2444 to tour and reserve the Leesville Event Center.

General Policies

The renter is responsible for ensuring that all guests abide by the following policies of the Leesville Event Center:

All persons entering into the Leesville Event Center will be required to sign-in electronically on the provided kiosk located at the main entry point. Anyone who is not signed in will be challenged by staff members and will be returned to the kiosk for sign-in.

Comply with all City Ordinances, Louisiana State Statutes, Federal Laws, and the established rules for use which apply to authorized use of the Event Center.

1. Renters must supervise the conduct of all participants at their event. Children must be under the direct supervision of an adult at all times.
2. Disorderly conduct of participants is prohibited. The renter shall assume full responsibility for any unlawful act committed in the exercise of the lease.
3. Possession and carrying of firearms will be prohibited, with the only exemptions falling under H.R. 218 108th Congress.

4. This is a smoke free public facility. Damages such as cigarette burns or smoke damages will be charged to the renter. Smoking or use of vapes of any kind is strictly prohibited inside the Leesville Event Center property.
5. Illegal Gambling is prohibited.
6. Use of any unrented rooms in the Event Center, including borrowing any furniture/appliances from those unrented rooms, is strictly prohibited.
7. Noise levels shall not disturb other groups who may be using the facility.
8. All bands and audio equipment must stop playing at or before midnight.
9. All persons and any equipment that is not owned by the City of Leesville must be removed from the Event Center at the end of the contracted time. No items may be left overnight. The Event Center is not responsible for items that have been left unattended in the facility.
10. The facility and parking lot must be left in a clean and orderly fashion. Trash should be placed in designated containers.
11. Renters will be fully responsible for any damage to the facility or equipment. Any damage to the facility or equipment must be reported as soon as possible to City staff.
12. Only one key is given per event. The key shall not be copied or duplicated and must be returned on the first business day following the event. The key should not be used on any days not paid for in the agreement, as it will trip an alarm and will be considered a violation of this agreement.

Violation of Policies

The City reserves the right to end any event early if policies are violated. A violation of any of these policies may result in a withholding from your damage deposit and may also result in the denial of future use of the Event Center.

Beverages/Food

1. Use and consumption of any **alcoholic beverages are prohibited** at the Leesville Event Center and connected property. There will be no exceptions to this policy. The Event Center is a Drug Free/Alcohol Free Zone.
2. Absolutely no propane containers or propane appliances are allowed inside the building.
3. It is the responsibility of the renter to make all arrangements directly with the food provider of their choice. The fully equipped kitchen/warming station is available for rental as a staging area for caterers. It is not suitable for preparing a meal on-site. The rental fees for the warming station must be paid before the event begins.
4. Any disputes or claims of liability involving providers of services (caterers, bands, etc.) are matters strictly between you, the event participants, and the providers. You agree that neither you nor the participants at your event shall file any claim against or involve the City in any legal action regarding such matters.

Set-up

Renters have the option of setting up themselves, or contracting (for a fee) with the City for set-up (tables and chairs only, no dishes, linens or decorating). If the City does the set-up, the renter must provide a floor plan to the Event Center Coordinator 14 days prior to rental date. Renters are not allowed to pull-out or put away the partition walls; this is only to be done by City staff or the cleaning crew.

Decorating

The Event Center Coordinator and City Staff have the right to refuse unacceptable decorations. Renters are encouraged to discuss all decorating plans with the Event Center Coordinator before purchasing their decorations.

The following guidelines must be observed when decorating:

1. There are permanent hooks over the 3 entrance doors, long windows, and top of the stage to hang lights, bows, tulle, etc. The venue can provide spring tension rods to use between the window frames.
2. The use of tape, pins or tacks, 3M hooks, tacky glue, or any other decorating device is not allowed on any painted or varnished surface. This includes walls, the wood trim around stage/windows/doors/trophy cases in the hallway, and or the metal trim around doors/bathroom stalls.
3. The use of tape, pins, tacks, glue or any other adhesive type products are also not permitted for use on any ceilings. The use of magnetic hooks to attach items to the ceiling beams is acceptable, however, any damage to the ceiling beams/tiles caused by a renter hanging items from the ceiling will be the responsibility of the renter.
4. Renters must use their own ladders or other devices to hang items from the ceiling. The facility will not provide a ladder for this use.
5. Clear Scotch Tape or Electrical Tape (no duct/masking/package tape) may be used on the window pane (but not on the window frame), the vinyl baseboard or the floor.
6. The following are strictly prohibited at the facility: sand, pebbles/rocks, glitter, rice, birdseed, and confetti.
7. Water fountains are permitted, however any damage from leaks will be the full responsibility of the renter.
8. Candles are permitted, but must be in a container/holder of sufficient size for the candle so wax does not drip onto the tables, and/or floor and not left unattended.
9. All decorations must be removed from the facility at the conclusion of the event, unless other arrangements are made with the Event Center Coordinator prior to the event.

Clean-Up

While the City's cleaning staff does the deep cleaning, the renter is responsible for the following:

1. Clearing all rented rooms of decorations and personal items.
2. All garbage should be placed into the provided garbage cans.
3. All liquids must be poured down the drain and not placed in garbage cans.

Special Cleaning for the Kitchen/Warming Station:

4. Again, pour liquids down the drain and place all garbage into trash cans.
5. Wipe off all countertops. Dish cloths for this purpose are available. They should be left hanging over the sink to dry.
6. Do not use dish towels for spills and cleaning purposes.
7. Completely drain the water from the dishwasher after use and turn the unit off.
8. Empty coffee maker & clean by running a full cycle on each side through without coffee grounds and completely drain.
9. Any other kitchen items used should be thoroughly cleaned and returned to their respective areas.
10. Do not remove any item which is the property of the City of Leesville from the premises.
11. You must bring your own containers for leftovers. No items belonging to the city should be used for this purpose.

Overnight Parking

Renters and guests are welcome to leave unoccupied vehicles overnight. Occupied vehicles (ie. campers, RVs, and trailers) are not allowed to be parked in the parking lot overnight without prior written approval from the Event Center Coordinator.