Logo, company name

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**Facility Use Guidelines**

***LAC is not a wedding or event venue and staff does not provide coordination services. You are just renting the building/premises***

1. An LAC staff designee must be on-site during the entire rental time, including all day wedding rentals. The LAC building is not to be left unattended.
2. The renter must designate a responsible party who will be in contact with the LAC staff that is onsite as needed.
3. If the event ends earlier than scheduled, contact the LAC staff assigned to the event, 15-30 minutes prior to the adjusted end time. Note: Please DO NOT leave the facility prior to the arrival of the LAC staff.
4. **No confetti or glitter** to be used on the premises. *This will result in the assessment of the excessive cleaning fee.*
5. No Duct Tape to be used on the walls at LAC.
6. All decorations must be placed and removed without leaving damage. Be kind and leave the property as you found it. (Remember, this is a center for Intellectually and/or Developmentally Disabled (I/DD) adults during the week and we want to leave their learning environment undisturbed.)
7. No sparklers, open flames or candles of any kind are permitted without explicit approval by the LAC Staff.
8. Children must be supervised by adults at all times.
9. At any time, if the LAC staff deems alcohol consumption to be excessive, the staff has the authority to close down all alcohol service and/or evict inebriated guests from the premises.
10. Alcohol may not be served to minors.
11. No standing or dancing on any of the chairs or tables provided by LAC including outside picnic tables.
12. Smoking is prohibited inside any structure on the premises. Smoking is allowed outside. Please encourage your guests to dispose of all cigarette butts in the provided containers.
13. No event may have over 110 guests inside the main building per fire marshal orders.
14. Renter must submit an accurate count of tables and chairs needed for event one week prior to event. LAC only provides tables, chairs and linens for your event.
15. Renter only has use of the building on the rental days. All clean up and take down must be done on the day of the event.
16. The hours of the event will be determined at the initial meeting with LAC Staff. Private events shall not be held during regular business hours and no event shall run later than 11:00 p.m. All guests must leave the premises at the event ending time. The caterer and/or family are responsible for scheduling the various activities and maintaining the time schedule.
17. All parties and events must adhere to scheduled rental times to include setting up and breaking down of event. It is your responsibility to ensure that your family and guests exit the venue at the scheduled event end time or an additional upcharge will be added ($100 per hour).
18. **All fees must be submitted to LAC no later than fifteen (15) days prior to the date of the event**. This includes any remaining balance, as well as a separate Cleaning/Damage deposit of **$150.00**. *This separate deposit is required for building/grounds damage and/or excessive cleaning requirements such as spills, dirty appliances, overly dirty restrooms, stained table clothes, etc.*

* *Note:* This deposit must be in the form of a check made payable to the Louisiana Association for Challenged Adults.
* This check will not be cashed and will be destroyed once it is determined that no damages occurred and/or no excessive cleaning is required.
* However, if damages or cleaning services exceed the amounts above, the renter will be responsible for covering any additional repair/replacement costs. [*Please remember, as the event host, you are responsible for any and all damage caused by your guests and/or any vendor (band/DJ, caterer, florist, etc.) affiliated with your event.*]

1. **Cancellations must be made, in writing, no less than seven (7) days prior to the event**.

* Cancellations made less than seven (7) days prior to the event are subject to a **$200** cancellation fee
* ***For all Rentals, LAC retains the right to utilize the Cleaning/Damage deposit in the event of a late cancellation (less than seven (7) days) prior to the event.)***

1. LAC Staff reserves the right to refuse rental of the facility to any person, group or organization that has in the past, violated or has shown a disregard for persons or property, or who in the opinion of the LAC Staff did not conduct themselves in a peaceable and appropriate manner.

I have read and understand these rules put in place by LAC and the attached rental agreement. Failure to comply with these rules may result in an upcharge or refusal to rent the property.

Renter Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_