



ST. TAMMANY PARISH

FACILITIES MANAGEMENT

P. O. Box 628

COVINGTON, LA 70434

PHONE: (985) 898-2792

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Pat Brister
Parish President

TERMS & CONDITIONS FOR RENTING THE HWY. 40 POLLING BOOTH BUILDING

The cost of renting the facility is \$50.00 per day. There is also a \$50.00 deposit fee.

In order to secure a date, we must receive the deposit fee, Terms & Condition Form, and Hold Harmless/Consent Agreement signed within 10 days from the date your reservation is made. If your reservation date is within 10 days we must receive your deposit, rental fee, and all signed forms immediately. The rental fee is due 10 days before your reserved date. Make checks payable to St. Tammany Parish Government and send to the address above, Attn: Debra Aaron.

If there is a cancellation, your deposit fee will not be returned unless another renter is found for that date.

If you have rented the building on a weekend, the key must be picked up from the Facilities Management Dept. on Koop Dr. on the Friday before between 8:00 am and 4:00 pm. The key must be returned no later than the following Monday at 4:00 pm.

Unless there is prior approval, if the key is not returned by the following Monday at 4:00 pm, you will forfeit **half** of the deposit fee.

There is to be no smoking inside of the facility.

All areas of the facility (including bathrooms & outside) shall be kept clean. All trash should be removed from premises.

Once the building meets inspection, your deposit fee will be returned to you with in 10 days. If the building fails to meet inspection, your deposit fee will be forfeited.

I AGREE TO ALL OF THE TERMS AND CONDITIONS STATED ABOVE:

Name (Please Print)

Rental Date

Phone Number

Address

City

State

Zip Code

Signature

Date

Office use only

Date Deposit received: _____

Check/Money Order #: _____

Deposit Date: _____

Date Rental Fee received: _____

Check/Money Order #: _____

Deposit Date: _____

Building Meets Inspection: Yes / No

Requested Refund Date: _____

Hold Harmless / Consent Agreement

I, _____, DO HEREBY AGREE IN WRITING TO HOLD THE ST. TAMMANY PARISH GOVERNMENT, ITS ELECTED OR APPOINTED OFFICIALS, THEIR AGENTS, SERVANTS AND EMPLOYEES, FREE AND HARMLESS FROM ANY LIABILITY WHICH COULD ARISE AS A RESULT OF THE CONDUCT OR ACTIONS OF THOSE IN ATTENDANCE FOR THE _____ TO BE HELD ON _____ AND UTILIZATION OF THE _____ ON SAID DATE; EXCEPT FOR THE ACTIONABLE NEGLIGENCE OF SAID PARISH OFFICIALS, AGENTS, SERVANTS AND EMPLOYEES THEMSELVES.

THIS HOLD HARMLESS IS BEING SUPPLIES IN CONNECTION WITH USE OF THE _____ ON _____, FOR THE PURPOSE OF _____.

THE UNDERSIGNED FURTHER AGREES THAT THE PREMISES TO BE USED SHALL BE RETURNED TO THE SAME CONDITION AS EVIDENT PRIOR TO THE USE STATED HEREIN.

BY: _____

WITNESS: _____

DATE: _____