

City of Leesville

Polk Outdoor Theater

Facility Rental Application



The Polk Theater Community Stage is an open-air venue that is used for local events and is available for rental. The cost is \$100 per day.

The venue has electricity and water available, but no restrooms, so renters might need to consider arranging for a porta-john to be placed onsite. Renter must accept the property on an “as is” basis – no improvements will be made by the city for your event.

Parking is available along the bordering streets and is allowed in designated areas only. All vehicles improperly parked are subject to being towed at the owner’s expense.

Some picnic tables and benches are available, but users are encouraged to bring their own seating when possible.

The renter agrees to clean up after their event – removing all trash, equipment, vendors and everything brought by them, etc. from the property and to return the property to the City as it was, prior to use.

If the renter fails to clean up and remove all items brought in for the event, the City will clean the property and shall apply the cost, including all labor costs, to the responsible party who has signed this agreement.

The renter agrees to uphold the City’s [noise ordinance](#), which prohibits any noise which either annoys, disturbs, injures or endangers the comfort, repose, health, peace or safety of others, especially between the hours of 11pm and 7am.

It is the responsibility of the renter to ensure the facility rules and regulations are adhered to, not only by participants, but also by spectators who may attend.

PROHIBITED ITEMS / ACTIONS:

City of Leesville representatives have the right to ask anyone to leave the park if behavior, language or clothing is deemed unacceptable. Inappropriate items/behaviors include, but are not limited to:

Littering	Alcoholic Beverages
Glass Containers	Illegal / Recreational Drugs
Vandalism	Intoxication
Vulgar Language	Fighting or Aggressive Behavior
Inappropriate Gestures	Advertising, marketing, or soliciting without prior written approval by the City of Leesville.
Bicycles, Rollerblades, Skateboards, Scooters, etc.	Firearms

Any person acting in a disorderly or unsafe manner will be immediately removed from the premises.

CONTACT INFORMATION:

Name of Event:			
Beginning Date:	Time:	Ending Date:	Time:
Primary Rental Contact:			
Home Phone:		Cell Phone:	
Mailing Address:		City, State, Zip:	
Email:			
Sponsoring Organization:			
On-Site Coordinator:		Cell Phone:	
Description of Event:			

COST:

Price	Number of Days	Amount Due
\$100 X	=	

Please make Checks or Money Orders payable to: City of Leesville, 508 South 5th St., Leesville, LA 71446

Everything that I have stated on this application is correct to the best of my knowledge. I have read, understand and agree to abide by the policies listed on this form as they pertain to the requested usage.

In addition, I agree to defend, indemnify and hold harmless the City, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the use of Premises or from any activity, work or thing done, permitted, or suffered by User in or about the Premises, except only such injury or damage as shall have been occasioned by the sole negligence of the City.

By signing this application, the applicant indicates they are authorized to sign on behalf of the group listed above and will agree to follow all rules and regulations within this document. This permit is not transferable and is revocable at any time at the absolute discretion of the City of Leesville.

Signature _____

Printed Name _____

Date _____

OFFICE USE ONLY

- Completed Rental Agreement Received
- Rental Payment Received
- Approved by City of Leesville

Approved by: _____

ACCIDENT REPORT FORM

In the event of an accident, the event organizer is required to fill out an *Accident Report Form* and submit it to the City of Leesville, or its Parks and Recreation Supervisor, as soon as possible.

Location: Leesville Recreation Complex
Address: 508 South 5th St., Leesville, LA

Contact Person: Patti Larney, City Administrator
Phone: (337) 239-2444

PLACE OF ACCIDENT		
Specific Site of Accident:		Date of Accident:
Time:	Light:	Weather:
Condition of Site/Hazards Present:		
PERSONS INJURED		
Name:		Phone (Home):
DOB:		Phone (Work):
Address:		City, State, Zip:
Name of Parent/Guardian:		
Description of Injured Party (Include any pertinent factors -- height, weight, clothes, shoes, glasses, disabilities, etc.):		
Nature and Extent of Injury:		
Medical Aid Offered or Rendered:		
By Whom:		Phone:
Address:		City, State, Zip:
PROPERTY DAMAGE		
Nature and Extent:		
Person Involved:		
Address:		City, State, Zip:
Others Involved:		
DESCRIPTION OF ACCIDENT/INCIDENT		
NAMES & ADDRESSES OF WITNESSES		
Name:	Address:	Phone:
Name:	Address:	Phone:
Name:	Address:	Phone:
NAME of PERSON COMPLETING FORM		
Name:	Address:	Phone:

Any person who, with the Intent to injure, defraud or deceive any insurance company, submits a statement of claim containing false, incomplete, or misleading information may be subject to criminal and/or civil penalties.

