



11936 Ferdinand * P.O. Box 400 * St. Francisville, LA 70775
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FAIR BARN USE POLICY

General Guidelines and Requirements:

1. Every group/organization is required to abide by all Town of St. Francisville guidelines, requirements, and other restrictions regarding usage of the Fair Barn which are outlined in the policy.
2. Users of the Fair Barn agree to use the utmost care in the use of the facility and agree to leave the Fair Barn in good, clean, condition including restroom. Lights and power should be turned off.
3. All requests for usage of the Fair Barn are subject to approval by the mayor.
4. Each outside group or organization is required to complete and deliver to the Town of St Francisville (Town Hall) the signed Request for Use Agreement form and pay all fees in advance of the event.

General User Responsibility:

1. Those using the Fair Barn agree to release, protect, defend, indemnify, and hold harmless the Town of St. Francisville, its employees, and other representatives from and against all claims, liabilities, losses, damages, actions, costs, and expense (including, without limitation, reasonable attorney's fees, and other legal costs) directly or indirectly arising out of their use of the Fair Barn.
2. In the event of damage to the Fair Barn, those using the facility accept the amount of repair and replacement costs as estimated, or otherwise determined, by the Town of St Francisville or its representatives and shall pay the Town of St Francisville for such repair and replacement costs upon demand.
3. The transfer or passing on by any group or organization of permission to use the Fair Barn to any other persons or organizations is strictly prohibited.

4. Those using the Fair Barn shall not exceed the capacity limits of the facility as set by the Louisiana State Fire Marshall of 200 people.
5. Rehearsal dates and times or move-in and move-out dates and times must be arranged by town hall staff and will be subject to availability.
6. Any articles of property left at the Fair Barn by those using the facility shall, after a period of seven (7) days, be deemed abandoned and shall become the property of the Town of St Francisville. In no event shall the Town of St. Francisville be responsible or liable for any loss or theft of, or any damage to, any articles of the Town of St. Francisville or property of any group or organization of any member thereof.
7. NO pets other than service animals are allowed.
8. List any equipment that will be brought in for your event:

9. All trash/garbage must be removed from the Fair Barn property. No trash/garbage can be left anywhere on the premises.
10. No decorations will be allowed unless previously approved by town hall staff.
11. ALL EVENTS MUST END NO LATER THAN 10:00 PM

Fair Barn Request for Use Agreement

Please read and initial the following:

1. I, _____ (print name or organization name) acknowledge receipt, from the Town of St Francisville of the requirements, restrictions, and other provisions set forth in this Use Policy. _____ (initial)
2. Requests use of the Fair Barn as indicated below on page 3. _____ (initial)
3. Accepts, agrees to, and will in all respects fully and will timely comply with the Fair Barn Use Policy in connection with such use, including all guidelines, requirements, restrictions, and other provisions set forth in such policy and such additional requirements and restrictions as may be communicated on behalf of the Town of St. Francisville to the above-named group/organization prior to or during such use. _____ (initial)

Name of Group/Organization: _____

Contact Person: _____

Phone Number (s): _____

Mailing Address: _____

Email Address: _____

Date of Event: _____

Start Time: _____ **End Time:** _____

Nature/description of meeting/event: _____

Estimated Number of Attendees _____ **Maximum 200**

Applicants Signature

Date

Accepted Signature Town of St Francisville

Date

FAIR BARN USAGE FEE SCHEDULE

- | | |
|------------------------------------|--------------|
| 1. WEDDINGS, RECEPTIONS, PARTIES | \$300.00/DAY |
| 2. CIVIC ORGANIZATIONS/NON PROFITS | \$150.00/DAY |

\$100.00 DAMAGE DEPOSIT IS REQUIRED PRIOR TO USE FOR ALL USERS.

The Damage deposit will be refunded after the building has been inspected for any damage by the Town of St Francisville.

The Town Hall is open Monday through Thursday from 8 am-5 pm and on Fridays 8 am-Noon. We are closed on Saturdays and Sundays. The key may be dropped in the night depository on the side of Town Hall.

Initial _____

Date _____

Damage Deposit Received: Yes_____ No_____ Check _____ Cash_____

By Whom: _____