

**OFFICE OF JUVENILE JUSTICE
PICARD EDUCATIONAL AND RECREATIONAL CENTER
5197 Highway 115
Bunkie, Louisiana 71322**

APPLICATION FORM

Title of Group or Organization: _____

Name and Title of Group Leader: _____

Address: _____ **Zip Code:** _____

Telephone No: (____) _____ **Day** (____) _____ **Night**

Purpose of the rental: _____

Arrival Date: _____ **Time:** _____ **am/pm** **Departure Date:** _____ **Time:** _____ **am/pm**

Estimated number of attendees: _____ (Note: Must be verified no later than seven days prior to the arrival date given above.)

Age range of attendees (if minors are involved): _____ **Number of adult chaperones (one per every 15 attendees):** _____

If any member of the group has a disability requiring special accommodations, please attach a note to the application describing the requested accommodation.

Facilities to be used by group:

Number of cabins: _____

Swimming Pool Yes No
Walking Trails Yes No
Softball Fields Yes No
Football Fields Yes No

Auditorium Yes No
Assembly Building Yes No
Fishing Pond Yes No

Computation of charges:

Number of attendees: _____ **@** _____ **per day/per week/per meal = \$** _____

Pre-Registration Fee: \$ _____ **Deposit Fee:** \$ _____

Rental of facilities (meals not provided): number of attendees _____ **@** _____ **= \$** _____

ONE-DAY RENTAL:

Rental of facilities (meals provided): cost per meal/person \$ _____ **@** _____ **= \$** _____

Rental of Auditorium: cost per day \$ _____ **Youth Function \$** _____ **Other \$** _____

Rental of Pavilion: cost per day \$ _____ **Youth Function \$** _____ **Other \$** _____

Family Group Rental (3 day/2 night) \$ _____ **Additional Cabins \$** _____ **= \$** _____

I, the undersigned, as the authorized representative of the applicant referenced above, hereby agree on behalf of the applicant to do the following:

- Applicant agrees to abide by the charges listed herein, paying any balance due at the end of the reservation in full at the time of departure;
- Applicant will verify the number of attendees no later than 7 (seven) days prior to the arrival date;
- Applicant will pay pre-registration fees and charges by check or money order payable to the Louisiana Office of Juvenile Justice;
- Applicant bears sole responsibility for the safety of its participants/attendees and will take steps to advise all participants/attendees that the Center does not provide safety personnel;
- Applicant is responsible for having on file appropriate medical release(s) from each youth's parent/guardian;
- Applicant will assure that all participants/attendees under the applicant's supervision comply with Center's Rules and Regulations, a copy of which has been made available;
- Applicant agrees that the Louisiana Office of Juvenile Justice will only allow the applicant to use the swimming pool if the Applicant ensures to the satisfaction of the Louisiana Office of Juvenile Justice that a certified lifeguard will be present at all times any participant/attendee will be using the swimming pool;
- Applicant agrees to provide notice of cancellation/postponement in writing to the Center's Program Director, and hereby agrees to abide by the following cancellation and/or postponement conditions:
 - If cancellation or postponement is 31 days or more in advance of the first date reserved at the time of the deposit, the deposit will be returned in full;
 - If cancellation occurs between 14 and 30 days in advance of the first date reserved at the time of the deposit, the deposit alone will be forfeited;
 - If cancellation occurs within 13 days in advance of the first date reserved at the time of the deposit, the entire amount stated in the application will be due; or
 - If postponement occurs within 30 days in advance of the first date reserved at the time of the deposit, 50% of the deposit will be forfeited, and the remaining 50% will be allocated against the future use by the organization.
- In the event that the applicant fails to remit payment in full, the Louisiana Office of Juvenile Justice may refer the matter to the Louisiana Department of Justice for collection. In the event of such a referral, the Louisiana Office of Juvenile Justice will be entitled to collect, in addition to the balance owed, interest at the rate of 1% per month, all court costs associated with the collection proceeding, plus attorney fees not to exceed 25% of the principal balance.
- Applicant will notify the Office of Juvenile Justice Picard Educational and Recreational Center of any special accommodations required by participating youth or group members, at least two weeks in advance of the camp.
- Applicant attendees and guests hereby assumes full responsibility for any risk of bodily injury, death, disability or property damage or theft arising out of and/or related to the event(s) that occur on the premises of the Picard Educational and Recreational Center, or any actions of any kind which may hereafter occur to a participant or guest including traveling to and from this event, whether caused by the negligence of the Office of Juvenile Justice, its agents, representatives and/or employees or any other third parties. This application and release of liability shall be construed broadly under the laws of Louisiana to provide a release to the maximum extent permissible under the application law(s).

- Each parent and/or legal guardian will be responsible for providing a signed and dated “Parental Liability Release Form” [see Attachment C.1.19 (c)] prior to admission to the Picard Center grounds which releases the Louisiana Office of Juvenile Justice and its assigns from any and all liabilities that arise from use of the Center and/or any of its facilities.
- Each youth group will be responsible for providing a signed and dated “Youth Group Organization Liability Release Form” [see Attachment C.1.19 (d)] prior to admission to the Picard Center grounds which releases the Louisiana Office of Juvenile Justice and its assigns from any and all liabilities that arise from use of the Center and/or any of its facilities.

_____	_____	_____
Applicant Signature	Applicant Title	Date

APPROVED:

Deputy Secretary/Designee
Office of Juvenile Justice

Date