

**State of Louisiana  
Office of Juvenile Justice**

**Picard Educational and Recreation Center**

**Rules and Regulations**

Effective September 2015

**OFFICE OF JUVENILE JUSTICE  
Picard Educational and Recreational Center  
5197 Highway 115  
Bunkie, Louisiana  
(318) 346-6147**

**INTRODUCTION**

The primary purpose of the Center is as its name implies. The act that established the Center (Act 29 of the 1955 Regular Session of the Legislature, as amended) clearly states that the Center will be used to provide education and recreation for youth enrolled in the public and non-public schools of the state. The Act states specifically that the Center will be used “for district and State conferences, for recreational purposes and for leadership training.”

The Picard Educational-Recreational Center is under the management of the Office of Juvenile Justice (OJJ). The facilities of this program are available for use by youth organizations recognized on a statewide basis by school authorities and by any public or private entity, provided permission is given upon application to OJJ. Groups must apply for reservations (See Attachment A.) to the following:

**Program Director Christopher Hines or  
Regional Director Johnny Qualls  
Office of Juvenile Justice  
5197 Highway 115  
Bunkie, LA 71322  
Telephone Number (318) 346-6147 or (318) 487-5252 – Ext. 102  
Fax (318) 346-4432 or (318) 487-5735**

The center, a unique 160 acre facility, is located on Highway 115 between Marksville and Bunkie in the Bay Hills section of Avoyelles Parish. (See attached map of the vicinity). It is open year round, including holidays; it can accommodate 1-3 day seminars, workshops, conferences, weekly retreats or camps, and large family events. Rates for the use of the facilities will depend on the number of days the facilities will be used, the size of the group, and whether meals will be served (refer to the attached “Rate Schedule”).

The Center offers excellent facilities for groups of 50 to 272. The facilities consist of the following:

- **Seventeen centrally air-conditioned and heated cottages, each with full bath. Each cottage was recently renovated and can accommodate sixteen persons. Two are designed to handle special needs requirements.**
- **An assembly building. The building, which is handicapped accessible, has a seating capacity for sixty persons.**

- Two classrooms, each classroom can accommodate two to fifteen persons.
- An auditorium with a seating capacity for two hundred fifty people, the building is handicapped accessible.
- A dining hall. The hall, which has a seating capacity for two hundred fifty persons, is handicapped accessible.
- An Olympic-sized swimming pool. (Certified lifeguard must be provided by the applicant)
- Football, volleyball, and softball fields.
- Nature trails.
- Fishing pond.

The following local medical services are available. Applicants are responsible for medical needs and expenses incurred by their group.

- Bunkie Hospital
  - ◆ Telephone Number (318) 346-6681
- Avoyelles Parish Hospital
  - ◆ Telephone Number (318) 253-8611
- Acadian Ambulance and Air Med
  - ◆ Telephone Number (800) 259-1111
- 911 Emergency Services

#### **GUIDELINES FOR THE UTILIZATION OF THE CENTER**

- A. The proposed use of the facilities will provide for a meeting of youth on a district or state-wide basis.
- B. A copy of the group schedule shall be submitted to the Program Director to ensure proper planning for events.

- C. **The request to use the facilities will clearly indicate the nature of the conference, the number of participants, the facilities needed, duration of the conference, and any other information that may be required.**
- D. **Use of the facilities by any public or private entity will be granted only when youth groups do not require the use of the facilities. Youth groups have preference pursuant to the provisions in Section 3 of Act 117 of the 1998 Regular Session of the Legislature.**
- E. **Groups using the Center will be required to make such payments, as agreed upon in the Office of Juvenile Justice, Picard Educational and Recreational Center Application Form.**

#### **ADMINISTRATION**

**The Center is under the administration of the Office of Juvenile Justice. There is a full-time Director who is on site. He/she has overall responsibility for the maintenance of all equipment and facilities and for the safe and efficient operation of all activities provided by the center. The Director is also responsible for reviewing applications for the use of the facilities of the center and for assigning dates to eligible applicants who have met the requirements of Act 29 of the 1955 Regular Session of the Legislature as amended. A copy of these rules and regulations will be provided to leaders of those organizations whose applications have been approved by the Office of Juvenile Justice to use the facilities. Assistants to the Director are fully responsible to him/her in the general conduct of the daily activities of the center.**

**Group leaders, adult counselors and chaperones are responsible for the following:**

- A. **Upon arrival, to provide to the Director of the Center the name of the individual who will be in charge of the group during its stay at the Center. The name of the individual shall also be provided prior to the group's arrival at the center.**
- B. **Upon arrival, to provide to the Director of the Center the names of the counselors and/or chaperones and names of those participants under their supervision.**
- C. **To know at all times the whereabouts of each participant assigned.**
- D. **To act as a positive role model for all participants in dress, voice, attitude, and actions. Adults (18 years old or older) are permitted to smoke in designated areas that are 25 feet from the Administration Building entrance and 25 feet behind the dining hall, in accordance with La. R.S. 40:1263.**

- E. To attend all scheduled group functions and activities.
- F. To assure that group members abide by all signs which designate restricted areas of the Center.
- G. To provide competent personnel and the appropriate equipment for members of the group participating in a sport activity. Certified Lifeguards are mandatory and are required to be provided by the group utilizing the swimming pool. Documentation of the certified life guard must be provided upon entry to the Center to be maintained in the administrative files with the Applicant's paperwork.
- H. To ensure that members of the group observe the hourly schedule established by the group leader. The Center's meal hours are 7:00 a.m., 12:00 noon and 6:00 p.m. However, this schedule can be modified to meet the requirements of the group leader.

#### **RULES GOVERNING THE USE OF THE CENTER**

The following rules will apply when the facilities of the Center have been approved to be utilized by the public school authorities and by public or private entities:

- A. Application for the use of the Center must be sent via mail or facsimile to the Louisiana Office of Juvenile Justice (fax # (318)487-5735) and a copy to the Director of the Center (fax # (318)346-4432). The application must be submitted to the Office of Juvenile Justice at least two weeks prior to the date the facilities are needed by the requestor. An application form can be found at Appendix A.
- B. Charges for use of the facilities will be in accordance with the attached "Rate Schedule".
- C. A pre-registration fee of \$300 will be charged for each organization requesting the use of the Center's facilities for seven days or more and for organizations requiring meals. The total amount of the pre-registration fee is to be paid by check, money order, or purchase order at the time the application is filed with the Louisiana State Office of Juvenile Justice. The total amount of the pre-registration fee will be credited toward the total fee payable at the end of the conference. All fees listed above are to be paid by check or money order made payable to the Office of Juvenile Justice. Policies regarding cancellations are found on the attached "Application Form".

- D. An adult chaperone must be provided for every fifteen participants in attendance. Children younger than 10 years old cannot attend unless they have been specifically authorized in writing by the Deputy Secretary/designee of the Louisiana Office of Juvenile Justice.**
- E. Each person using the Center overnight must provide his/her own linens, towels, dressing and grooming articles.**
- F. Cabins will be assigned so the occupants will be only members of the same sex. Visits in the cabins by members of the opposite sex will not be tolerated.**
- G. No food shall be allowed in the cabins unless authorized in writing by the Director upon showing of special circumstances.**
- H. Pets are prohibited, except for service animals specifically trained to aid a person with a disability.**
- I. No sale, service, or consumption, of alcoholic beverages shall be permitted in or on the premises of the facilities when the facilities are used for the purposes as outlined in the Introduction of these rules and regulations or when youth campers are otherwise occupying the facilities. No illegal drugs shall be brought onto the grounds of the Center or consumed at the Center.**
- J. Weapons of any kind are prohibited. Guns, knives, bows/arrows may be permitted when utilized for classes, such as: gun safety and knife building; gun auctions; or as part of scouting type events. Any violation shall result in expulsion; individual(s) involved shall be removed by their group leader and/or by a state official.**
- K. Full and complete discipline will be maintained by all in attendance. The Director has complete authority to remove from the premises any person not abiding by these rules and regulations.**
- L. Properties of the Center – including cabins, furnishings, etc. – will be properly maintained for the comfort of the conferences. An inventory will be conducted before and after each scheduled conference. Any destruction of the Center’s property shall be charged to the individual group, and/or organization sponsoring the group responsible for such destruction and a deposit fee may be required from that individual, group, and/or organization in the future [See Attachment (e)]**

**M. All vehicles must be parked on the lot assigned by the Director for the duration of the conference. The Director will permit program directors, adult counselors, and chaperones to use their vehicles on conference related matters or to take care of an emergency.**

**I have read and agree to all Office of Juvenile Justice, Picard Educational and Recreational Center Rules and Regulations.**

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**Group Leader Signature                      Group Leader Print Name                      Date**