YOUTH SERVICES
POLICY

Title: Cecil J. Picard Educational and Recreational Center	**Type:** C. Field Operations **Sub Type:** 1. General **Number:** C.1.19
	Page 1 **of** 3
References: La. R.S. 15:905.1; Act 725 of the 2014 Regular Session of the Legislature; ACA Standards 4-JCF-1B-04, 4-JCF-1B-05, 4-JCF-2A-25; (Performance-Based Standards for Juvenile Correctional Facilities); Division of Administration, Office of Risk Management, Loss Prevention Manual; YS Policy Nos. A.1.14 "Unusual Occurrence Reports", A.2.16 "No Smoking and Tobacco-Free Policy", A.7.1 "Safety Plan", C.2.14A "Tool Control-Cecil J. Picard Education and Recreational Center" and C.2.15A "Hazardous Materials Program – Cecil J. Picard Center"	
STATUS: Approved	
Approved By: *E. Dustin Bickham, JD, Interim Deputy Secretary*	**Date of Approval:** 07/21/2020

I. Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To establish the Office of Juvenile Justice (OJJ), YS' responsibilities in connection with the management and operations of the Cecil J. Picard Educational and Recreational Center in the city of Bunkie, Louisiana.

III. APPLICABILITY:

Deputy Secretary, Undersecretary, Assistant Secretary, Deputy Undersecretary, Chief of Operations, Executive Management Advisor, General Counsel, Regional Directors, and the Cecil J. Picard Educational and Recreational Center Program Director.

IV. POLICY:

It is the Deputy Secretary's policy that in accordance with La. R.S. 15:905.1, YS shall ensure the attached Rules and Regulations, necessary and consistent with the purpose of the Cecil J. Picard Recreational and Educational Center, are adhered to.

The Center shall be used to provide education and recreation for youth enrolled in the public and non-public schools of the state, for district and state conferences, for recreational purposes, and for leadership training.

VI. PROCEDURES:

A. Application for use of the Center shall be submitted to the facility Program Director utilizing the attached "Application Form" [see Attachment C.1.19 (a)] at least two (2) weeks prior to the date the facilities are needed by the requestor. The application shall be forwarded to:

Program Director Christopher Hines
Office of Juvenile Justice
5197 Highway 115
Bunkie, La. 71322

Telephone Number (318) 346-6147 or (318) 487-5252, Ext. 102
Fax Number (318) 346-4432 or (318) 487-5735

B. 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.

C. Groups using the Center will be required to make payments, as agreed upon in the "Application Form" and in accordance with the "Rate Schedule" [see Attachment C.1.19 (b)]. Fees shall be paid by check or money order made payable to the Office of Juvenile Justice at the time the "Application Form" is filed.

D. Cancellation policies are outlined on the "Application Form".

E. When an applicant or organization is sponsoring a youth group, a "Parental Liability Release Form" [see Attachment C.1.19 (c)] shall be provided by each parent/legal guardian prior to admission to the Center, releasing the OJJ and its assigns from any and all liabilities that arise or relate to the use of the Center and/or its facilities.

F. Applicants sponsoring youth groups are responsible for having on file appropriate medical release(s) from each youth's parent/guardian.

G. Certified lifeguards are mandatory and are required to be provided by the group utilizing the facilities. Documentation of certification must be provided upon entry to the Center to be maintained with the applicant's paperwork.

H. No sale, service or consumption of alcoholic beverages shall be permitted in or on the grounds of the Center when youth are present. No illegal drugs shall be brought onto the grounds or consumed at the Center.

I. 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.

J. The Program Director has complete authority to remove from the premises any person not abiding by the rules governing the use of the Center.

K. In accordance with the "Condition of Property at Check-In / Check-Out" [see Attachment C.1.19 (d)], an inventory shall be conducted before and after each scheduled use of the cabins.

L. 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.

VII. ADJUSTMENTS TO OR WAIVER OF FEES

Requests by applicants for adjustment to or waiver of fees must be submitted to the Deputy Secretary no less than 30 days prior to the scheduled facility utilization date. The Deputy Secretary/designee shall provide a written response within 15 calendar days.

VIII. STAFF DEVELOPMENT

The Program Director is responsible for ensuring that the Center's staff are trained in all YS Policies applicable to the maintenance and operations of the facility.

All employee training shall be documented in Louisiana Employees Online (LEO).

IX. QUALITY ASSURANCE

Comprehensive audits shall be conducted on an annual basis by staff from the Office of Risk Management, in conjunction with the State's Loss Prevention Program.

Previous Regulation/Policy Number: C.1.19
Previous Effective Date: 07/18/2018
Attachments/References:

C.1.19 (a) Picard Application.docx
C.1.19 (b) Picard Rate Schedule. July 2016
C.1.19 (c) Picard Parental Release.docx
C.1.19 (d) Picard Youth Group Organization Release.docx
C.1.19 (e) Picard Condition of Property.docx
C.1.19 (f) Picard Rules and Regulations. July 2020.docx
Picard Map.pdf

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**	**Auditorium**	☐ **Yes**	☐ **No**
Walking Trails	☐ **Yes**	☐ **No**	**Assembly Building**	☐ **Yes**	☐ **No**
Softball Fields	☐ **Yes**	☐ **No**	**Fishing Pond**	☐ **Yes**	☐ **No**
Football Fields	☐ **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**

Office of Juvenile Justice
Picard Educational and Recreational Center

5197 Highway 115 Bunkie, LA 71322

Rate Schedule

July 01, 2016

Use of all available facilities with 3 meals/24 hours (minimum of 50 participants)	
One Day/night (weekday or weekend)	$ 48.00 per person
Three day / 2 night (weekday)	$ 110.00 per person
Five day / 4 night (weekday)	$ 130.00 per person
Weekend (Friday evening through Sunday evening)	$ 110.00 per person

Use of all available facilities without meals (minimum of 50 participants)	
One Day/night	$ 30.00 per person
Three day / 2 night (weekday)	$ 55.00 per person
Five day / 4 night (weekday)	$ 85.00 per person
Weekend	$ 55.00 per person

Use of auditorium/campus for one-day activity(meals/cabins not included)	
Youth related organization / program	$ 350.00 per day
Non-youth related organization / program	$ 550.00 per day

Swimming Pool Day Rental (CERTIFIED Life Guard must be provided by renting group/organization)	
4 hour rental	$ 200.00 per day

Pavilion Rental	
4 hour rental	$ 200.00 per day

Meeting Room Rental	
Daily	$ 100.00 per day

Family Group Rentals (meals not included)	
3 day / 2 night rental includes 5 cabins and full use of facility	$ 3,000.00
Additional cabins available	$ 150.00 per cabin

A pre-registration fee of $ 300 will be charged for each organization requesting use of the Center's facilities for 3 days or more or for any request requiring meals be provided.

Any adjustments to or waiver of fees must be provided, in writing, to the Deputy Secretary of the Office of Juvenile Justice at least 2 weeks prior to utilization of the facility.

Payments for rentals are expected in full at time of facility departure. Payments are to be in the form of check or money order and are to be payable to: Office of Juvenile Justice.

If facility rental includes use of the swimming pool, the renting organization/group will be responsible for providing their own certified lifeguard(s).

Rates for groups of less than 50 can be provided and will be based on camp facilities needed.

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

PARENTAL LIABILITY RELEASE FORM

By my signature below as the parent or guardian of the Youth Participant, I acknowledge the activities at the Center may include competitive sports and outdoor nature participant activities, which carry a risk of illness or injury. I assume responsibility for the risks involved, and agree to hold the Louisiana Office of Juvenile Justice and the Picard Educational and Recreational Center harmless and release them from legal and financial liability if the youth participant becomes ill or is injured during their participation in activities at the Center.

_____	_____
Name of Youth Participant	**Dates of Camp Attendance**
_____	_____
Parent Signature	**Date**

PICARD EDUCATION AND REREATIONAL CENTER
5197 Highway 115
Bunkie, Louisiana 71322

YOUTH GROUP ORGANIZATION LIABILITY RELEASE FORM

Applicant agrees to protect, defend, indemnify, save and hold harmless the Louisiana Office of Juvenile Justice, its employees and volunteers from and against any and all claims, demands, expense and liability arising out of injury or death to any person or the damage, loss or destruction of any property that may occur or in any way grow out of any act or omission of the Applicant, its agents, servants, and employees or participants/attendees, as well as and any and all costs, expenses and/or attorney fees incurred by the Applicant as a result of any claim, demands, and/or causes of action except for those claims, demands and/or causes of action arising out of the negligence of the Louisiana Office of Juvenile Justice, its agents, representatives, and/or employees.

_____	_____
Name of Youth Group Organization	**Dates of Youth Group Attendance**
_____	_____
Name of Organization's Sponsor (Print)	**Date**

OFFICE OF JUVENILE JUSTICE
Picard Educational and Recreational Center
5197 Highway 115
Bunkie, Louisiana 71322

CONDITION OF PROPERTY AT CHECK-IN / CHECK-OUT

Date: _____ **Prepared By: _____**

Cabin Number: _____ **Other Facility: _____**

NOTE: Closely check the items listed below. Cabins will be checked again prior to the departure of the group. The costs for the repairs or for the replacement of items found by representatives of the Center to be damaged or defaced will be charged to the organization sponsoring the group and a deposit fee may be required in the future.

Check (✓) if OK.	Comment, if not OK.
_____ Windows (Open and close glass)	_____
_____ Lights (Switches ~ fixtures)	_____
_____ Doors (No damage ~ operational)	_____
_____ Walls (No Writing, marks or holes)	_____
_____ Mattresses (Clean ~ not torn)	_____
_____ Cleanliness of building	_____
_____ Water faucets (Leaking or broken)	_____
_____ Toilets (Not chipped ~ operational)	_____
_____ Bath Fixtures (Clean ~ operational)	_____
_____ Water Fountain (Cooling ~ clean)	_____
_____ Air-Conditioner (Serviceable)	_____
_____ Other	_____

The condition of the building is as described above

Signature of Applicant or Group Representative _____

State of Louisiana
Office of Juvenile Justice

Picard Educational and Recreation Center

Rules and Regulations

Effective July 2020

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 Kristi Nelson
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.

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. <u>The total amount of the pre-registration fee will be credited toward the total fee payable at the end of the conference</u>. 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.**

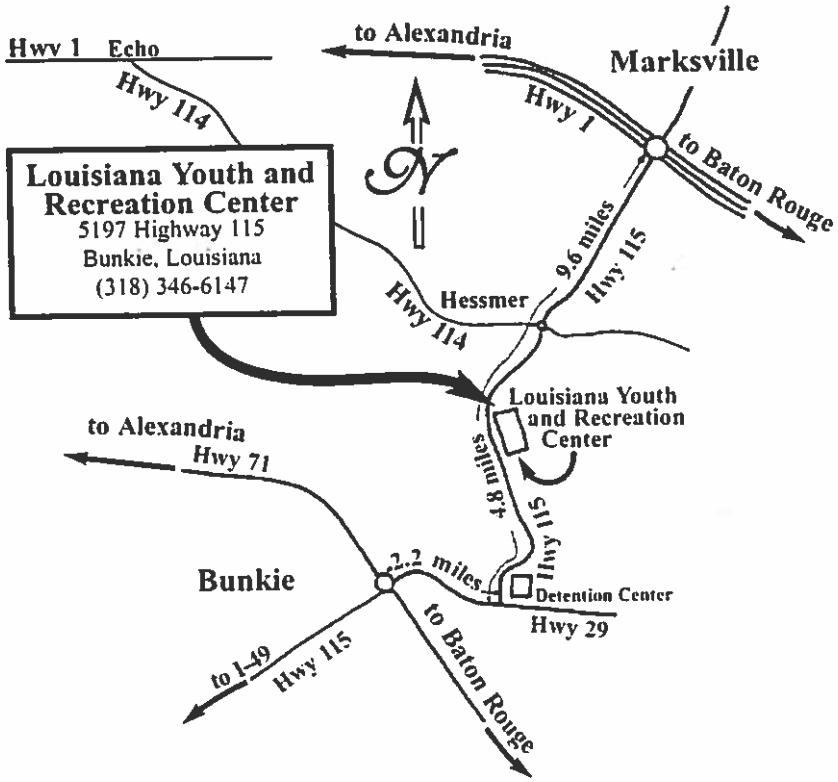
L. **Properties of the Center – including cabins, furnishings, etc. – will be properly maintained for the comfort of the conferences. An inventory will be conducted before and after each scheduled conference. Any destruction of the Center's property shall be charged to the individual group, and/or organization 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.

_____ _____ _____

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


Hwy 1 Echo
to Alexandria
Marksville
Hwy 114
Hwy 1
to Baton Rouge
Louisiana Youth and Recreation Center
5197 Highway 115
Bunkie, Louisiana
(318) 346-6147
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Hwy 114
Louisiana Youth and Recreation Center
to Alexandria
Hwy 71
4.8 miles
Hwy 115
Bunkie
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Detention Center
Hwy 29
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Hwy 115
to Baton Rouge