



MARK R. JOHNSON  
*Mayor*

**CITY OF COVINGTON**  
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## THE CITY OF COVINGTON GENERAL VENUE RULES

1. All decorations and stage properties must be free standing, and nothing shall be attached to or suspended from the walls or ceiling, nor shall anyone tie in or tamper with any electrical or other circuits or equipment unless authorized to do so by the Mayor or his designee. No item shall be dragged across the floor to cut or mark the floor.
2. No painting or carpentry or similar work is allowed ANYWHERE on the property. You MUST arrive with your sets and props already painted and ready for the performance.
3. Confetti is not permitted in any city facilities. Any violation of this confetti rule shall result in forfeiture of user's deposit. All balloons must be secured to table centerpieces. Any balloons that are released in the building will result in forfeiture of user's deposit. Bubble and fog machines must be approved from Director of Facilities.
4. The Facility shall only be used for activities listed on the contract for rental.
5. All applications for the use of the facility shall be signed by at least one financially responsible persons and shall be filed with Facilities Manager.
6. Smoking is not permitted in any facility. This includes the pavilions, conference rooms, hallways, stage, restrooms and dressing rooms. Any violation of this smoking rule shall result in forfeiture of user's deposit.
7. Whenever alcoholic beverages are to be present in any facility, the user shall hire, for duty during the entire event, a City of Covington law enforcement officer. This is to be arranged and paid for by the leasing organization or private individual. Call **985.892.8500**. The rate is **\$152** for **4** hours and will be paid directly to the Officer the day of the event. If you need to cancel, it is your responsibility to cancel the detail or else, you will be responsible for the charge. You must have a special event liquor permit present to sell alcohol. You can request a permit at <http://www.atc.rev.state.la.us/special-event.php>.  
**NOTE: If alcohol is present without detail officer, deposit is forfeited.**
8. There will be no sub-leasing or rental time by one organization to another.
9. It is required that the user remove all decorations, sets, equipment be removed the day of the function. If the decorations are not taken out by the user and the venue requires cleanup of decorations as the result, then the renting organization or individual will be billed for the additional cleanup. If this bill is not paid, the organization or individual will not be allowed to rent the Auditorium at any future time. The City reserves the right to retain the organization's deposit to cover the cost incurred by the City for additional cleanup.
10. Linens, chaffing dishes and utensils are not provided by the venue. Garage liners, cans and paper products for the restrooms are provided.
11. The facility is rented for a maximum of eight (8) hours unless the contract says otherwise. An additional rental charge will be \$100 an hour. The hours of operation are from 7 am - 11 pm, Sunday - Thursday, and 7 am - 12 am, Friday and Saturday.
12. The facility will be leased without regard to race, color or creed.

13. The organization or individual is responsible for making sure that the conduct of all individuals in and around the facility is proper. The City of Covington reserves the right to immediately terminate any event at which conduct is in violation of the City laws, or out of character with the facility, or if conduct, in the opinion of the City officials, constitutes a hazard to safety of persons or to the property of the City. No return or rental other than deposit money owed shall be due.
14. Any organization or individual desiring to use the facility shall be responsible, in solido, for any loss or damage to the premises, furniture, fixtures or equipment which may occur during occupancy or use by them or anyone acting in their behalf, regardless of whose fault or the cause and whether or not the party or parties at fault are known or unknown to members of such organizations. The organization or individuals shall agree to indemnify the City in full for such damage or loss, together with a reasonable attorney fee in the event the claim is placed in the hands of an attorney-at-law for collection of suit.
15. The organization agrees to hold the City free and harmless from any and all claims for damages or personal injuries incurred or sustained by members of the organization or their guests or invitees during the period covering the event preparation or cleanup, and the organization agrees to indemnify the City for any such damages or personal injuries sustained. The organization understands that it is solely responsible for such damage or personal injury or loss that occurs at the event or during preparation or cleanup.
16. No beauty pageants for children under the age of 5.
17. No pets allowed unless they are service animals.
18. All garbage should be collected at the end of the event and put into the provided garbage cans. Any excessive garbage will be a result in loss of deposit. All glitter and balloons must be cleaned up from premise. Refrigerators must be cleaned out of excessive food and drinks.

**Any violations of these rules shall automatically render the organization or individual responsible ineligible for future use of the facility and loss of the deposit.**

**Additional rules may apply.**

**My signature below certifies that I have read the above rules and have agreed to abide by them.**

\_\_\_\_\_  
PRINT NAME OF ORGANIZATION

\_\_\_\_\_  
DATE



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