

Ordinance 21-09

PARKS AND RECREATION

An Ordinance to establish the rules and regulations of the Sorrento Park and Sorrento Community Center,

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF SORRENTO THAT:

ARTICLE I. - IN GENERAL

ARTICLE II. - REGULATION OF SPECIFIED BUILDINGS

ARTICLE I. - IN GENERAL

Sec. __-1. - Recreation Committee.

The recreation committee is hereby officially designated as Sorrento Recreation Committee. Such committee shall have five (5) members to be appointed by the Town of Sorrento Mayor and Council.

Sec. __-2. - Park rules and regulations generally.

- (a) Park hours are sunrise to sunset. Exceptions to these times will only be allowed when there is prior written permission from the Town of Sorrento. There is no charge for the general use of the park. However, there is a fee for the use of specific facilities and for special events. See Sorrento Community Center and Special Event sections.
- (b) There shall be no firearms, illegal drugs, nor alcoholic beverages at any public park or playground, or other recreational facility, with the exception of alcoholic beverages being allowed at activities for adults only, such as dances, parties, receptions or other social gatherings inside the Sorrento Community Center. Permits will be issued for these events. The sale of alcohol is prohibited at all Town facilities.
- (c) The Mayor, Town of Sorrento maintenance department and Ascension Parish Sheriff's Office are hereby granted the authority to provide gates, fences, or other security measures to ensure that the times herein fixed for operation are enforced.
- (d) Any person who violates the provisions of this section regarding the possession of any alcohol, firearm or illegal drug at any public park or playground or other recreational facility, shall be fined not less than two hundred fifty dollars (\$250.00) nor more than five hundred dollars (\$500.00) per violation and/or be imprisoned for not more than six (6) months, at the discretion of the court.

- (e) The penalty provisions of subsection (d) shall not apply to possession of alcoholic beverages being allowed at activities for adults only, such as during parties, receptions, or other social gatherings inside the Sorrento Community Center, if permit is present.
- (f) No vehicles allowed on grass or walking trails, only in designated parking areas. This includes all recreational vehicles including but not limited to scooters, bicycles, golf carts, go carts and ATV's. Motor vehicle maintenance is prohibited in park and recreational areas.
- (g) No littering or glass containers allowed. Dispose of waste properly in provided trash receptacles.
- (h) No activities allowed that may damage park property, including grass, trees, plants or shrubbery and landscaped areas. This includes cutting of bark, breaking off limbs or branches or picking flowers of any tree or plant existing on Town property. Attaching any object, including but not limited to, hammocks, ropes, flags or banners to trees or any structure is prohibited.
- (i) Loud music and any amplified sound which disturbs others is not allowed. Exceptions to this rule will only be allowed during a Special Event permitted by the Town of Sorrento.
- (j) Any assembly of large, organized events (20+ people) will require a permit from the Town of Sorrento.
- (k) No Roping or blocking off areas of the park. Exceptions to this rule will only be allowed during a Special Event permitted by the Town of Sorrento.
- (l) Smoking on park grounds is prohibited
- (m) Camping and campfires are prohibited. This includes sleeping in any building, pavilion, rest room, bench, picnic table, trash receptacle, pedestrian or vehicular traffic ways (such as walking trails, sidewalks, playgrounds and parking lots) or any landscaped areas.
- (n) Pet Owner Rules:
1. Pets are allowed but must remain on a leash at all times.
 2. Pet waste must be disposed of properly.
 3. Handlers must be 16 years of age or older and must be able to always control pet. All dogs must have current vaccinations and must be provided upon request.
 4. Aggressive pets are not allowed. If aggression occurs, the pet must leave the park.
 5. Pets shall not create a nuisance by causing any form of disturbance such as barking or similar conduct.
- (o) Soliciting and Vending is not allowed. Sale of merchandise, food and beverage, solicitation of fees or donations, or conducting any type of business or event, including distribution of flyers, signs or other advertising medium is prohibited. Nor shall any person place any stand, cart or vehicle for the transportation, sale or display of any such article or

merchandise within the park or recreational facility. Exceptions to this rule will only be allowed during a Special Event permitted by the Town of Sorrento.

(p) Use of picnic tables and pavilions are on a first come, first served basis. Holding for patrons who have not arrived is prohibited. Using picnic tables and pavilion for other than picnic purposes is prohibited. Exceptions to this rule will only be allowed during a Special Event permitted by the Town of Sorrento.

(q) Use of inflatables is prohibited without a permit from the Town of Sorrento and additional fees will apply. You must provide a liability insurance policy for your event. The Town of Sorrento and the Sorrento Community Center must be added as an additional insured on the policy. One dry inflatable is allowed and must be operated by a quiet run generator only. Inflatables are required to have above ground (concrete or water) anchors and may NOT be staked in the ground. Water slides, water games, swimming pools and dunk tanks are prohibited.

(r) All federal, state, parish and municipal laws are hereby adopted and are to be enforced within all Town of Sorrento parks and recreational facilities. Specific facilities which require additional operational procedures for orderly use shall be posted with rules in a conspicuous place. Patrons utilizing all facilities shall comply with posted regulations.

(s) It is the intent of the Mayor, Council and Sorrento Recreation Committee that these rules and regulations be enforced in a fair and equitable manner. No person shall impersonate or hinder Town of Sorrento personnel or the Ascension Parish Sheriff's Office in their lawful duties. Any person or group found in violation of the above rules and regulations shall be ordered to leave all park and recreational facilities immediately. Any person who fails to leave at requested time may be arrested and prosecuted for trespassing or prosecuted under other existing ordinances. Any person who is a continuous violator of the Rules and Regulations set forth may be banned from use of the park and recreational facilities.

ARTICLE II. – REGULATION OF SPECIFIED BUILDINGS

DIVISION 1. – SORRENTO COMMUNITY CENTER

Sec. __-21. – Rules and Regulations in General

(a) Permission for use of the building will only be granted to responsible adults at least 21 years of age. You MUST provide a copy of your driver's license to be kept on file. Use of the building will be determined on a first come first—served basis. The Mayor and Council reserve the right to deny any individual, group or organization use of the building for any reason. The Town of Sorrento also reserves the first rights to the use of the facility for Town functions.

(b) The building cannot be rented more than one (1) year in advance.

(c) The Sorrento Community Center is not available for rent for personal or business events that result in a profit, or that charge a fee for admission unless the renter is a non-

profit organization, as designated by the IRS and can provide a copy of IRS determination letter stating non-profit status.

(d) Renter(s) agree that should the Sorrento Community become designated as a Civil Defense or Red Cross Shelter, it is understood by the Renter(s) that this contract becomes null and void at no expense to the Town of Sorrento. Any rental deposit or rental fees collected by the Town will be refunded to Renter(s) should this happen.

(e) Renter(s) agrees to provide a one million (\$1,000,000) event liability insurance policy. The Town of Sorrento and Sorrento Community Center must be added as an additional insured to policy. A copy of this policy must be given to the Town Hall when rental fee is paid or at least one week before the event. Failure to do so will result in forfeiture of deposit and loss of use of facility.

(f) Renter(s) shall not admit to facility a larger number of persons than the capacity listed below as set forth and governed by the Office of the State Fire Marshall.

TOTAL OCCUPANCY 252

(g) The Town of Sorrento facilities are designated non-smoking facilities. This is to be strictly enforced. **SMOKING IS PROHIBITED**

(h) Keys must be picked up at Sorrento Town Hall during business hours. Keys will only be issued on the morning of event unless reservation is on Saturday or Sunday, in which the keys must be picked up on Friday, before 11:30 AM. Keys must be returned on the next business day following the reservation. Late return of keys may result in forfeiture of deposit. If keys are not picked up during required time, you will automatically forfeit your deposit and use of the building.

(i) The person(s) making the reservation and the payment is the person(s) responsible for the upkeep of the building and grounds until inspected by a Town of Sorrento representative (this includes damages, broken furniture, missing items, returning of keys, cleaning, etc.) The responsible party must make up the difference between the deposit and actual cost of repairs/cleaning. The renter(s) is responsible for setting up the tables and chairs. Following the event, tables, chairs and counters are to be cleaned of all food, paper, decorations, etc. and placed where found. All Floors must be swept and mopped including restroom and toilet area. All trash cans will be lined with a trash bag. If more bags are needed, it will be the responsibility of the renter(s) to supply them. All trash is to be taken out and disposed of in designated receptacle by the renter(s), including restrooms. All cleaning supplies must be furnished by the renter(s), except floor cleaner, which is provided by the Town of Sorrento. No other floor cleaners are to be used. Building must be cleaned before leaving at the end of your event. If building is not cleaned, you will automatically forfeit your deposit.

(j) No alternative cooking devices are allowed in the Community Center, i.e. Bar-B-Q pits, boiling or frying containers, **except** for electrical devices such as crockpots. **STOVE IS FOR WARMING ONLY!!** Use caution when using kitchen facilities. Turn all burners and oven off when not in use. Cooking appliances should be cleaned by the renter(s) after use.

- (k) No nails, pins or tape shall be used on the walls, doors, tables, chairs, floors or ceiling. If any damage occurs to the walls, doors tables, chairs, floors or ceiling (including paint) the deposit will be forfeited, and you will be responsible for the repairs. All decorations and material that is used to decorate must be picked up at the end of the event or the deposit will not be refunded. If you are using someone else to decorate, it is your responsibility to let them know to be picked up at the end of your event.
- (l) Once the event has ended all air conditioning units need to be set at 75 degrees during warm months or Heating units need to be set at 65 degrees during cold months.
- (m) Exit doors must not be blocked by furniture or decorations.
- (n) Standing on tables and chairs is PROHIBITED and are not to be removed from the building.
- (o) Pets are not allowed in the building, except for service animals
- (p) Glass containers are not allowed anywhere on ground/premises.
- (q) Throwing rice, birdseed, confetti, and other such items is not allowed. Sparklers or other flammable materials are not allowed inside of building except for tea light sized candles. Violation of this policy will automatically result in forfeiture of deposit.
- (r) The event must end at 1:00 AM. Following the event, the building must have all personal items removed and be cleaned and locked by 2:00 AM.
- (s) Renter(s) agrees to provide security for the entirety of their event:
 - 1. A minimum of one (1) Ascension Parish Sheriff's Office officer must be present for all events. It is at the discretion of the Ascension Parish Sheriff's office if they deem additional officers are needed.
 - 2. Renter(s) MUST provide the Town of Sorrento proof of payment to APSO one week before the event. Failure to do so will result in forfeiture of deposit and use of facility.
- (t) Rules for Minor Activities:
 - 1. Adults, 21 years or older MUST rent building.
 - 2. Chaperon's MUST present a copy of their driver's license to be kept on file.
 - 3. There MUST be at least TWO (2) chaperons who MUST be twenty-one (21) years of age, and who will agree to be present at all times during the event. Said chaperons MUST sign the contract agreement and will be responsible for complying with all Rules and Guidelines.
 - 4. NO ALCOHOLIC BEVERGAGES inside or outside of building

5. NO TOBACCO in any form by minors allowed on property
6. Sufficient lighting MUST be provided in the building at all times for monitoring by the chaperons and sheriff's officer. This violation can result in closing event.

(u) Discounts may be given to organizations such as, but not limited to, Governmental agencies and parish agencies, national, state, or regional non-profit organizations, Churches and schools. Political campaign events shall not be discounted. The reduction will be calculated on rental fees only. No event shall be free unless sponsored by the Town of Sorrento. The Mayor has the right to waive rental fees as his discretion.

Sec. __-22. - Rental fees.

Rental and Deposit fees for recreational facilities:

(a) *Sorrento Community Center*

1. *Deposit fees.* All events require a refundable damage/security deposit. Refund of deposit to be made following inspection of Community Center. Any damage to Community Center more than the deposit is to be paid by the renter(s) upon completion of inspection. Refunds may take up to 14 days to process after inspection.
 - a. Deposit rates:
 1. Monday, Tuesday, Wednesday & Thursday --\$100.00
 2. Friday, Saturday & Sunday -- \$200.00
2. *Rental fees.* All rental fees are based on one (1) day rental. The entire balance must be paid one (1) week prior to date of reservation. If balance is not received on time, reservation can be cancelled by the Town of Sorrento.
 - a. Rental Rates
 1. Monday, Tuesday, Wednesday & Thursday --\$200.00
 2. Friday, Saturday & Sunday -- \$400.00
3. *Optional Cleaning Fee.* Renters have the option to have the Town of Sorrento staff clean the building. In this case the renter only needs to clear all tables, chairs, floors, counters, etc. of all food and drink items. All trash is to be taken out and disposed of in designated receptacle. The Town of Sorrento will then be responsible for the cleaning of the building. The Town will retain the below appropriate amount of the total deposit and the renter will be reimbursed the remaining balance, if applicable. Renter must request this option at time of rental fee payment.
 - a. Monday, Tuesday, Wednesday & Thursday --\$50.00
 - b. Friday, Saturday & Sunday -- \$100.00.

4. *Cancellation.* If renter notifies the Town of Sorrento of a cancellation at least 15 days prior to event, the deposit paid upon application will be refunded. If notice is not furnished more than 15 days prior to event, the deposit shall be forfeited, and no refund will be issued. Refunds will not be issued for reservations made within the 15-day period.
5. *Reservation Changes.* Once you have paid the rental fee and deposit and receive a receipt, in order to change the date of rental, you must contact the Town Hall and receive a new receipt with the corrected rental date, as long as the new date is available.

This ordinance was introduced on August 3, 2021, by Councilman Randy Anny. A public hearing having been duly held, the title read, and the ordinance considered, on motion by Councilman Randy Anny, seconded by Councilman Wanda Bourgeois, a record vote was had as follows:

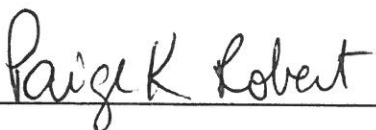
YEAS: Darnell Gilbert, Duane Humphrey, Randy Anny, Chad Domingue, Wanda Bourgeois

NAYS: None

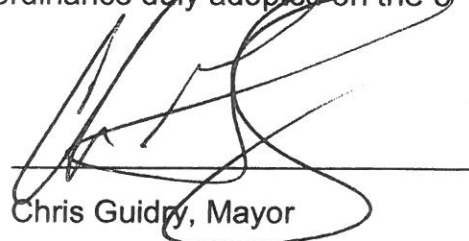
ABSTAINED: None

ABSENT: None

Whereupon the presiding officer declared the ordinance duly adopted on the 5th day of October 2021.



Paige K. Robert, Town Clerk



Chris Guidry, Mayor