

**CITY OF DENHAM SPRINGS
OLD CITY HALL
Welcome Center & Museum**

**115 Mattie Street
Patti Smith Peairs, Director**

**225 667-7512
oldcityhall@cityofdenhamsprings.com**

DOCENT RESPONSIBILITIES

The City of Denham Springs thanks you for volunteering to participate in the Old City Hall (OCH) Docent Program. Due to the generosity of your time, the City will be able to keep the doors to OCH open for special, after-hour events and weekend shopping in the downtown area. Always remember that as OCH docents, you serve as ambassadors of the City and we know that you will represent the city in a friendly, gracious and professional manner.

Following is a list of docent responsibilities:

1. Confirm that SECURITY SYSTEM is turned off after entering building.
2. Insure that the AIR CONDITIONING or HEATING is on.
3. The building should never be left UNATTENDED – building cannot be locked/unlocked by docents.
4. Make a pot of COFFEE (and again as needed) & turn pot off and clean before leaving.
5. Periodically check RESTROOMS for needed maintenance and replace supplies if necessary.
6. Ask visitors to sign GUEST REGISTRY.
7. Direct visitors to the BROCHURE RACK for downtown shopping guide, local info and maps.
8. Turn off AIR CONDITIONING and HEATING when leaving.
9. Perform BUILDING WALKTHROUGH to ascertain all guests have vacated.
10. Confirm that SECURITY SYSTEM has been activated when leaving OR that Marshal's Office has secured the building.

We appreciate your gift of time visiting with guests, showing them around the building, providing information on Old City Hall and sharing the wonderful transformation of our treasured landmark.

Sincerely,

James E. Durbin, Mayor

Patti Smith Peairs, Director

VOLUNTEER/DOCENT DECLARATION & RELEASE

I acknowledge that the language used in this document does not create an employment contract nor am I to be considered an employee of the City of Denham Springs. I am volunteering my time of my own free will and volition. This document does not create any contractual rights or entitlements. No promises or assurances, whether written or oral, create any contract of employment.

Furthermore, I hereby release and forever discharge The City of Denham Springs, its employees, agents and assigns, from any and all claims, demands, actions, causes of action or suits of any kind or nature whatsoever and particularly on account of all injuries known and unknown, both to person and property, which have resulted, or may develop in the future, from any accident which might occur as a result of any event or activity sponsored by the City of Denham Spring whereby I am volunteering my time as a Docent.

This release is binding on my heirs, executors, assigns and administrators.

This is a voluntary release for any and all future injuries or accidents. The risks include those foreseen and unforeseen, known and unknown.

Docent Signature _____

Print Name _____

Date _____