

Event _____ Date of Event _____

To rent 4-H building Desoto Parish Police Jury requires you to provide the following:

- A completed Application
- Desoto Parish 4-H Exhibition Facility Policy with Renters signature and date at bottom.
- Copy of valid Driver's License
- Deposit of 300.00 (must have deposit to hold date)
 - Payment Type (office use only)
 - Deposit
Deposit # _____ Deposit Date _____
 - Credit Card
Credit Card Date _____
- User Fee (due 15 days prior to event date) due by _____
 - **NON-PROFIT EXEMPT FROM USER FEE**
 - Payment Type (office use only)
 - Deposit
Deposit # _____ Deposit Date _____
 - Credit Card
Credit Card Date _____
- Receipt from sheriff's office for security (must provide 7 days prior to event date) security guards are \$25.00 per guard per hour.
- Certificate of Liability (minimum of 50,000)
- Return Deposit (office use only)
Refund date _____ Check # _____

*Tables and chairs can be rented though 4-H building for \$100.00.
For more information please contact **Becky Calhoun** at 872-0533.