

**DESOTO PARISH SPORTS COMPLEX  
DESOTO PARISH POLICE JURY**

1. The DeSoto Parish Police Jury, as the owner and operator of the DeSoto Parish Sports Complex, hereby establishes the following rules and procedures for the use of the facility.
2. The day-to-day management of the DeSoto Parish Sports Complex will be under the jurisdiction of the Building and Property Committee with the Parish Administrator carrying out the Police Jury policies. The Building and Property Committee of the Police Jury will be responsible for recommending to the Police Jury the rules and criteria which govern the use of the facility.
3. The use of the facility will be determined from a master schedule, maintained in the central office of the Police Jury. In January of each year, organizations desiring to use the facility will be allowed to schedule projected dates and times for known events. Official sporting events will be scheduled prior to other organization's events. Events entered on the schedule will take precedence over other requests received at a later date. At the beginning of each month, each organization shall be required to confirm those dates that were scheduled several months prior to the event. If at this time, the scheduled use is not confirmed or is vacated, the dates shall be allocated on a first come, first served basis.
4. The person, agency or group desiring to use the DeSoto Parish Sports Complex shall provide the central office of the Police Jury with a complete application form (form attached) stating the group name, person in charge, address, telephone number, copy of valid driver's license, assurance of clean-up after the event, and any other requirements as determined by the Police Jury.
5. The person, agency or group desiring to use the DeSoto Parish Sports Complex shall submit a returnable deposit of \$100.00 with the completed application form. This \$100.00 deposit shall be returned to the user of the facility after all facility keys have been returned to the Police Jury Office and a satisfactory inspection of the facility has been completed.
6. The person, agency or group desiring to use the DeSoto Parish Sports Complex shall be charged a user fee of \$250.00 per weekend (Friday 6pm-Sunday 9pm) to cover expenses of utilities, depreciation and inspection. This \$250.00 fee shall be submitted with the application form to the central office of the Police Jury not later than fifteen days prior to the scheduled use of the facility. If this time limit is missed, the facility schedule will open for use on a first come, first served basis.
7. When the requirements for scheduling and fee payment have been met and the application has been approved, the person, agency or group representative should contact the Police Jury office for access to the facility.
8. When the keys are returned to the Police Jury office, the person or group representative will affirm that the facility is in its pre-event condition and that no damage was done to the facility. Each group shall be responsible for any damage done to the facility during the groups' scheduled use. The group shall, at the direction of the Police Jury, either be charged for necessary repairs or shall have the repairs made. A designated employee of the Police Jury shall inspect the facility after each use and determine if any repairs and/or additional clean-up are required. If the inspection finds that the facility has been left in satisfactory condition, a refund of the deposit shall be made within 7 days after return of the keys.
9. No person, agency or group shall sell food or beverage during the use of the facility unless indicated on the completed application form submitted to the Police Jury. The concession stand will be available for use by applicant.

