

Gordon Brazzel & Descendants Memorial

Operated by
Brazzel Memorial Reunion, Inc.
A 501 (c)(3) Charitable Organization

RESERVATION AND USE POLICIES

1. The Gordon Brazzel & Descendants Memorial Center may be reserved for public use when Brazzel Memorial Reunion, Inc. programming is not scheduled. Brazzel Memorial Reunion, Inc. reserves the right to refuse rental for events that are deemed questionable in nature.
2. Reservations may be made up to twelve (12) months in advance. Reservations are accepted on a first-come basis only with completed application and payment of deposits and reservation fees. The person completing the application must be at least twenty-one (21) years of age and must be present during the event. The person signing the application will be considered the responsible party in case of damage, theft or disturbances during the event.
3. The following fees are required and payable at the time reservation is made:
 - a. **Key/Damage Deposit - \$200** (refundable)
 - b. **Rental Fee - \$200 per day.** (Rental includes day before to decorate if facility is available.)
 - c. Usage beyond the scheduled expiration time for the event shall be at the rate of **\$25 per hour**
4. Key(s)
The key(s) to the facility will be picked up and returned to **Alice Hebert Brazzel, 1077 Oilfield Rd, Dubach La, 71235; Phone 318-777-8658**. Charges will be applied for keys kept after the scheduled drop-off time.
5. Refundable Deposits
Lessee is required to complete a facility inspection checklist before and after the rental. The misuse of any part of this facility or the failure to comply with the rules will be sufficient reason for denial of further reservations and/or forfeiture of Damage Deposit. The deposits will be refunded provided there is no damage.
6. Cancellations
Notice of cancellation must be made in writing. Cancellations made thirty (30) days prior to the reserved date will be fully refunded. Cancellations made less than thirty (30) days prior to the reserved date will be refundable in the amount of the deposits only.
7. Cleanup – The following is the responsibility of individual/group renting the facility:
 - a. All trash must be placed in plastic bags, carried out of the building and placed in the dumpster. Replace used plastic bags in trash containers with new bags.
 - b. Tables and chairs are to be cleaned and placed as found.
 - c. Refrigerator(s), kitchen counters, stovetops, ovens and sinks must be cleaned.
 - d. Air conditioning/heating must be returned to settings per instructions upon leasing.

- e. All decorations are to be removed from the facility and grounds.
 - f. All parking areas and grounds are to be cleaned of trash and debris.
8. In the event the facility is not vacated by Lessee upon the expiration of the term, the Lessor is authorized to remove from the facility, at the expense of the Lessee, all goods, wares, merchandise and property of any kind left therein, and the Lessor shall not be liable for any damage to or loss of such items which may be sustained by reason of such removal. The Lessor is hereby released from any and all claims for damages of whatever kind of nature, including but not limited to non-use or unavailability of such property.
9. **No profanity or fighting** is allowed in the building or on the premises.
10. **Persons under the influence of alcohol or illegal drugs are not allowed on the premises.**
11. The following fire safety precautions shall be observed:
- a. Use of open flames is prohibited. Candles with globes attached may be used.
 - b. Electrical extension cords and decorations shall be UL-approved.
 - c. Exits, corridors and hallways shall be kept free of obstructions. Exit doors shall remain unlocked while facility is being used.
 - d. **SMOKING IS PROHIBITED** in the facility.
 - e. Building occupancy code shall be strictly enforced.
 - f. Cooking is not allowed in the facility. Reheating food is permitted.
12. Nothing is to be attached to walls, fans, banisters, doors or railings of facility without Lessor permission. Any damage due to nails, staples, etc., in walls or doors will be deducted from the damage deposit. No birdseed, rice, confetti, natural potpourri, glitter, or materials of that nature shall be permitted to be thrown or used for decoration. ***Birdseed may be thrown outdoors.***
13. All persons are restricted to the rented area. Supervision of children is the responsibility of the individual/group renting the facility.
14. Lessor assumes no responsibility, financial or otherwise, for any commitments, accidents or injuries sustained by individuals or groups while using the facility. Lessee assumes total liability for injuries to the Lessee and to his or her vendors, guests or attendees present at the event. In addition, Lessee hereby agrees to indemnify and hold the Lessor harmless for any action or liability that may arise from the event.
15. Subleasing of the facility is not permitted.