

Foundation center Rules & Rental information

The following policies, procedures and regulations are in addition to the general policies. It should be noted that rules may vary in some cases depending upon the feature that that is being utilized with the park.

1. The Foundation Center is available for rental and must be reserved in person at the Park Office payment is required at the time of reservation – credit card, money order or check only. The surrounding shelter is not inclusive in the rental and is not considered as rented space.
2. Renter will be held accountable for any damages sustained during their event.
3. All persons using the foundation center do so at their own risk.
4. In case of an emergency – dial 911
5. Maximum number of people in the Foundation Center is 100.
6. Certain events require additional supervision or security at an additional expense. Per JP resolution # 111105
7. Cancellations must be made in writing at least 10 working days by person making reservation. A \$25 cancellation fee will be assessed and 75% of the rental price will be refunded.
8. No cooking allowed in Foundation Center, food must be prepared off-site: warming is permitted.
9. Boiled seafood is prohibited.
10. No or food drink is allowed in Conference Room.
11. Center may be rented between 9:00 am – 9:00 pm. All park patrons must be out of the park by 9:45pm.
12. Minimum rental time – 2 hours
13. One-hour setup time is provided prior to the event.
14. Tables and chairs must remain in the room at all times. Park will provide limited set up of tables and chairs.
15. Jefferson Parish employees cannot be given any type of gratuities, tips, compensation, etc.
16. Decoration can be tied or freestanding only and must be removed from building. No nails, tacks, tape, etc. will be permitted on the walls, furniture, etc.
17. No stickers, confetti, glitter or sprinkles will be allowed as decorations.
18. NO open flames (candles) allowed as decorations.
19. Decorations or additional lighting cannot be attached to light poles, trees. Shrubs, gazebo, railings, etc.
20. Bands / music must be kept inside the center: no speakers will be allowed outside the foundation Center.
21. **No teenagers parties / No children's parties over the age of 6 years allowed in the Foundation Center.**
22. All vehicle must park in designated areas – NO vehicles allowed on grass.
23. The garden gazebo measures approximately 17' x 17' and the garden lawn area measures approximately 30" x 30".
24. This list is not all - inclusive of the rules & we reserve the right to add any rule that will benefit park visitor.

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