



The Roman Catholic Diocese of
BATON ROUGE

BISHOP ROBERT E. TRACY CENTER Rental Policies and Procedures for Use

The Bishop Tracy Center is a self-service facility. Thus, the Diocese of Baton Rouge will primarily provide meeting space with limited other services.

General Policies

All areas of the Bishop Tracy Center must be left in the same condition as found upon arrival. The Diocese of Baton Rouge is not liable or responsible for any lost or stolen items.

The use of candles (except on the altar for the celebration of Mass) is strictly prohibited.

Taping, tacking, stapling, or hanging items to any wall or ceiling surface is prohibited.

The Catholic Life Center is a smoke-free facility. Smoking is not allowed inside any building or facility. Smoking is only permitted outdoors in areas designated with appropriate receptacles.

Available Spaces for Use

The Tracy Center complex includes meeting rooms, dining areas, outdoor patios, and worship spaces. These facilities are available for us between 7:00AM and 11:00PM for a period not to exceed 8 hours and charged at flat, daily rate.

The full daily rental rate is applicable for each use. The current daily rate is \$3,360 per day.

Security and Safety

A security detail provided by the Baton Rouge Police Department (BRPD) is required for all facility use between the hours of 5:00PM and 5:00AM. The Diocese of Baton Rouge will contract with BRPD in these situations, and the lessee will be charged \$40 per hour for security services by the Diocese of Baton Rouge.

An optional security details is available for any event before 5:00PM and should be requested during the reservation request.

Overnight Accommodations

Sleeping Rooms are available for use for a nightly rate. Access begins at 3:00PM and concludes at 10:00AM. Lessees are required to rent an entire floor regardless of the number of occupants or rooms used. The maximum occupancy per floor is 40 and arranged with multiple persons per room.

Individuals are responsible for bringing their own twin-sized bed linens (flat and fitted sheets and blankets), pillow, pillowcase, toiletries (soap, shampoo, toothpaste, deodorant, toilet paper, etc.), hairdryer, and towels as desired for the entire stay.

A twelve-hour security detail as outlined above is required for overnight use.

Food and Beverage

Food and beverage services are not available for purchase through the Tracy Center. Lessees are required to arrange for professional catering services that provide food and beverages.

Food and beverages must be consumed in designated areas only and may not be consumed in carpeted areas. All parties are responsible for the cleanup and disposal of items related to food service.

Youth Events

For all rentals where youth are present, Diocesan law stipulates that there be one adult chaperone present for every six children of the same sex. All chaperones must be at least twenty-one (21) years of age.

Insurance

Lessees must provide a certificate of insurance documenting general liability coverage in the amount of \$1,000,000 per occurrence. The Diocese of Baton Rouge must be named as additional insured (this is not required for diocesan affiliates, parishes, schools, and institutions).

Special events coverage is available for \$95 in lieu of providing the insurance requirements above. A completed application is required, and approval is not guaranteed. This application must be received at least 30 days before event. Failure to produce and/or obtain required insurance will result in the cancellation of the booking.

Lessees are also required to sign a facility use and indemnity agreement (this is not required for diocesan affiliates, parishes, schools, and institutions).

Janitorial & Maintenance Services

The Diocese of Baton Rouge contracts with external vendors to provide janitorial services after rental use. The cost of external janitorial services is a separate charge in addition to rent and security charges. An estimate regarding janitorial costs will be provided at the time of reserving space. Actual costs may differ depending on conditions of used space at departure.

Diocesan maintenance staff are also often assigned to rentals based upon the type of rental event and its duration. Rental details will determine whether maintenance staff are to be utilized during the rental. The cost of providing maintenance staff is a separate charge in addition to rent, security, and janitorial charges. An estimate will be provided at the time of reservation for such services. The current rate for maintenance services is \$56.00 per hour.

Payment

Checks or ACH debits are acceptable forms of payment. 25% of the rental cost is required at the time of reservation; the remainder of rental costs are due thirty (30) days before event.

An invoice detailing all charges will be provided the lessee at the conclusion of the rental.

Signature_____ Date_____