

ETHICS AND COMPLIANCE COMMISSION

JEFFERSON PARISH

IN RE LAUREN CALL

No. 2020-001

CONSENT JUDGMENT

WHEREAS, the above captioned matter is scheduled for hearing on the merits on the 16th of September, 2020 at 5:00 P.M.;

WHEREAS, jurisdiction over the issues raised are properly before the Ethics and Compliance Commission pursuant to the Jefferson Parish Code of Ordinance (JPCO) §2-538. JPCO §2-538 provides that the Ethics and Compliance Commission shall be the ethics board or ethics body of Jefferson Parish and shall administer and enforce the provisions of the code of ordinances and the regulation, rules, and orders issued regarding ethics and standards of conduct.¹

WHEREAS, JPCO §23-112, *Gifts*, of the Public Employees' Ethical Standards provides that no public employee shall receive, directly or indirectly, anything of economic value over fifty (\$50.00) dollars as a gift or gratuity from any person, if such employee knows or reasonably should know that such person conducts activities which are regulated by such employee's agency or has interests which may be substantially affected by such employee's performance or nonperformance of official duty.

WHEREAS, the Personnel Department is charged with overseeing personnel matters governed by the Personnel Rules of the Classified Service and with the administration of the classified civil service for Jefferson Parish.

WHEREAS, respondent, Lauren Call was the Assistant Director of the Jefferson Parish Personnel Department between January, 2018 and November, 2018.

WHEREAS, there are employees of the classified civil service employed with the Jefferson Parish Department of Parks and Recreation, Lafreniere Park.

WHEREAS, Lafreniere Park has a venue space, the "Foundation Rom," that is available for rental to the public at a rate of \$200.00 per hour, with a minimum of \$200.00.

¹ See also JPCO §23-130 defines "Ethics board or ethics body" as the Parish entity responsible for enforcing ethical standards established by ordinance regulating the conduct of public servants in Jefferson Parish.

WHEREAS, Lauren Call, using her Parish email (lcall@jeffparish.net), communicated with classified personnel at Lafreniere Park to “rent” the Foundation room at Lafreniere Park for herself and/or her family.

WHEREAS, Lauren Call had use of the Foundation room on October 7, 2018 for a period of not less than three hours, which would cost \$600.00.

WHEREAS, Lauren Call had use of the Foundation room for personal use on November 15, 2018 for 4.5 hours, which would cost \$900.00.

WHEREAS, the total amount owed by Lauren Call for use of the Foundation on these two dates is \$1500 (\$600.00 + \$900).

WHEREAS, Lauren Call paid \$400, representing the amount that she was told to pay by a Lafreniere Park employee, but resulting in the receipt of something of economic value totaling \$1,100.00.

WHEREAS, the Ethics and Compliance Commission is vested with the authority to impose fines and take such other action to enforce ethical standards pursuant to JPCO §2-538.

WHEREAS and in order to resolve issues, offenses or defenses, which may be raised at a contradictory hearing on the merits, the Ethics and Compliance Commission resolves this matter by consent of the parties, as evidenced by signatures below, under the terms and conditions set forth in this judgment.

WHEREAS, this Consent Judgment shall be in full resolution of the matter upon Lauren Call’s completion of the terms of the Consent Judgment, and that no further action will be taken by the Ethics and Compliance Commission.

BE IT DETERMINED, that, in lieu of a contradictory hearing on the merits of this matter, the matter is resolved via consent to the following terms:

1. Without admission of liability but in order to resolve the pending matter, Lauren Call agrees to pay \$1,100.00 to the “Jefferson Parish Pooled Cash,” or such other payee as the Parish may deem appropriate, on or before October 15, 2020, as final recompense for use of the Foundation on October 7, 2018 and November 15, 2018;
2. Lauren Call agrees to provide adequate proof of timely receipt of payment by the Parish to the Ethics and Compliance Commission;
3. Without admission of liability but in order to resolve the pending matter, Lauren Call agrees to participate in one hour of Ethics Training on or before October 31, 2020, in

addition to the one hour of Ethics Training required of all public servants under La.R.S. 42:1101 *et seq.*

4. Lauren Call agrees to provide proof of completion of the one hour of Ethics Training to the Ethics and Compliance Commission along with an attestation that such hour has been taken in addition to any other Ethics Training mandated under La.R.S. 42:21101 *et seq.*
5. Lauren Call acknowledges that failure to timely comply with any of terms of this Consent Agreement shall render the Consent Agreement null and void. Upon failure to timely comply, the Ethics and Compliance Commission shall set a hearing on this matter pursuant to its jurisdiction.
6. This Agreement and its attachments, to include the original notice of complaint, constitute the entire agreement with respect to the subject matter hereof. Respondent, Lauren Call, acknowledges that in entering into this Consent she has not relied on any oral or written representations, warranty, or other assurance (except as provided for or referred to in this Consent) and waives all rights and remedies that might otherwise be available to it in respect thereof.
7. This Consent is the result of arms' length negotiations between the Counsel for the Inspector General, acting as prosecutor, and through counsel, Lauren Call, each has had the opportunity to review and revise it prior to execution. As a result, all agree that the rule of construction construing the terms and provisions of an instrument against the drafting party is not and shall not be applicable to this Consent.
8. Upon satisfaction of the terms of this Consent Agreement by Lauren Call, the Ethics and Compliance Commission will consider the matter concluded, no further action will be taken, and the case will be closed.

Entered this 16 day of September, 2020 in Jefferson, Louisiana by the Ethics and Compliance Commission, through its Chairman, Howard Maestri:


Howard Maestri, Chairman

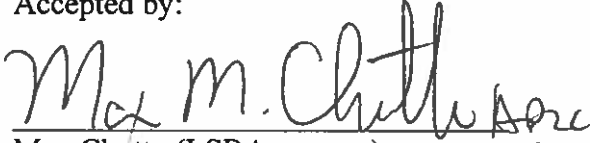
Recommended by:



Kim Raines Chatelain (LSBA 21525)
First Assistant Inspector General
Office of Inspector General

Date: Sept 16 2020

Accepted by:



Max Chotto (LSBA _____) 24345
Attorney for Lauren Call

Date: Sept 3, 2020

Lauren Call

Lauren Call

Date: Sept 3, 2020



**ETHICS & COMPLIANCE COMMISSION
JEFFERSON PARISH**

990 N. CORPORATE DRIVE
SUITE 300
JEFFERSON, LOUISIANA 70123

Howard Maestri -Chair
Warren R. Bourgeois, III
Dolores Hall
Sandra Joseph
Laura Donnaway

JUNE 18, 2020

LAUREN CALL
JOSEPH S. YENNI BUILDING
1221 ELMWOOD PARK BLVD., SUITE 206
JEFFERSON, LA 70123

RE: COMPLAINT REGARDING ETHICAL VIOLATION
HEARING DATE: SEPTEMBER 16, 2020 AT 5:00 P.M.
HEARING LOCATION: EAST BANK COUNCIL CHAMBERS
1221 ELMWOOD PARK BLVD.
JEFFERSON, LA 70123

Dear Ms. Call:

Please be advised that the Jefferson Parish Ethics and Compliance Commission has reason to believe that you may have committed a violation of the Jefferson Parish Code of Ethics, and more particularly JPCO §23-115, which provides that no employee shall use the power of his office or position, directly or indirectly, in a manner intended to induce or coerce any person or other public employee to provide himself, any person or other public employee with anything of economic value. The allegations provided to the commission are more particularly set forth as follows:

Between January, 2018 and November, 2018, you served in the position of the assistant director of the personnel department for Jefferson Parish. As such, you participated in and/or directed personnel matters regarding civil service employees at Lafreniere Park, a park managed by the Jefferson Parish Department of Parks and Recreation.

One of the park amenities available to the public for rental is the "Foundation Room," a park rental facility which includes a meeting/reception room which is available for rental at the rental rate of \$200.00 per hour.

EXHIBIT "A"

Beginning in June of 2018, and continuing through November of 2018, it has been alleged that you used your Jefferson Parish email account associated with your position as Assistant Director of Personnel (lcall@jeffparish.net), to communicate with Barry McGuinness through his parish email account associated with his position as "Park Manager" (bmcguinness@jeffparish.net) to secure the Foundation Room for your personal use on October 7, 2018, and November 15, 2018, for events surrounding a wedding and related celebrations.

The Foundation Room is rented to the public at a rate of \$200.00 per hour, with a two-hour minimum. There are no waivers or discounts granted to Jefferson Parish employees when reserving and/or renting the Foundation Room.

It is alleged that you rented the Foundation Room on Sunday, October 7, 2018, for a period of three hours in consideration of the payment of \$200.00, rather than the actual cost of \$600.00.

It is alleged that you rented the Foundation Room on Thursday, November 15, 2018, for 4.5 hours in consideration of the payment of \$200.00, rather than the actual cost of \$900.00.

You are hereby notified that a hearing on this matter will be conducted on Wednesday, September 16, 2020, at 5:00 p.m. in the Jefferson Parish Eastbank Council Chambers, 1221 Elmwood Park Blvd., Jefferson, Louisiana. You may secure the services of an attorney to represent you in this matter. You may provide testimony, call witnesses, and provide evidence at the hearing touching on the matter under consideration. All evidence provided at the hearing shall be made a part of the hearing record, and all testimony provided and arguments raised shall be transcribed by a court reporter.

The prosecutor in this matter shall be the Jefferson Parish Office of Inspector General. You and your counsel may contact the Office of the Inspector General. In the event that a resolution is reached prior to the hearing date, such a resolution must be approved by the Jefferson Parish Ethics and Compliance Commission.

THIS MATTER SHALL REMAIN CONFIDENTIAL AND ALL MATTERS RELATING TO THE MATTER HEREIN SHALL REMAIN CONFIDENTIAL AND PRIVILEGED PURSUANT TO THE JEFFERSON PARISH CODE OF ORDINANCES.

Jefferson, Louisiana, this 19th day of June, 2020.



HOWARD MAESTRI
CHAIRMAN
JEFFERSON PARISH ETHICS AND
COMPLIANCE COMMISSION

Attachment A

Emails from Lauren Call
Re Lafreniere Personnel
Matters

[REDACTED]

From: Barry McGuinness <BarryMcGuinness@jeffparish.net>
Sent: Tuesday, January 9, 2018 10:28 AM
To: Lauren Call
Subject: Brent Ramirez
Attachments: Brent 10-5-17.pdf; Brent 12-12-17.pdf; Brent 12-19-17.pdf; Brent Ramirez.docx

Attached are the three most recent coaching and counselling sessions and also a series of other incidents that led to the meeting we had with him.

Barry McGuinness
Park Manager
Lafreniere Park
3000 Downs Blvd.
Metairie, LA 70003
504-838-4389

From: Lauren Call <LCall@jeffparish.net>
Sent: Wednesday, March 28, 2018 3:58 PM
To: Angele Alexander;Evaline Armstrong;Robin Beaulieu;Peggy Barton;Christina Benfield;Pamela Bibbins;Royce Blanchard;Paul Bourg;Jackie Bouvier;Chantell Braniff;Destiny Bratton;Phyllis Breaud;Brook Burmaster;Steve Caraway;Maria Cervini;Tracie Chaix;Suzette Collins;Maria Cooper;Deirdre Cummings;Susan Cunningham;Megan Dickerson;Nicholas Digerolamo;Mark Drewes;Michelle Dufrene;Yvonne Dumas;Tachel Ferguson;Lydia Folse;Anthony Francis;Stephanie Gaudet;Clinton Gibson;LGirard;Karen Gilley;Jose Gonzalez;Raymond Guldry;Jane Guimbellot;MHaddican;Ranie Lefort - Library;Jamise Harvey;Jedidiah BJackson;Davelynn James;Cindy Joyner;Roy Juncker;Christi LaCombe;Brandie Lange;Ranie Lefort - Library;Mike Lockwood;Sal Maffei;Nina Miller;Precious Nelson;Rachel Perez;Joanne Pollet;Sheena Quinn;Brad Roth;Pablo San Martin;Gerard Savarese;Neil Schneider;Tamithia Shaw;Christina Benfield;Diana Soileau;Brandy Stout;Jeb Tate;Kimberly Tarleton;Laura Sawyer;Mitch Theriot;Archelle Thomas;Brett Todd;Catherine Toppel;Amy Truesdel;Joe Valiente;Aimee Vallot;Michele Van Pelt;Alecia Washington;Annette Weisler;Nicolle Whitney;Terri Wilkinson
Cc: Margo French;Ashley Jambon;Annie Vaughn;Todd McDowell;Laurie Cancienne
Subject: NeoGov

Anyone that has someone starting on Saturday, March 31, please ensure they are marked as hired in NeoGov no later than 4:30 PM on Monday, April 2. We must run our monthly hires report on Tuesday, April 3. Please ensure that anyone being hired this weekend is mark as such in NeoGov.

Thank you.

Lauren Call, MPA, SPHR, SHRM-SCP
Assistant Director-Personnel
Personnel Department
504-364-2730
LCALL@jeffparish.net<mailto:LCALL@jeffparish.net>

Please be advised any information provided to Jefferson Parish Government may be subject to disclosure under the Louisiana Public Records Law. Information contained in any correspondence, regardless of its source, may be a public record subject to public inspection and reproduction in accordance with the Louisiana Public Records Law, La. Rev. Stat. 44:1 et seq.


[REDACTED]

From: Lauren Call <LCall@jeffparish.net>
Sent: Friday, October 26, 2018 9:35 AM
To: Roy Juncker;MHaddican;Jedidiah BJackson;Clinton Gibson
Cc: Ashley Jambon;Margo French;John Dumas;Christi LaCombe;Ranie Lefort -
Library;AScott;Yvonne Dumas;Annette Weisler;Gerard Savarese;Pamela Bibbins
Subject: Background Checks
Attachments: Memo - Criminal Background Checks.pdf

Please see the attached memo regarding background checks in your department. Let us know if you have any questions.

Jedidiah - Please note this is only for Head Start.

Lauren Call, MPA, SPHR, SHRM-SCP
Assistant Director-Personnel
Personnel Department
504-364-2730
LCALL@jeffparish.net<mailto:LCALL@jeffparish.net>



From: Lauren Call <LCall@jeffparish.net>
Sent: Thursday, October 4, 2018 4:08 PM
To: Gerard Savarese
Cc: Antoinette Holmes; Barry McGuinness
Subject: Hayden Henley

Dear Gerry:

I still need that DP-11 entered into AS-400 for the resignation of Hayden Henley. I am going to reject the open position request in DM if the DP-11 is entered by tomorrow.

Lauren Call, MPA, SPHR, SHRM-SCP
Assistant Director-Personnel
Personnel Department
504-364-2730
LCALL@jeffparish.net<mailto:LCALL@jeffparish.net>

From: Lauren Call <LCall@jeffparish.net>
Sent: Thursday, June 14, 2018 12:50 PM
To: Clinton Gibson
Cc: Annette Weisler; Pamela Bibbins; Julie Valence; Royce Blanchard; Laurie Candenne; Todd McDowell; Gerard Savarese; Barry McGuinness
Subject: Recreation - Past Due Evaluations

Dear Mr. Gibson:

As a reminder, the below list contains the names of employees that have past due Annual or End of Probation Evaluation(s) with effective dates through 3/16/2018; the following evaluations have not been received in the Department of Personnel as today, June 14, 2018.

For Annual Evaluations, the Personnel Rules, Rule XII, Section 1.3 states:

Each employee serving in a permanent status civil service appointment shall be evaluated at least once in each calendar year, in conjunction with consideration of the employee's annual pay raise eligibility. This shall be the employee's Annual Performance Evaluation.

For End of Probation Evaluations, the Personnel Rules, Rule XII, Section 1.2 states:

Each employee serving in a Probationary period shall be evaluated at least once during the Probationary period. The evaluation may be made at any time deemed most appropriate by the Appointing Authority; but preferably in conjunction with consideration of granting employee Permanent status.

For Re-evaluations, the Personnel Rules, Rule XII, Section 1.6 states:

Any employee who receives an overall evaluation of Needs Improvement or Below Expectations on an annual evaluation shall be reevaluated not sooner than two (2) months nor later than six (6) months after the effective date of that evaluation.

Please let me know if you believe any of the above names are listed in error.

Employee's
Name

Department

District
Code

Evaluation
Status

Eligibility
Date

Landry, Ethan

Recreation

2530

Annual

2/1

Fretwell, Darlene

Recreation

2533

Annual

3/1

Dunn, Cherie

Recreation

2533

Annual

3/16

Lauren Call, MPA, SPHR, SHRM-SCP
Assistant Director-Personnel
Personnel Department
504-364-2730
LCALL@jeffparish.net<mailto:LCALL@jeffparish.net>

From: Lauren Call
Sent: Tuesday, March 06, 2018 12:07 PM
To: Clinton Gibson
Cc: Annette Welsler; Pamela Bibbins; Julie Valence; Royce Blanchard; Laurie Cancienne; Todd McDowell; Gerard Savarese; Barry McGuinness
Subject: Recreation - Past Due Evaluations

Dear Mr. Gibson:

As a reminder, the below list contains the names of employees that have past due Annual or End of Probation Evaluation(s) with effective dates through 1/16/2018; the following evaluations have not been received in the Department of Personnel as today, March 6, 2018.

For Annual Evaluations, the Personnel Rules, Rule XII, Section 1.3 states:
Each employee serving in a permanent status civil service appointment shall be evaluated at least once in each calendar year, in conjunction with consideration of the employee's annual pay raise eligibility. This shall be the employee's Annual Performance Evaluation.

For End of Probation Evaluations, the Personnel Rules, Rule XII, Section 1.2 states:

Each employee serving in a Probationary period shall be evaluated at least once during the Probationary period. The evaluation may be made at any time deemed most appropriate by the Appointing Authority; but preferably in conjunction with consideration of granting employee Permanent status.

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Any employee who receives an overall evaluation of Needs Improvement or Below Expectations on an annual evaluation shall be reevaluated not sooner than two (2) months nor later than six (6) months after the effective date of that evaluation.

Please let me know if you believe any of the above names are listed in error.

Employee's
Name

Department

District
Code

Evaluation
Status

Eligibility
Date

Notes

Additional Notes

Leinwar, Joshua

Pk/Rec Lafreniere

2651

Annual

10/16

Flick-Mesa, Sandra

Recreation

2534-057

Annual

1/1

Harwell, James

Recreation

2534-055

Annual

1/1

resigned 2/16/18

would owe him money if ME

Valence, Julie

Recreation

2530

Annual

1/1

Doyle, John

Recreation - Maintenance

2531

Annual

11/16

[REDACTED]

From: Gerard Savarese <GSavarese@jeffparish.net>
Sent: Friday, October 5, 2018 6:44 AM
To: Lauren Call
Subject: RE: Hayden Henley

Sorry Lauren,

I put the DP in yesterday and got side tracked and forgot to have Chris V to approve and forward.

Tks

G. Savarese (Jerry)
Administrative Assistant

Lafreniere Park
3000 Downs Blvd.
Metairie, La. 70003
ph: 504-838-4389 fax: 504-838-4387

From: Lauren Call
Sent: Thursday, October 04, 2018 4:08 PM
To: Gerard Savarese
Cc: Antoinette Holmes; Barry McGuinness
Subject: Hayden Henley

Dear Gerry:

I still need that DP-11 entered into AS-400 for the resignation of Hayden Henley. I am going to reject the open position request in DM if the DP-11 is entered by tomorrow.

Lauren Call, MPA, SPHR, SHRM-SCP
Assistant Director-Personnel
Personnel Department
504-364-2730
LCALL@jeffparish.net<mailto:LCALL@jeffparish.net>

Attachment B

Emails from Lauren Call
Re Lafreniere
Foundation Room

[REDACTED]

From: Lauren Call <LCall@jeffparish.net>
Sent: Friday, June 29, 2018 1:41 PM
To: Barry McGuinness
Subject: Foundation center

I am going to use the park November 15 and October 7. October 7 will be in Darrins name. I'll send you the forms next week. Thank you.

Lauren

[REDACTED]

From: Gerard Savarese <GSavarese@jeffparish.net>
Sent: Monday, June 25, 2018 10:16 AM
To: Lauren Call
Subject: Foundation Center
Attachments: Foundation Center Reservation forms.xls; Foundation Center Meeting Room Diagram.doc

Good morning Lauren,

Please find attached the information for the Foundation Center

Tks.

G. Savarese (Jerry)
Administrative Assistant

Lafreniere Park
3000 Downs Blvd.
Metairie, La. 70003
ph: 504-838-4389 fax: 504-838-4387

[REDACTED]

From: Barry McGuinness <BarryMcGuinness@jeffparish.net>
Sent: Friday, June 29, 2018 1:42 PM
To: Lauren Call
Subject: RE: Foundation center

No Problem.

Barry McGuinness
Park Manager
Lafreniere Park
3000 Downs Blvd.
Metairie, LA 70003
504-838-4389

From: Lauren Call
Sent: Friday, June 29, 2018 1:41 PM
To: Barry McGuinness <BarryMcGuinness@jeffparish.net>
Subject: Foundation center

I am going to use the park November 15 and October 7. October 7 will be in Darrins name. I'll send you the forms next week. Thank you.

Lauren

[REDACTED]

From: Lauren Call <LCall@jeffparish.net>
Sent: Friday, July 6, 2018 8:01 AM
To: Barry McGuinness
Subject: Re: Foundation Center

Yes sir.

Lauren Call, MPA, SPHR, SHRM-SCP
Assistant Director-Personnel
Personnel Department
504-364-2730<tel:504-364-2730>
LCALL@jeffparish.net<mailto:LCALL@jeffparish.net>

----- Original message -----

From: Barry McGuinness <BarryMcGuinness@jeffparish.net>
Date: 7/6/18 7:59 AM (GMT-06:00)
To: Lauren Call <LCall@jeffparish.net>
Subject: RE: Foundation Center

Same Layout on Both Days?

Barry McGuinness
Park Manager
Lafreniere Park
3000 Downs Blvd.
Metairie, LA 70003
504-838-4389

From: Lauren Call
Sent: Thursday, July 05, 2018 3:16 PM
To: Barry McGuinness <BarryMcGuinness@jeffparish.net>
Subject: Foundation Center

See Attached. Let me know if you need anything else.

Lauren Call, MPA, SPHR, SHRM-SCP
Assistant Director-Personnel
Personnel Department
504-364-2730<tel:504-364-2730>
LCALL@jeffparish.net<mailto:LCALL@jeffparish.net>

From: Lauren Call <LCall@jeffparish.net>
Sent: Thursday, July 5, 2018 3:16 PM
To: Barry McGuinness
Subject: Foundation Center
Attachments: Foundation Center Reservation - October 7.pdf; Foundation Center - November 15.doc; Foundation Center Layout.docx; Foundation Center - October 7.doc; Foundation Center Reservation - November 15.pdf

See Attached. Let me know if you need anything else.

Lauren Call, MPA, SPHR, SHRM-SCP
Assistant Director-Personnel
Personnel Department
504-364-2730<tel:504-364-2730>
LCALL@jeffparish.net<mailto:LCALL@jeffparish.net>

[REDACTED]

From: Lauren Call <LCall@jeffparish.net>
Sent: Friday, July 13, 2018 10:14 AM
To: Barry McGuinness
Subject: RE: Foundation Center

I'll probably change my mind again, but I'll wait until it gets closer.

Lauren Call, MPA, SPHR, SHRM-SCP
Assistant Director-Personnel
Personnel Department
504-364-2730
LCALL@jeffparish.net<mailto:LCALL@jeffparish.net>

From: Barry McGuinness
Sent: Friday, July 13, 2018 10:13 AM
To: Lauren Call
Subject: RE: Foundation Center

Got it.

Barry McGuinness
Park Manager
Lafreniere Park
3000 Downs Blvd.
Metairie, LA 70003
504-838-4389

From: Lauren Call
Sent: Friday, July 13, 2018 10:00 AM
To: Barry McGuinness <BarryMcGuinness@jeffparish.net>
Subject: RE: Foundation Center

I changed my mind on the 15th. See Attached. Thanks!

Lauren Call, MPA, SPHR, SHRM-SCP
Assistant Director-Personnel
Personnel Department
504-364-2730
LCALL@jeffparish.net<mailto:LCALL@jeffparish.net>

From: Lauren Call
Sent: Thursday, July 05, 2018 3:16 PM
To: Barry McGuinness
Subject: Foundation Center

See Attached. Let me know if you need anything else.

Lauren Cali, MPA, SPHR, SHRM-SCP
Assistant Director-Personnel
Personnel Department
504-364-2730<tel:504-364-2730>
LCALL@jeffparish.net<mailto:LCALL@jeffparish.net>

From: Lauren Call <LCall@jeffparish.net>
Sent: Friday, November 2, 2018 8:25 AM
To: Barry McGuinness
Subject: RE: Tables

10:30 AM if that's okay.

Lauren Call, MPA, SPHR, SHRM-SCP
Assistant Director-Personnel
Personnel Department
504-364-2730
LCALL@jeffparish.net<mailto:LCALL@jeffparish.net>

From: Barry McGuinness
Sent: Thursday, November 01, 2018 3:36 PM
To: Lauren Call
Subject: Re: Tables

You are it.

Sent from my T-Mobile 4G LTE device

----- Original message-----

From: Lauren Call
Date: Thu, Nov 1, 2018 3:29 PM
To: Barry McGuinness;
Cc:
Subject: RE: Tables

Is there not anything there that day?

Lauren Call, MPA, SPHR, SHRM-SCP
Assistant Director-Personnel
Personnel Department
504-364-2730
LCALL@jeffparish.net<mailto:LCALL@jeffparish.net>

From: Barry McGuinness
Sent: Thursday, November 01, 2018 3:24 PM
To: Lauren Call
Subject: Re: Tables

Not a problem...just let me know when she wants to come in.

Sent from my T-Mobile 4G LTE device

----- Original message-----

From: Lauren Call

Date: Thu, Nov 1, 2018 3:22 PM

To: Barry McGuinness;

Cc:

Subject: RE: Tables

It really my mother-in-law. So the earlier the better...like if 2 PM or 3 PM would work that would be great.

Lauren Call, MPA, SPHR, SHRM-SCP

Assistant Director-Personnel

Personnel Department

504-364-2730

LCALL@jeffparish.net<mailto:LCALL@jeffparish.net>

From: Barry McGuinness

Sent: Thursday, November 01, 2018 2:56 PM

To: Lauren Call

Subject: RE: Tables

What time would you like to come in?

Barry McGuinness

Park Manager

Lafreniere Park

3000 Downs Blvd.

Metairie, LA 70003

504-838-4389

From: Lauren Call

Sent: Thursday, November 01, 2018 2:45 PM

To: Barry McGuinness <BarryMcGuinness@jeffparish.net>

Subject: Tables

Hey I changed the layout for November 15. Last time I promise. It calls for 9 - 5 ft tables and 1 - 4 ft table. The 4 ft table only need to 2 chairs. The 5 ft tables to have 8 chairs each. Thanks.

Also what time can we come by the set up that day?

Lauren Call, MPA, SPHR, SHRM-SCP

Assistant Director-Personnel

Personnel Department

504-364-2730

LCALL@jeffparish.net<mailto:LCALL@jeffparish.net>

[REDACTED]

From: Lauren Call <LCall@jeffparish.net>
Sent: Thursday, November 1, 2018 3:29 PM
To: Barry McGuinness
Subject: RE: Tables

Is there not anything there that day?

Lauren Call, MPA, SPHR, SHRM-SCP
Assistant Director-Personnel
Personnel Department
504-364-2730
LCALL@jeffparish.net<mailto:LCALL@jeffparish.net>

From: Barry McGuinness
Sent: Thursday, November 01, 2018 3:24 PM
To: Lauren Call
Subject: Re: Tables

Not a problem...just let me know when she wants to come in.

Sent from my T-Mobile 4G LTE device

----- Original message -----

From: Lauren Call
Date: Thu, Nov 1, 2018 3:22 PM
To: Barry McGuinness;
Cc:
Subject: RE: Tables

It really my mother-in-law. So the earlier the better...like if 2 PM or 3 PM would work that would be great.

Lauren Call, MPA, SPHR, SHRM-SCP
Assistant Director-Personnel
Personnel Department
504-364-2730
LCALL@jeffparish.net<mailto:LCALL@jeffparish.net>

From: Barry McGuinness
Sent: Thursday, November 01, 2018 2:56 PM
To: Lauren Call
Subject: RE: Tables

What time would you like to come in?

Barry McGuinness
Park Manager
Lafreniere Park
3000 Downs Blvd.

Metairie, LA 70003
504-838-4389

From: Lauren Call
Sent: Thursday, November 01, 2018 2:45 PM
To: Barry McGuinness <BarryMcGuinness@jeffparish.net>
Subject: Tables

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Also what time can we come by the set up that day?

Lauren Call, MPA, SPHR, SHRM-SCP
Assistant Director-Personnel
Personnel Department
504-364-2730
LCALL@jeffparish.net<mailto:LCALL@jeffparish.net>

Attachment C

Lauren Call Booking
Lafreniere Park
October 7, 2018

JPRD - Laf Park
 3000 Downs Boulevard
 Metairie LA 70003
 504-838-4389 / 504-838-4387

CONFIRMATION

Client	Reservation: 50449
Barry McGuinness Lafreniere Park Administration 3000 Downs Boulevard Metairie, LA 70003	Event Name: Darrin Cook/Lauren Call/Bridal Shower Status: Confirmed Phone: 504-838-4389 Event Type: Party

Bookings / Details	Quantity	Price	Amount
---------------------------	-----------------	--------------	---------------

It is the responsibility of the renter to read and understand all rules relating to this reservation whether they be a part of this sheet or attached.

ELECTRICITY is not guaranteed at any Park facility. Renter should make arrangements for their own electrical source if needed.

DJs, Amplified Speakers, & Computer Aided Amplified Sound Systems are not allowed at Lafreniere Park. Failure to observe this rule can result in termination of electrical service to the shelter.

Sunday, October 07, 2018

11:00 AM - 4:00 PM Darrin Cook/Lauren Call/Bridal Shower (Confirmed) Lafreniere Park Meeting Room/Garden Combo

See Diagram for 85

LP Misc Charges:

Authorized Price by Park Manager	1	\$200.00	\$200.00
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	Subtotal	\$200.00
	Less Deposit(s)	-\$200.00
	Grand Total	\$0.00

Thank you for reserving this facility with Jefferson Parish Parks and Recreation. If you need to change the date or facility of your reservation, it must be done 10 days prior to your event. A \$20.00 fee will be applied for any changes. To cancel this reservation we must receive written notice ten days prior to the event if you wish to receive a refund. The notice must bear the signature of the reservation maker. Cancellation fee will be subtracted from the refund. Please adhere to these policies and those attached to the confirmation. NO REFUNDS due to inclement weather.

~~_____~~
 CK# 2051 - \$400.00
 (RES# 50449 + 50452)
 \$200.00 FOR
 each event)

JPRD - Laf Park
3000 Downs Boulevard
Metairie LA 70003
504-838-4389 / 504-838-4387

Bridal Shower

CONFIRMATION

Client	Reservation: 50449
Barry McGuinness	Event Name: Lauren Call
Lafreniere Park Administration	Status: Confirmed
3000 Downs Boulevard	Phone: 504-838-4389
Metairie, LA 70003	Event Type: Party

Bookings / Details Quantity Price Amount

It is the responsibility of the renter to read and understand all rules relating to this reservation whether they be a part of this sheet or attached.

ELECTRICITY is not guaranteed at any Park facility. Renter should make arrangements for their own electrical source if needed.

DJs, Amplified Speakers, & Computer Aided Amplified Sound Systems are not allowed at Lafreniere Park. Failure to observe this rule can result in termination of electrical service to the shelter.

Sunday, October 07, 2018

8:00 AM - 8:00 PM Lauren Call (Confirmed) Lafreniere Park Meeting Room/Garden Combo
See Diagram

Thank you for reserving this facility with Jefferson Parish Parks and Recreation. If you need to change the date or facility of your reservation, it must be done 10 days prior to your event. A \$20.00 fee will be applied for any changes. To cancel this reservation we must receive written notice ten days prior to the event if you wish to receive a refund. The notice must bear the signature of the reservation maker. Cancellation fee will be subtracted from the refund. Please adhere to these policies and those attached to the confirmation. **NO REFUNDS** due to inclement weather.

LAFRENIÈRE PARK FOUNDATION CENTER RESERVATION FORM
JEFFERSON PARISH DEPARTMENT OF PARKS & RECREATION

Date Needed: 10/07/2018

Event: Bridal Shower

If this is a shower is it a couples shower? (circle one) Yes No

Facility	Meeting Room (includes outdoor garden area)	Conference Room
One hour setup time is provided prior to the event.	Rental Start Time 11:00 AM	Rental Stop Time 4:00 PM

Number of People Attending	85	JPRD & Lafreniere Park reserves the right to determine if this event will require security and will make arrangements if security is necessary at additional cost to the renter.
----------------------------	----	--

If Company Event Name of Company	Company Phone
----------------------------------	---------------

Name of Person in Charge: Darrin Cook

Address 1009 Frankel Avenue

City Metairie State LA Zip 70003

Cell Phone Number	Work Number	Home Number
504-338-4494	504-736-6999	

Alternate Contact Person: Danielle Schroeder

Address 2145 Kansas Avenue

City Kenner State LA Zip 70003

Cell Phone Number	Work Number	Home Number
504-258-9716		

No boiled seafood is allowed inside the foundation center. No BBQ pits or cooking devices are allowed inside the Foundation Center or Patio Garden. All food must be cooked off-site. Caterers must stay in designated areas.

Will alcohol be served? Yes No Will there be a caterer? No Yes

Name of Caterer	Caterer's Phone #
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ALL CANCELLATIONS MUST BE IN WRITING BY THE PERSON MAKING THE RESERVATION AT LEAST 10 CALENDAR DAYS BEFORE THE EVENT \$20.00 CANCELLATION FEE APPLIES

RELEASE OF LIABILITY AND INDEMNIFICATION

Any person or organization using Jefferson Parish meeting rooms shall agree in writing to hold harmless Jefferson parish, its employees and agents, from and against any and all liability which may be alleged or which results from any injury to persons or property caused by or to any person or organization (including its members) or guests connected with any meeting or function at any of the meeting facilities. In addition, any person or organization using Jefferson parish meeting rooms shall agree in writing to indemnify Jefferson Parish, its employees and agents, from and against any and all liability and related legal costs, which liability may be alleged or which results from any injury to persons or property caused by, or to, any person or organization (including its members) or guests connected with or attending any meeting or function at any of the meeting facilities. Jefferson Parish assumes no responsibility whatever for any property placed in meeting rooms in connection with a meeting or event. Further, Jefferson Parish is expressly released and discharged from any and all liability for any loss, injury, or damage to persons or property, which may be sustained in connection with or as a result of a meeting or function.

Jefferson Parish employees cannot be given any type of gratuities, tips, compensation, etc.

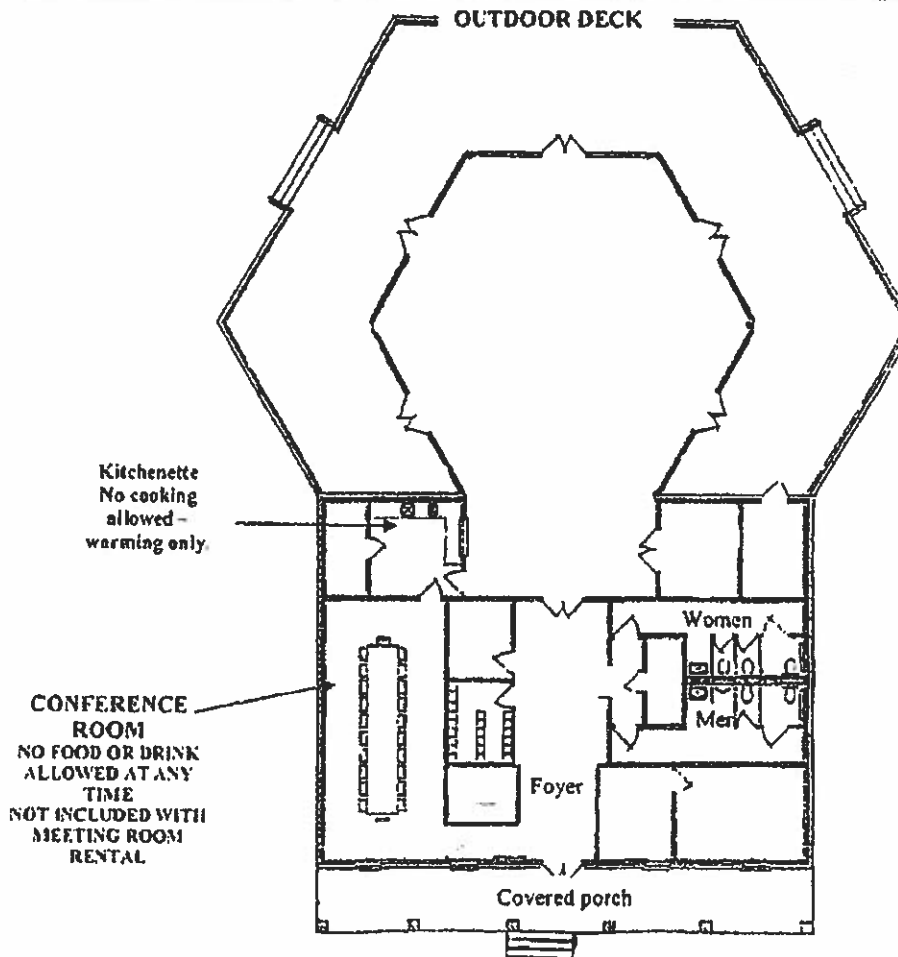
JPRD reserves the right to cancel this event if there is falsification of this reservation form, if required security is not obtained or due to other extenuating circumstances.

x <i>Lamar Call</i>	28-Jun-18
Signature of authorized representative of reserving group.	Date

O/L #	Reservation #
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LAFRENIERE PARK FOUNDATION CENTER
Meeting Room 1785 square feet

Please indicate on drawing a layout of tables & chairs.
Maximum # of people with tables & chairs = 85



Lafreniere Park: PHONE - 504-838-4389 FAX - 504-838-4387

Event Name Lauren Call Bridal Shower Date of Event October 7, 2018

Event Time: from 11:00 AM to 4 PM

Please fill in the number of chairs and tables needed (not to exceed maximum available below)

Total # of chairs requested 85 Total # of rectangular tables requested: 2

Total number of round tables requested: 5 ft. 2 4 ft. 6

AVAILABLE:

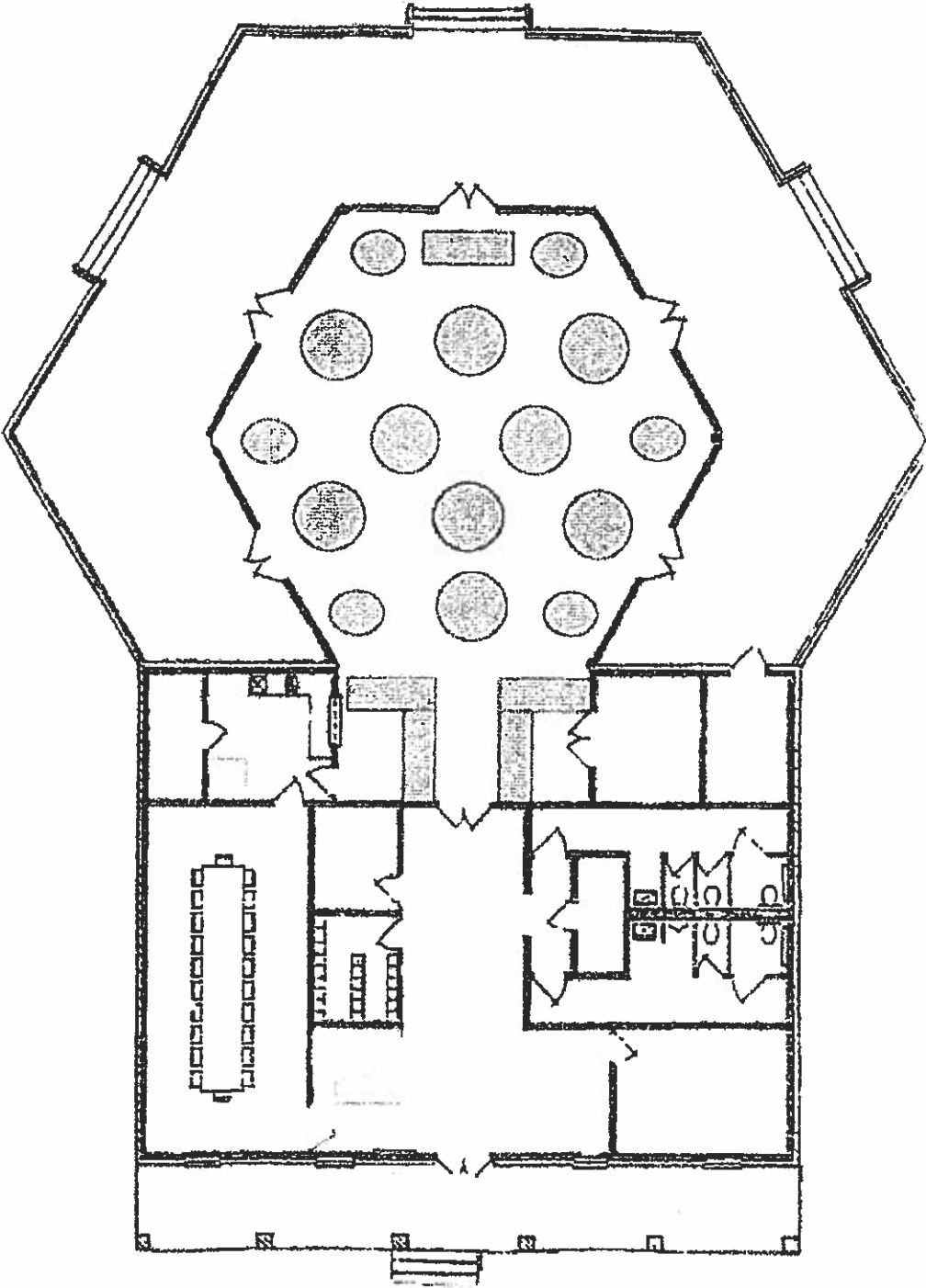
(100) Chairs

(10) 6 ft. long rectangular tables (w chairs takes up 9' of space) can seat 6 people

(9) 5 ft. round tables (w chairs takes up 10' of space) can seat 8 - 9 people

(6) 4 ft. round tables (w chairs takes up 8' of space) can seat 6 - 7 people

October 7 - November 15



Catherine Cutress

From: Catherine Cutress
Sent: Friday, July 06, 2018 8:35 AM
To: Barry McGuinness
Cc: Gerard Savarese
Subject: RE: Foundation Center

Tracking:	Recipient	Delivery
	Barry McGuinness	Delivered 7/6/2018 8:35 AM
	Gerard Savarese	Delivered 7/6/2018 8:35 AM

Do they need a deputy for both events?

Cathy Cutress
Facilities Coordinator
Lafreniere Park
3000 Downs Blvd.
Metairie, LA 70003
838-4389 (ph)
838-4387 (fax)

From: Barry McGuinness
Sent: Friday, July 06, 2018 8:28 AM
To: Catherine Cutress <CCutress@jeffparish.net>
Cc: Gerard Savarese <GSavarese@jeffparish.net>
Subject: FW: Foundation Center

From: Lauren Call
Sent: Thursday, July 05, 2018 3:16 PM
To: Barry McGuinness <BarryMcGuinness@jeffparish.net>
Subject: Foundation Center

See Attached. Let me know if you need anything else.

504.364.2731

Catherine Cutress

From: Catherine Cutress
Sent: Friday, July 06, 2018 8:37 AM
To: Barry McGuinness
Cc: Gerard Savarese
Subject: RE: Foundation Center

Tracking:	Recipient	Delivery
	Barry McGuinness	Delivered 7/6/2018 8:37 AM
	Gerard Savarese	Delivered 7/6/2018 8:37 AM

Is there a fee?

Cathy Cutress
Facilities Coordinator
Lafreniere Park
3000 Downs Blvd.
Metairie, LA 70003
838-4389 (ph)
838-4387 (fax)

From: Barry McGuinness
Sent: Friday, July 06, 2018 8:28 AM
To: Catherine Cutress <CCutress@jeffparish.net>
Cc: Gerard Savarese <GSavarese@jeffparish.net>
Subject: FW: Foundation Center

From: Lauren Call
Sent: Thursday, July 05, 2018 3:16 PM
To: Barry McGuinness <BarryMcGuinness@jeffparish.net>
Subject: Foundation Center

See Attached. Let me know if you need anything else.

504.364.2730

RANGERS: Please check facility periodically and lock facility when function has ended. Thanks.

**PLEASE EMPTY TRASH CANS IN ROOM WHEN NEEDED.
Thank YOU!!!**

Please open room at 11:00 am Set Up.

Foundation Center Room Sunday, October 7, 2018

The Event starts at 1:00 pm for

Lauren Call/Bridal Shower

The function will end at 4:00 pm.

No Deputy

Thank you for your cooperation.

Ranger
CHECK

**FOUNDATION CENTER RESERVATION REPORT -
CHECKLIST**

open room AT 11 AM

Billy
↓
TOM/JARE

DATE: 10-7-18 TIME: 1:00 PM TO 4:00 PM

EVENT: Lauren Call - Bridal Shower

EMPLOYEE ASSIGNED: N/A

IPSO detail sign in sheet: (RED BOOK): Deputy Name: N/A

Side garden gates **MUST** be unlocked before event. ✓

Were all the A/C units set down to 72 degrees ✓

WALK THROUGH AND RECORD CONDITION OF THE:

CHECK MARK if satisfactory. An **X** if unsatisfactory and explain below.

	Before event	After event	Any damage
Private Event Sign	<u>✓</u>	<u>✓</u>	<u> </u>
Entrance Area	<u>✓</u>	<u>✓</u>	<u> </u>
Foyer	<u>✓</u>	<u>✓</u>	<u> </u>
Restrooms	<u>✓</u>	<u>✓</u>	<u> </u>
Conference Room	<u>✓</u>	<u>✓</u>	<u> </u>
Party Room	<u>✓</u>	<u>✓</u>	<u> </u>
Kitchen Area	<u>✓</u>	<u>✓</u>	<u> </u>
Patio Garden	<u>✓</u>	<u>✓</u>	<u> </u>
Adjacent Grounds	<u>✓</u>	<u>✓</u>	<u> </u>
Supply Rooms	<u>✓</u>	<u>✓</u>	<u> </u>

Explain any damage or unsatisfactory conditions to facility:

Was the No Smoking ordinance observed? Yes ✓ No

Set A/C units back to 75 degrees. ✓

Side garden gates **MUST** be locked after function. ✓

Additional Comments:

Employee Signature: T. Smith

Attachment D

Lauren Call Booking
Lafreniere Park
November 15, 2018

JPRD - Laf Park
 3000 Downs Boulevard
 Metairie LA 70003
 504-838-4389 / 504-838-4387

CONFIRMATION

*Open Room
10:30*

Client	Reservation:	50462
Barry McGuinness	Event Name:	Lauren Call - Rehearsal Party
Lafreniere Park Administration	Status:	Confirmed
3000 Downs Boulevard	Phone:	504-838-4389
Metairie, LA 70003	Event Type:	Party

Bookings / Details	Quantity	Price	Amount
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It is the responsibility of the renter to read and understand all rules relating to this reservation whether they be a part of this sheet or attached.

ELECTRICITY is not guaranteed at any Park facility. Renter should make arrangements for their own electrical source if needed.

DJs, Amplified Speakers, & Computer Aided Amplified Sound Systems are not allowed at Lafreniere Park. Failure to observe this rule can result in termination of electrical service to the shelter.

Thursday, November 15, 2018 *3:00 wants to come in 10:30 A.M.*

5:00 PM - 9:30 PM Lauren Call - Rehearsal Party (Confirmed) Lafreniere Park Meeting Room/Garden Combo

As Is for 85

LP Misc Charges:

Authorized Price by Park Manager	1	\$200.00	\$200.00
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Subtotal	\$200.00
Less Deposit(s)	-\$200.00
Grand Total	\$0.00

Thank you for reserving this facility with Jefferson Parish Parks and Recreation. If you need to change the date or facility of your reservation, it must be done 10 days prior to your event. A \$20.00 fee will be applied for any changes. To cancel this reservation we must receive written notice ten days prior to the event if you wish to receive a refund. The notice must bear the signature of the reservation maker. Cancellation fee will be subtracted from the refund. Please adhere to these policies and those attached to the confirmation. NO REFUNDS due to inclement weather.

*CK # 2051 - \$400.00
 (Res # 50452 + 50449)
 (\$200 for each event)*

JPRD - Laf Park
3000 Downs Boulevard
Metairie LA 70003
504-838-4389 / 504-838-4387

CONFIRMATION

Rehearsal Party

Client	Reservation:	50452
Barry McGuinness	Event Name:	Lauren Call
Lafreniere Park Administration	Status:	Confirmed
3000 Downs Boulevard	Phone:	504-838-4389
Metairie, LA 70003	Event Type:	Party

Bookings / Details **Quantity Price Amount**

It is the responsibility of the renter to read and understand all rules relating to this reservation whether they be a part of this sheet or attached.

ELECTRICITY is not guaranteed at any Park facility. Renter should make arrangements for their own electrical source if needed.

DJs, Amplified Speakers, & Computer Aided Amplified Sound Systems are not allowed at Lafreniere Park. Failure to observe this rule can result in termination of electrical service to the shelter.

Thursday, November 15, 2018

5:00 PM - 9:30 PM Lauren Call - Rehearsal Party (Confirmed) Lafreniere Park Meeting Room/Garden Combo
As Is for 85

Thank you for reserving this facility with Jefferson Parish Parks and Recreation. If you need to change the date or facility of your reservation, it must be done 10 days prior to your event. A \$20.00 fee will be applied for any changes. To cancel this reservation we must receive written notice ten days prior to the event if you wish to receive a refund. The notice must bear the signature of the reservation maker. Cancellation fee will be subtracted from the refund. Please adhere to these policies and those attached to the confirmation. NO REFUNDS due to inclement weather.

JPRD - Laf Park
3000 Downs Boulevard
Metairie LA 70003
504-838-4389 / 504-838-4387

WEDDING
Rehearsal party

RESERVATION

Client	Reservation:	50452
Barry McGuinness Lafreniere Park Administration 3000 Downs Boulevard Metairie, LA 70003	Event Name: Status: Phone: Event Type:	Lauren Call Confirmed 504-838-4389 Party

Bookings / Details

Quantity	Price	Amount
----------	-------	--------

It is the responsibility of the renter to read and understand all rules relating to this reservation whether they be a part of this sheet or attached.

ELECTRICITY is not guaranteed at any Park facility. Renter should make arrangements for their own electrical source if needed.

DJs, Amplified Speakers, & Computer Aided Amplified Sound Systems are not allowed at Lafreniere Park. Failure to observe this rule can result in termination of electrical service to the shelter.

Thursday, November 15, 2018

8:00 AM - 8:00 PM Lauren Call (Confirmed) Lafreniere Park Meeting Room/Garden Combo

As Is

Thank you for reserving this facility with Jefferson Parish Parks and Recreation. If you need to change the date or facility of your reservation, it must be done 10 days prior to your event. A \$20.00 fee will be applied for any changes. To cancel this reservation we must receive written notice ten days prior to the event if you wish to receive a refund. The notice must bear the signature of the reservation maker. Cancellation fee will be subtracted from the refund. Please adhere to these policies and those attached to the confirmation. NO REFUNDS due to inclement weather.

**LAFRENIERE PARK FOUNDATION CENTER RESERVATION FORM
JEFFERSON PARISH DEPARTMENT OF PARKS & RECREATION**

Date Needed: 11/15/2018

Event: Rehearsal Party

If this is a shower is it a couples shower? (circle one) Yes No

Facility	Meeting Room (includes outdoor garden area)	Conference Room
One hour setup time is provided prior to the event.	Rental Start Time	Rental Stop Time
	5:00 PM	9:30 PM

Number of People Attending	85	JPRD & Lafreniere Park reserves the right to determine if this event will require security and will make arrangements if security is necessary at additional cost to the renter.
----------------------------	----	--

If Company Event Name of Company	Company Phone
----------------------------------	---------------

Name of Person In Charge: Lauren Call

Address 2145 Kansas Avenue

City Kenner State LA Zip 70062

Cell Phone Number	Work Number	Home Number
504-236-9973	504-364-2738	

Alternate Contact Person: Darrin Cook

Address 1009 Frankel Avenue

City Metairie State LA Zip 70003

Cell Phone Number	Work Number	Home Number
504-338-4494	504-736-6999	

No boiled seafood is allowed inside the foundation center. No BBQ pits or cooking devices are allowed inside the Foundation Center or Patio Garden. All food must be cooked off-site. Caterers must stay in designated areas.

Will alcohol be served? Yes Will there be a caterer? Yes

Name of Caterer	Caterer's Phone #
-----------------	-------------------

ALL CANCELLATIONS MUST BE IN WRITING BY THE PERSON MAKING THE RESERVATION AT LEAST 10 CALENDAR DAYS BEFORE THE EVENT \$20.00 CANCELLATION FEE APPLIES

RELEASE OF LIABILITY AND INDEMNIFICATION

Any person or organization using Jefferson Parish meeting rooms shall agree in writing to hold harmless Jefferson parish, its employees and agents, from and against any and all liability which may be alleged or which results from any injury to persons or property caused by or to any person or organization (including its members) or guests connected with any meeting or function at any of the meeting facilities. In addition any person or organization using Jefferson parish meeting rooms shall agree in writing to indemnify Jefferson Parish, its employees and agents, from and against any and all liability and related legal costs which liability may be alleged or which results from any injury to persons or property caused by, or to, any person or organization (including its members) or guests connected with or attending any meeting or function at any of the meeting facilities. Jefferson Parish assumes no responsibility whatever for any property placed in meeting rooms in connection with a meeting or event. Further, Jefferson Parish is expressly released and discharged from any and all liability for any loss, injury, or damage to persons or property, which may be sustained in connection with or as a result of a meeting or function.

Jefferson Parish employees cannot be given any type of gratuities, tips, compensation, etc.

JPRD reserves the right to cancel this event if there is falsification of this reservation form, if required security is not obtained or due to other extenuating circumstances.

x <i>Lauren Call</i>	28-Jun-18
Signature of authorized representative of reserving group.	Date

O/L #	Reservation #
-------	---------------

Catherine Cutress

From: Catherine Cutress
Sent: Friday, July 06, 2018 8:35 AM
To: Barry McGuinness
Cc: Gerard Savarese
Subject: RE: Foundation Center

Tracking:	Recipient	Delivery
	Barry McGuinness	Delivered 7/6/2018 8:35 AM
	Gerard Savarese	Delivered 7/6/2018 8:35 AM

Do they need a deputy for both events?

Cathy Cutress
Facilities Coordinator
Lafreniere Park
3000 Downs Blvd.
Metairie, LA 70003
838-4389 (ph)
838-4387 (fax)

From: Barry McGuinness
Sent: Friday, July 06, 2018 8:28 AM
To: Catherine Cutress <CCutress@jeffparish.net>
Cc: Gerard Savarese <GSavarese@jeffparish.net>
Subject: FW: Foundation Center

From: Lauren Call
Sent: Thursday, July 05, 2018 3:16 PM
To: Barry McGuinness <BarryMcGuinness@jeffparish.net>
Subject: Foundation Center

See Attached. Let me know if you need anything else.

504-364-2730

Catherine Cutress

From: Catherine Cutress
Sent: Friday, July 06, 2018 8:37 AM
To: Barry McGuinness
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Subject: RE: Foundation Center

Tracking:	Recipient	Delivery
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	Gerard Savarese	Delivered 7/6/2018 8:37 AM

Is there a fee?

Cathy Cutress
Facilities Coordinator
Lafreniere Park
3000 Downs Blvd.
Metairie, LA 70003
838-4389 (ph)
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To: Catherine Cutress <CCutress@jeffparish.net>
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Subject: FW: Foundation Center

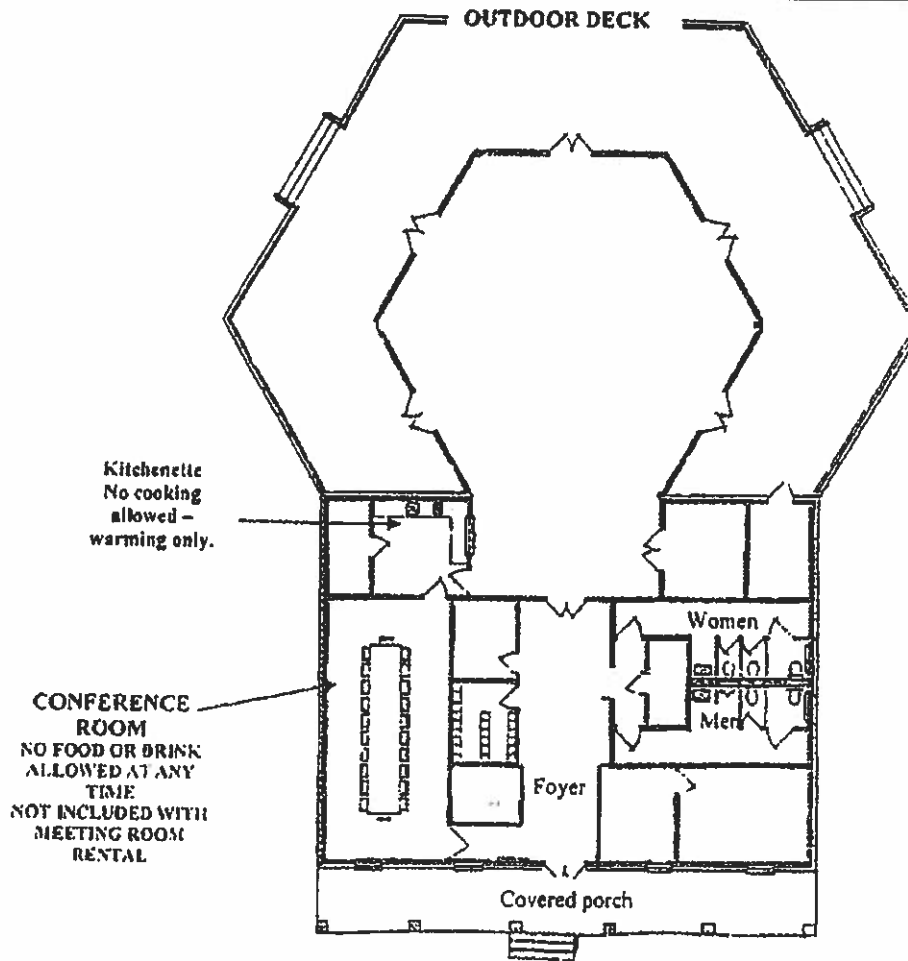
From: Lauren Call
Sent: Thursday, July 05, 2018 3:16 PM
To: Barry McGuinness <BarryMcGuinness@jeffparish.net>
Subject: Foundation Center

See Attached. Let me know if you need anything else.

504.364.2730

LAFRENIERE PARK FOUNDATION CENTER
Meeting Room 1785 square feet

Please indicate on drawing a layout of tables & chairs.
Maximum # of people with tables & chairs = 85



Lafreniere Park: PHONE - 504-838-4389 FAX - 504-838-4387

Event Name Lauren Cali Rehearsal Party Date of Event November 15, 2018

Event Time: from 5:00 AM to 9:30 PM

Please fill in the number of chairs and tables needed (not to exceed maximum available below)

Total # of chairs requested 85 Total # of rectangular tables requested: 5

Total number of round tables requested: 5 ft. 2 4 ft. 6

AVAILABLE:

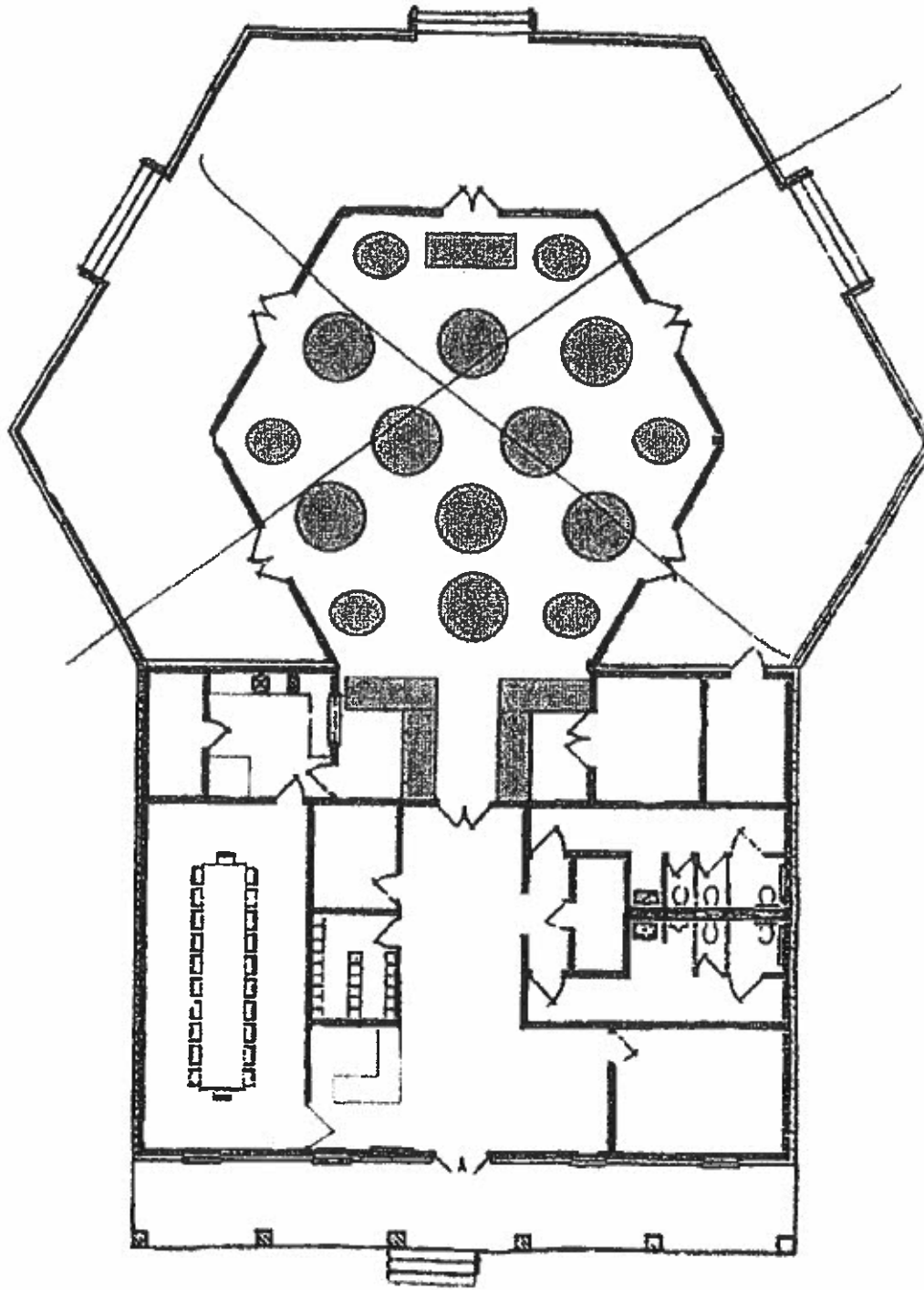
(100) Chairs

(10) 6 ft. long rectangular tables (w chairs takes up 9' of space) can seat 6 people

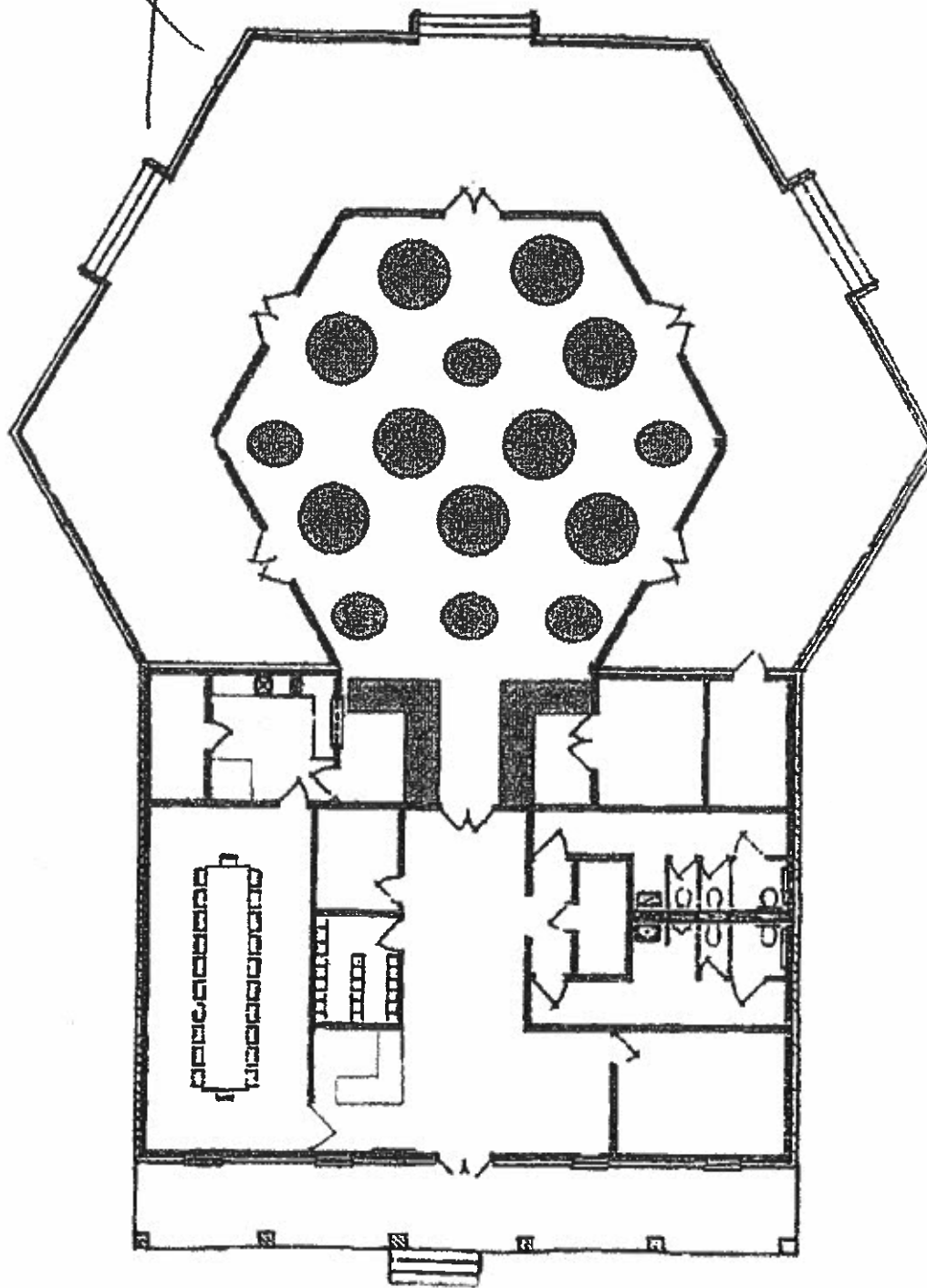
(9) 5 ft. round tables (w chairs takes up 10' of space) can seat 8 - 9 people

(6) 4 ft. round tables (w chairs takes up 8' of space) can seat 6 - 7 people

~~October 7~~ - November 15

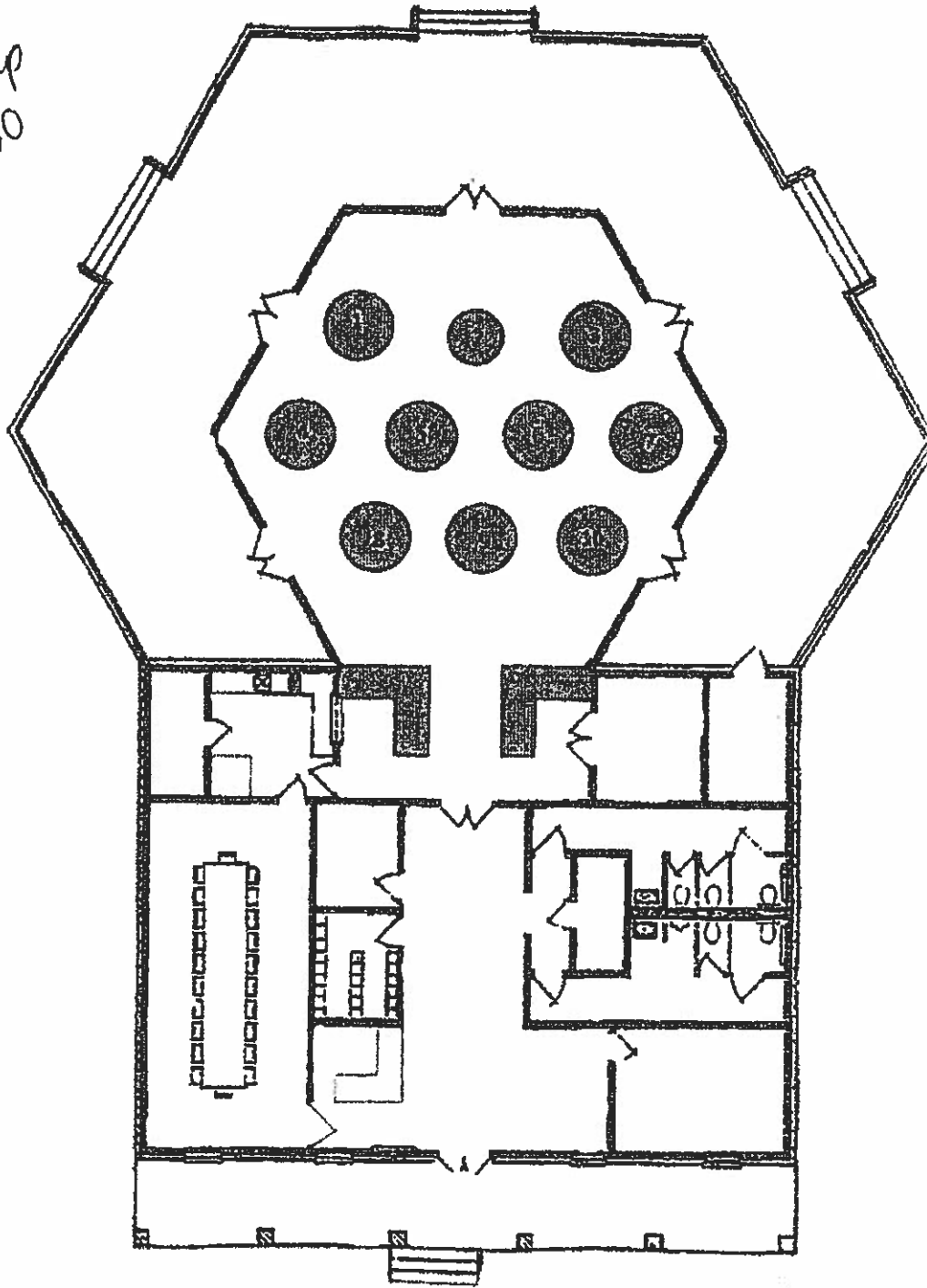


November 15



November 15

*Set up
3:00*



Attachment E

Lafreniere Park
Published Rental Rates

[General](#)[History](#)[Activities](#)[News](#)[Contact Us](#)

Rentals

Rental information is provided for reference purposes only and subject to change without notice. You must contact the Lafreniere Park office in order to verify that the information posted is still accurate and to make any arrangements or reservations.

Carousel

As of Wednesday, January 01, 2014

The Carousel is to be used for a private party and no other purpose.

- User agrees to all terms and provisions contained in the Lafreniere Park rules and regulations and the Carousel rules and regulations. User also agrees to advise their guests of these rules and regulations.
- Available for rent Saturday and Sunday from 9:00AM-11:00AM or 11:30AM-1:30PM
- Lafreniere Park provides no assistance for set-up.
- The Carousel is not available for rent to schools or summer camp groups.
- No scaffolding allowed in building.
- Picnic tables will be provided for 50 people. Tables must remain in building.
- Balloons, decorations, food, drinks are not allowed on the Carousel.
- Please follow all rules posted in the Carousel building.
- No pets, skateboards, scooters, bikes allowed in or around Carousel building.
- No tents allowed near Carousel building.
- No running or horseplay.
- No smoking or alcohol allowed.
- No cooking allowed.
- No spacewalks, sno-ball machines or other party equipment allowed.
- Areas surrounding the Carousel are not considered as space rented.
- All cancellations must be made in writing at least ten calendar days in advance by the person making the reservation in order to receive a refund. A \$20 cancellation fee will be assessed.
- If the weather on the reservation date is so severe to cause widespread cancellation to all groups using the facilities on that day, Jefferson Parish will do the following:
 - Allow group to book another date at the same facility or one similar at no charge.
 - Refund 80% of the rental fee.
- Jefferson Parish employees cannot be given any type of gratuities, tips compensation, etc.
- The Carousel operator is not allowed to accept cash or give change.
- This list of rules is not all-inclusive. Lafreniere Park reserves the right to add any rule that will benefit park visitors.

Fees \$200

This list of rules is not all-inclusive. Lafreniere Park reserves the right to add any rule that will benefit park visitors.

Foundation Center

As of Friday, January 01, 2010

Renter will be held accountable for any damages sustained during their event.

- Renter shall not charge a fee to attend an event in the Foundation Center
- Jefferson Parish reserves the right to preempt any activity. Every effort will be made to notify affected bookings as far in advance as possible.
- No person or group shall sell or offer to sell anything including, but not limited to, tickets to attend the event, alcoholic beverages, concessions, or operate games of chance without Jefferson Parish Council approval.
- Political activities are not allowed.
- Commercial activities are generally prohibited.
- Certain events require additional supervision or security at an additional expense.
- Food
 - No seafood boiled allowed.
 - No food or drink allowed in Conference Room
 - No cooking allowed- all food must be prepared off-site - warming of prepared food is permitted.
- All cancellations must be made in writing at least (10) calendar days in advance by the person making the reservation in order to receive a refund. A \$20 cancellation fee will be assessed.
- If the weather on the reservation date is so severe to cause widespread cancellation to all groups using the facilities on that day, Jefferson Parish will do the following:
 - Allow group to book another date at the same facility or one similar at no charge.
 - Refund 80% of the rental fee.

Hours:

- Jefferson Parish agencies, affiliated booster clubs, and support entities. Available Tues-Thu 9am-3pm for business activities only.
- Non-profit community organizations Available Tues-Thu 9am-3pm for business activities only.
- Center may be rented between 9:00 AM - 9:30PM. All renters must exit Lafreniere Park before 10:00pm
- Minimum rental time: 2 hours

- Full payment required at the time the reservation is made.
- Tables and chairs must remain in the room at all times.
- Jefferson Parish employees cannot be given any type of gratuities, tips, compensation, etc.
- Decorations can be tied or freestanding only. No nails, tacks, tape, etc. will be permitted on the walls, furniture, etc. and must be removed from the building. No confetti, glitter, or sprinkles will be allowed as decorations.
- Bands/music must adhere to the Parish Noise Ordinance No. 2071-section 12-23 and must be kept inside the center; no speakers will be allowed on the deck or in the patio area.
- No children's parties allowed in the Foundation Center.
- The use of tobacco in any form is not permitted in any indoor Parish facility.
- All vehicles must be parked in designated areas. No vehicles allowed on grass.
- Beverages cannot be consumed from glass containers.
- Firearms, fireworks & explosives are not permitted. Please read Meeting Room Procedures & Policies for full list.
- No candles allowed except for food warming trays.

At any event - MAXIMUM OF 85 people for an event with seating or 100-140 people allowed . 100 - 140 with standing room only or theatre style seating.

Jefferson Parish reserves the right to cancel future confirmed bookings or reject reservations for any person(s) or group(s) not complying with these stated rules and regulations.

Fee Schedule is \$200/hour with a two(2)-hour minimum for the Foundation Center and Garden Patio Area combo.

Certain events require security from the Jefferson Parish Sheriff's Office at a rate of \$30/hour with a four(4)-hour minimum.

Shelters

As of Wednesday, January 01, 2014

- Lafreniere Park will not provide any mechanism to transport picnic items of any kind across the wooden bridge leading to shelter # 2.
- Motorized vehicles are prohibited from crossing the bridge.
- Spacewalks must be approved by the Reservation Coordinator with proof of insurance at least five days before the reservation.
- Renter is not allowed to plug spacewalk into shelter outlets. A generator must be used for spacewalks at renter's expense.
- Electricity and water are not guaranteed at any shelter.
- Areas surrounding shelters are not considered space rented.
- Caterers must remain in parking lots and remove seasoned water, coals and grease from the Park after the event.
- Certain events may require security at additional cost.
- No frying or boiling allowed.
- Please do not dump hot coals into garbage cans.
- Shelters must be occupied by the renter before 11:00am. No DJs, amplifiers or sound systems allowed.
- No soliciting of any type allowed.
- Noise ordinance will be enforced: Jefferson Parish Code of Ordinances-Chapter 20, Article V, Section 2-102.
- No vehicles allowed on grass, side-walks, bridges etc.
- All vehicles must exit the Park each night.
- Please observe the 20MPH speed limit.
- Please place all trash in the appropriate receptacles.
- Small pop up tents are allowed in designated areas. No stakes can be used to secure tent.
- No water-play equipment or portable pools.
- No horses or pony rides.
- No carnival rides or trains allowed.
- Areas of the Park may be closed or out of service at certain times of the year.
- DANGER HIGH VOLTAGE: Power source for all Park facilities is a 13,800 volt direct burial cable which supplies a network of underground power lines. DO NOT DIG OR DRIVE ANY STAKES IN THE GROUNDS.
- Organizations/companies/individuals are not allowed to profit from any activity in Lafreniere Park.
- All cancellations must be made in writing at least ten calendar days in advance by the person making the reservation in order to receive a

refund. A \$20 cancellation fee will be assessed.

- If the weather on the reservation date is so severe to cause widespread cancellation to all groups using the facilities on that day, Jefferson Parish will do the following:

- Allow renter to book another date at the same facility or one similar at no charge.
- Refund 80% of the rental fee.
- This list of rules is not all-inclusive. Lafreniere Park reserves the right to add any rule that will benefit park visitors.

Shelter #	Size approx	Utilities	\$/day
Shelter 1	30 x 30	30 people BBQ Pits, Water, No Elec	\$110.00
Shelter 2	58 x 88	70 people BBQ Pits, Water, Electricity	\$300.00
Shelter 3	17 x 22	10 people BBQ Pits, Water, Electricity	\$100.00
Shelter 4	36 x 36	50 people BBQ Pits, Water, Electricity	\$150.00
Shelter 5	36 x 36	50 people BBQ Pits, Water, Electricity	\$150.00
Shelter 6	25 x 45	70 people BBQ Pits, Water, Electricity	\$150.00
Shelter 7	38 x 38	50 people BBQ Pits, Water, Electricity	\$150.00
Shelter 8	36 x 38	50 people BBQ Pits, Water, Electricity	\$150.00

Security may be required at a cost of \$30/hour with a four (4)-hour minimum.

Spray Park

As of Wednesday, January 01, 2014

Call our office rules, seasonal dates and times.

\$200 for a party (9:30-11:30 am)

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