

* GUIDELINES FOR ORIGINAL LEASES (CAMPSITE PERMIT)

1. Campsite availability will be posted on the Caddo Levee District website (www.caddolevee.org). If a site is available for lease it will be noted on the website. **(The Caddo Levee District reserves the right to lease properties that are not listed on the website.)**

2. All applicants must come to the Caddo Levee District (CLD) office with a completed application and a check or a money order for the application fee to be considered. At that time they will be allowed to inspect the available site with the authorized personnel from the Caddo Levee District (Sam Brimer, Forester or Ali Mustapha, Administrator) to make sure this is the correct campsite listed on the website **(It is mandatory that the applicant meet with the CLD representatives for inspection of the campsite).**

The first individual to come to the Caddo Levee District Office in person with a completed application and the applicable fees will be considered for the campsite permit if the conditions above are met. The applicant will be allowed a maximum of 48 hours after the site inspection to decide to withdraw his/her application or proceed with the campsite permit. If the applicant withdraws his/her application within the 48 hour period his application fee will be returned. **(Telephone calls will not be accepted as a claim to secure a campsite.)**

3. Applications. Completed applications alone do not guarantee the granting of a Campsite Permit; applicants must provide all the information below (a-d) and will be considered only after the background assessment is complete.

- (a) Copy of applicant's social security number
- (b) Copy of applicant's driver's license.
- (c) Applicant must fill out a disclosure form so the Caddo Levee Board can conduct a background check.
- (d) Applicant must pay a \$100.00 fee (Check or Money Order only) for the background check and complete the application. The \$100.00 fee is non-refundable.

4. If the applicant's background check reveals no negative history, the application will be placed on the docket of the next CLD Board meeting for approval.

5. If the lease (campsite permit) is approved by the Board, applicant is given two originals of the lease (campsite permit) that will be executed before a notary public and two disinterested witnesses and the applicant is to return both originals to Caddo Levee District for execution and one copy for its records. An executed original will be mailed to applicant. Lease (campsite permit) will have notary and witnesses for applicant and notary and witnesses for Caddo Levee District.

6. A plot plan (if available) will be attached to the lease (campsite permit) as it will serve as a description of the lease campsite.

7. All applicants must also complete an acknowledgment statement verifying that they have received the guidelines for the Original Leases (Campsite Permit) and verifies that they have read, received and agrees to the terms outlined in the Campsite Permit. This acknowledgment will also apply to the extension of the existing leases (Campsite Permit) and the assignment of leases (Campsite Permit).

8. The applicant, if approved by the Board to receive a Campsite Permit, he/she agrees that they can only make improvements on the campsite for which the permit applies if and only if the applicant receives approval from the Board.

9. The applicant is strictly prohibited from putting any immovable and/or permanent structures on the campsite premises for which the campsite permit applies, as defined under the Laws and Statutes (of the State of Louisiana). If said applicant violates this particular clause and puts up an immovable structure, (permanent structure) on the premises of the campsite for which he/she has a permit, said immovable structure becomes the property of the Caddo Levee District and further, the applicant will be responsible for all costs associated with the removal of said immovable structure.

10. The Caddo Levee District shall not discriminate against any applicant on the basis of race, color, religious creed, ancestry, nation origin, age, sex, handicap, gender expression, marital status or sexual orientation. These activities include the entirety for the guidelines for said Campsite Permit along with any extension of existing leases (Campsite Permit) as well as the assignment of any leases (Campsite Permit).

11. The above provisions are **mandatory** and must be followed without exception.

* The term for Leases and Campsite Permit will hereby be used synonymously. The new Lease will have the provision that all the terms and conditions of the Lease/Permit will be governed by Title IX. LEASE. Civil Code Articles 2668 through 2726.

Lessee acknowledges that he has been furnished with and read all of the provisions of the guidelines for the original leases.

Lessee

Date