

Non-Commercial Lessors
2016 RENEWAL REQUIREMENTS
Application Deadline – April 10, 2015

If these guidelines are not followed, your RENEWAL APPLICATION will not be considered complete. Also, a civil penalty will be assessed if not submitted by the deadline date.

Failure to submit your renewal application to the Office by **April 10, 2015** will result in a **\$500 civil penalty** being assessed by the Office in accordance with LAC §1787.A.6. In addition to a penalty, late submission of your renewal will result in a delay in the issuance of your license, **as well as the delay in issuance of the license for organizations leasing from your organization.**

Your organization **will not** be allowed to continue conducting gaming related activities in the State of Louisiana after **June 30, 2015** until your organization has received a printed license for the **2016** licensing year from the Office. Conducting gaming related activities without a license will result in the imposition of a civil penalty.

Incomplete applications are processed last.

Page 1 – Application

1. The correct fee must be submitted with the application. The check should be attached to the application, made out to the Office of Charitable Gaming and written on the gaming account.
2. The application must be signed by the **Member-in-Charge** of charitable games and the **duly elected President** of the organization, and be properly notarized. The Member-in-Charge and President must also be included on the **Organization Officials Information Sheet**.
3. If you will be leasing your facility to other organizations for gaming activities, those organizations must have a valid lease agreement signed by both parties.

Page 2 and 2-a – Official’s Information Sheet

4. **All information submitted on your organization’s officers, directors and members must be complete and accurate and in accordance with the organization’s Articles/By-laws. Page 2 must list all officers and directors of the organization and members-in charge of charitable gaming activities. (INCORRECT OR INCOMPLETE INFORMATION WILL DELAY THE ISSUANCE OF A LICENSE.)**
5. All officer and directors will be considered MIC’s; however, list at least one official as Member-in-Charge and as many alternate Members-in-Charge as necessary to ensure at least one MIC is present at all games as provided by LA.R.S. 4:714 (D).
6. *Any changes in officers, directors, gaming management or members must be filed with the Office of Charitable Gaming within **10 days of the change** on the Organization Officials Information Sheet or Organization Members Information Sheet as provided in LA R.S. 4:718 (E).*

Page 3 – Members Assisting in Gaming Information Sheet

7. Complete all information as requested.

Page 4 – Session Schedule

8. List the specific dates and times of your sessions on the appropriate form(s). **LIST THE STARTING TIME OF SESSION AS THE TIME YOUR ORGANIZATION WILL BEGIN TO SELL PAPER AND/OR PULLTABS. Enter the time of the session and circle AM/PM, Length and Add/Delete, as appropriate.**

Other Required Attachments

9. **A separate, complete roster of all officers and directors and a separate roster of all members must be submitted with the application.** The Office can provide your organization with a list of members currently registered if requested in writing.

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2016 RENEWAL REQUIREMENTS (Continued)

To be properly notarized, the application must be signed and dated on the **same date** that the notary signs and dates it.

All lease agreements with other organizations playing at your hall shall include but not be limited to the following:

1. Name of location;
2. Address of location;
3. Name of Organization;
4. Amount of rent;
5. Date of expiration;
6. Provisions for cancellation of the lease with 30 days written notice by either party without cause;
7. Signature of commercial lessor or his authorized agent;
8. Signature of organization official; and
9. **The dates and times during which the organization has agreed to conduct games of chance.**

It is recommended that lease agreements coincide with the license fiscal year.

*****IMPORTANT NOTICE*****

It is the responsibility of each non-commercial lessor to ascertain whether an organization has received its charitable gaming license before leasing your hall to that organization. Therefore, non-commercial lessors shall require organizations to furnish a copy of their current license prior to allowing them to conduct any sessions.

The Office has to approve and/or renew your non-commercial lessor license prior to issuing a license for the charitable organizations who lease your hall to conduct games of chance; therefore, timeliness is of the essence.

If you have questions, contact the Office at 1-800-562-9235 or 225-925-1835 or visit our website at www.ocg.louisiana.gov.