



Session Schedule

Louisiana Department of Revenue
Office of Charitable Gaming
PO Box 1631
Baton Rouge, LA 70821
Phone: 1-800-562-9235
www.ocg.louisiana.gov

- ORIGINAL APPLICATION
 RENEWAL
 MODIFICATION TO LICENSE – ADD/DELETE

License Year Ending 6/30/20__

State License Number

G-

***** Please use one form per location where sessions are held *****

Name of Organization		Organization Fax Number <i>(where you want the license faxed)</i>	
Name of Building Where Games are Conducted		Building Phone Number	Building Fax Number
Physical Address of Building <i>(Include City & Zip Code)</i>		Parish of Building	E-mail Address
Amount of rent per session: <i>(Attach copy of rental or lease agreement)</i> \$	Check here <input type="checkbox"/> if building is owned by organization or provided free of charge.		

1. Change requests must be submitted no later than five (5) business days in advance to guarantee approval.
2. Change requests not completed properly will cause a delay in receiving your license.
3. The second and subsequent changes to your license must be accompanied by a \$25 check, made payable to "Office of Charitable Gaming" and written on the gaming account.
4. This form must be signed by an organization official or Member-In-Charge and the commercial or non-commercial lessor.
5. When requesting more than five (5) dates, use session scheduling calendar.

Indicate Requested Change					Check One	
Day	Date	Time	Check One	Length	Delete	Add
			<input type="checkbox"/> AM <input type="checkbox"/> PM			
			<input type="checkbox"/> AM <input type="checkbox"/> PM			
			<input type="checkbox"/> AM <input type="checkbox"/> PM			
			<input type="checkbox"/> AM <input type="checkbox"/> PM			
			<input type="checkbox"/> AM <input type="checkbox"/> PM			

THE OFFICE HAS THE RIGHT TO DENY MODIFICATION IF ORGANIZATION IS IN ARREARS.

Organization Official <i>(print)</i>	Signature	Date <i>(mm/dd/yyyy)</i>	Daytime Phone # & Area Code
Commercial/Non-Commercial Lessor <i>(only required on modifications)</i>	Signature	Date <i>(mm/dd/yyyy)</i>	Daytime Phone # & Area Code