



DEPARTMENTS & BOARDS

The City of New Roads believes that Boards, Commissions and Committees should represent the full range of diversity in our community. With this in mind, the City is looking for individuals interested in public decision making and civic life to apply for openings on the City's boards, commissions and committees. It is important to the city's future that the whole community be represented. These are appointed positions.

The boards and commissions include:

- Airpark Commission
- Historic District Commission
- Housing Authority
- Main Street Board
- Planning & Zoning Commission

DEPARTMENTS

ADMINISTRATION

Lynette H. Nelson, Secretary-Treasurer

Email: lynette@cityofnewroads.net

Telephone: 225.638.5360 ext. 203

Fax: 225.638.5379

Office Hours: 8:00 AM - ~~4:30 PM~~

5:00

M to T

F

8:00 to 12:00

LICENSING & PERMITS

Whitney Warr, Licensing Clerk

Email: whwarr@cityofnewroads.net

Telephone: 225.638.5360 ext. 204

Fax: 225.638.5368

Office Hours: ~~8:00 AM - 4:30 PM~~

8:00 to 5:00 M to T
8:00 - 12:00 FRI

- [Licensing and Permit Policies](#)
 - [Occupational License Tax Application](#)
-

MAIN STREET PROGRAM

George Miller

Email: gmler@cityofnewroads.net

Telephone: 225.713-8553

Fax: 225.638.5368

Office Hours: ~~8:00 AM - 4:30 PM~~

SAME AS ABOVE

UTILITIES

The Utilities Department handles the infrastructure, maintenance and operation of all city utilities. City of New Roads owns, operates, and maintains electric, water, gas and sewer utility services.

Chastity Roberts, Utility Clerk

Email: croberts@cityofnewroads.net

Telephone: 225.638.5360 ext. 208

Fax: 225.638.5368

Paul Seawell, Utilities Director

Email: pseawell@cityofnewroads.net

Telephone: 225.638.5360 ext. 101

Fax: 225.638.5368

- [Utility Billing and Collection Policy](#)
 - [Pay Utility Bills Online](#)
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WILLIAM H. SCOTT CIVIC CENTER

Provides a venue for special events and meetings. Auditorium and meeting rooms available for rent. Newly renovated building ideal for weddings, concerts, meetings, community events etc.

Jennifer M. Guidry

Email: jguidry@cityofnewroads.net

Telephone: 225-638-5360, ext. ~~202~~ 401

Fax: 225-638-5368

Office Hours: 8:00 AM – 4:30 PM

Police Officers on duty 24 hours a day, 7 days a week

• Rental Fee Schedule

• Pavillion Rental Form

• Church Function Guidelines

• Youth Function Guidelines

~ LARENDA BROUSSARD
lbroussard@cityofnewroads.net
M-T 8:00 to 5:00
F 8:00 to 12:00
NEW FORM ATTACHED
DELETE
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PUBLIC WORKS

Responsible for the major utilities and infrastructure of the city. The Public Works Department's main office is located at 210A Oak Street. The office hours are 8:00 a.m. to 12 p.m. and 1 p.m. to 4 p.m., Monday through Friday, except for City recognized holidays. The Department is charged with most of what you think of when you consider public services; gas, wastewater, sanitation, and streets. The goal of the Public Works department is to provide these services in a comprehensive, efficient and cost-effective manner.

Paul Seawell, Public Works Director

Email: pseawell@cityofnewroads.net

Telephone: 225.638.5360, ext. 101 or ~~225.638.5371~~

Fax: 225.638.5367 5368

Office Hours: 8:00 AM – ~~4:30 PM~~ 5:00

M to T FRI 8 to 12

FALSE RIVER REGIONAL AIRPORT

False River Regional Airport is a public use General Aviation airport located in Pointe Coupee Parish, 3 miles northwest of New Roads and approximately 33 miles from

downtown Baton Rouge. The airport caters to general aviation, providing a comfortable pilots lounge, excellent navigational aids, three approaches (NDB freq. 356, Localizer freq. 111.9, VOR-DME), 24 hour automated self-serve fuel station.

Yvonne Chenevert, Airport Director/Manager

Email: 225.638.3192

Telephone: 225.713-8553

Office Hours: 8:00 AM – 4:30 PM

P. O. Box 97

New Roads, La. 70760

- [Airport Information](#)

POLICE

Responsible for policing the city streets and assisting the citizens with safety issues. Responsible for the traditional law enforcement functions of most communities. The New Roads Police Department provides the highest quality service, preserving human rights, lives, and property, while striving to achieve the goals of the department, the city, and the community. The department is committed to the highest professional standards, working in partnership with our citizens to problem solve and meet the challenges of reducing crime, creating a safer environment, and improving our quality of life.

Kevin McDonald, Chief of Police

Email: kmcdonald@cityofnewroads.net

Telephone: 225.638.3271 or 225.638.5373

225.638.5360, ext. 302

Fax: 225.638.5365

Office Hours: 8:00 AM – ~~4:30 PM~~

Police Officers on duty 24 hours a day, 7 days a week

- [Pay Citations Online](#)





CONTACT INFO

City of New Roads
211 West Main St.
225-638-5360
225-638-5368

REMAIAH TRASK
DIGITAL BUSINESS CONSULTANT

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REMOVE UNDER "SERVICES TAB"
CIVIC CENTER ~~RENTAL~~ RENTAL

SCOTT CIVIC CENTER
RENTAL FEE SCHEDULE

Revised on 5-14-08

<u>AREA</u>	<u>NON-PROFIT</u>	<u>PRIVATE</u>	<u>PROMOTIONAL</u>
Auditorium	\$300	\$400	\$475
Auditorium & Kitchen	\$340	\$450	\$540
Auditorium & Meeting Room	\$340	\$450	\$540
Auditorium, Kitchen, & Meeting Room	\$360	\$460	\$575
Meeting Room	\$105	\$140	\$150
Meeting Room & Kitchen	\$165	\$190	\$200
Kitchen	\$105	\$105	\$105
Concession Stand/Bar	\$45	\$50	\$125
Sound System	\$60	\$60	\$60
Plano (\$150 deposit)	\$90	\$90	\$90

Constitutes use of entire building:

Auditorium, Meeting Room, Kitchen, Stage, and Concession Stand.	\$475	\$525	\$600
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Due when date is reserved: Reservation fee/damage deposit

Rentals \$200 & Up	\$200	\$200	\$200
Rentals under \$200	\$100	\$100	\$100

Reduced fees:

Schools combined, example "career day" are allowed 1 free rental for the year Mon-Fri (8am-4:30pm), otherwise pay 20% off Non-Profit rate.

School Clubs: \$125.00 rentals Mon-Fri (8am-4:30pm), otherwise pay 20% off Non-Profit.

School Board: 20% off Non-Profit rate.

Churches: \$125 dollar rental Sunday thru Thursday (4hours only does not include kitchen)

Rentals on a Friday or Saturday pay Non-Profit rate.

All other **organizations** concerned with youth directly, not school affiliated (Boy Scouts, etc) get \$125 rental Sun-Thu, otherwise pay 20% off Non-Profit rate.

Additional clean-up fee:

Graduation Parties	\$175	\$175	\$175
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****All Graduation Parties must pay this above clean-up fee!!!**

<u>Optional clean-up fee:</u>	\$150	\$150	\$150
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Set-up/Clean-up

****The above fee is only if you choose to not do your own set-up and clean-up.**

Holiday rental fee increase:

New Year's Day, Mardi Gras Day,	\$150	\$150	\$150
Good Friday, Easter Sunday, 4th of July, Labor Day, Thanksgiving Day, & Christmas Day			