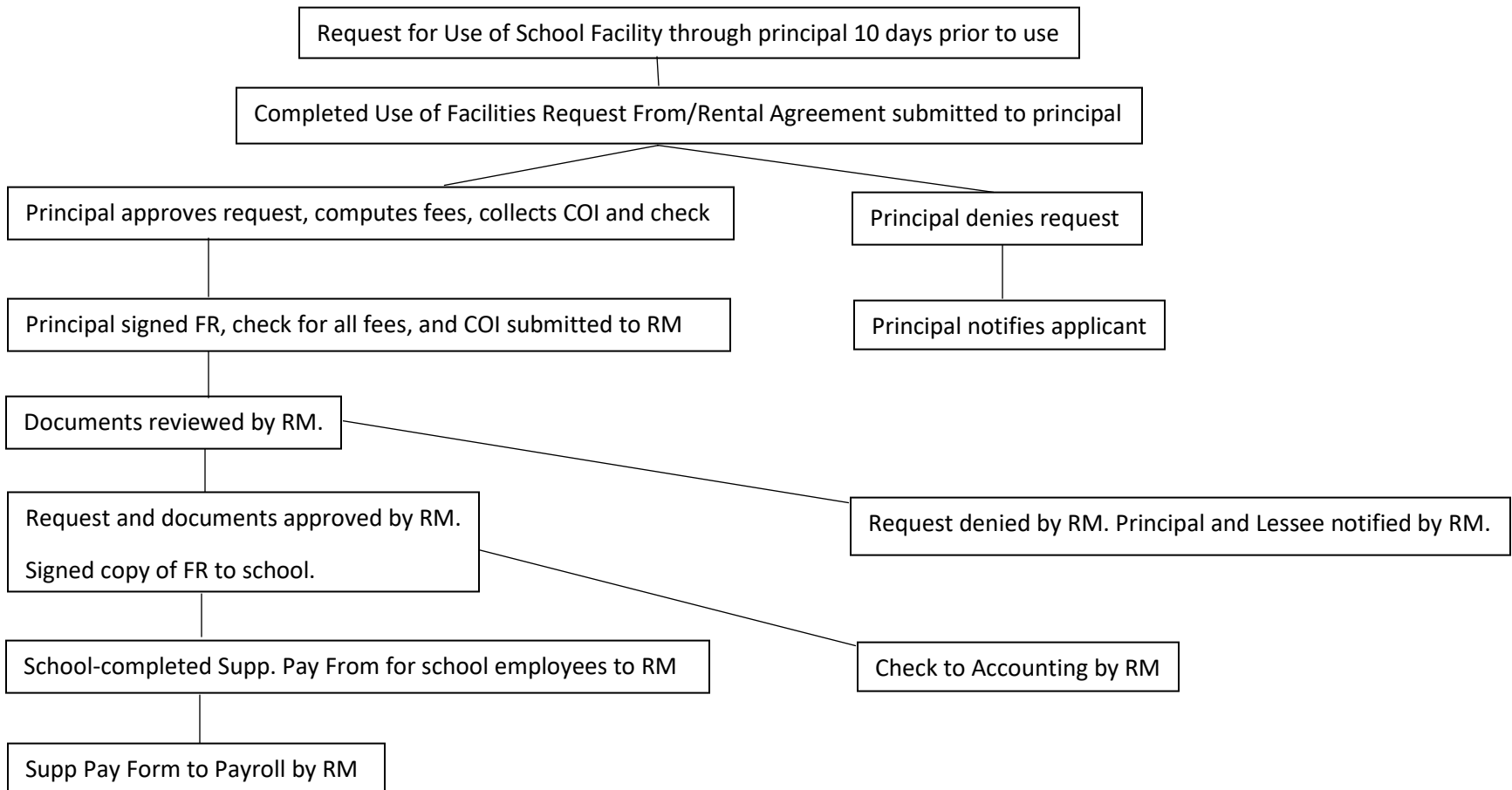


CPSB Procedures for Use of Facilities Request/Approval and Rental

1. All facility use requests must be received at least 10 calendar days prior to the start of the event
2. The principal shall determine if the school/facility requested can be available for the date(s) requested
3. If the school can accommodate the requested date(s), the lessee shall complete the Use of Facilities Request/Approval Forma and Rental Agreement (FR)
4. Principal will collect the fees as per the schedule, custodian/other school employee fee, and lessee’s Certificate of Insurance (COI). Principal will sign off on FR and forward the check (made payable to CPSB), COI, and FR to the Risk Management department (RM). Checks should include the total amount of fees.
5. RM will review the FR, COI, and check. If approved, RM will sign FR and forward the approved copy of the FR to the principal. If denied, RM will notify the principal and lessee that the request has been denied.
6. State law prohibits the donation of the use of public school facilities to any person, association, or corporation.
 - a. The **ONLY** exception to this law is if the entity requesting the CPSB facility is a non-profit organization (non-profit organization must provide IRS or state-issued 501(c)3 Letter of Determination to RM) **AND** they are not taking in **ANY** money at **ANY** time before, during, or after the event. If these conditions are not met, the organization must pay the corresponding rental fee.
7. After the event, the principal must turn in the supplemental pay sheet (code to account 11102620BL000LOC-611634) and additional check for custodian/other school employee fee (if applicable) to RM.
8. RM will forward payment and supplemental paysheet to the appropriate departments.



CALCASIEU PARISH SCHOOL BOARD

USE OF FACILITIES REQUEST/APPROVAL FORM AND RENTAL AGREEMENT ADDENDUM

1. All terms of the Use of Facilities Rental Agreement are in force at all times during the dates and times of agreed upon use, regardless of what type of facility is used/rented.
2. Tournament/travel teams are limited to one practice per day at any CPSB facility.
3. Organizations wishing to create a long-term or annual agreement for use of any CPSB facility, need to contact the Risk Management Department at 337-217-4240 ext. 3001. Any prospective agreement will be reviewed by the Superintendent of CPSB prior to approval.
4. Approved times for each day of use is as follows:
 - a. Weekdays- 4pm to 8pm
 - b. Weekends- 8am to 10pm

Schedule of Fees for all baseball or softball fields

Practices.....\$100 per day (maximum of two hours per practice)

Games..... \$300 per day per field

Schedule of Fees for all other facilities

Pavilion.....\$150 per day

Open field or practice field \$100 per day

Tennis courts.....\$100 per day

Soccer Fields.....\$100 per day

Parking lot..... \$50 per day

Lighting & sound (auditoriums)..... \$150 per hour (4 hour minimum)

CALCASIEU PARISH SCHOOL BOARD
USE OF FACILITIES REQUEST/APPROVAL FORM AND RENTAL AGREEMENT

1. Name of school or facility to be used: _____

2. Date(s) _____ Times- FROM: _____ TO: _____

3. Description of function to take place: _____

4. Name of individual and/or organization using facility: _____

5. Facilities of Calcasieu Parish School Board may be rented only in accordance with Calcasieu Parish School Board Policy "KG". The availability of facilities for functions other than the school system's own activities shall be subject to the needs and convenience of the school system which shall always have priority in the use of facilities.

6. Lessee is responsible for the cost to repair or replace all damages to school property which occurs during or as a result of use of Calcasieu Parish School Board property/building/facility pursuant to this Agreement. **The Lessee assumes responsibility for and further agrees to indemnify, defend and to hold harmless the Calcasieu Parish School Board, its agents, officers and employees from any loss or liability, whether in tort, workers' compensation or otherwise, for or on account of injury to (including death of) persons or damage to property, including costs, attorney's fees and expenses incidental thereto, arising from the Lessee's rental of School Board property whether or not said losses, injuries, deaths or property damages arise partially or wholly from the fault of the Calcasieu Parish School Board, its agents, officers and/or employees, it being the intent of the Lessee to indemnify and to hold the Calcasieu Parish School Board, its agents, officers and employees harmless from any lawsuit, damages or liability arising from the use by the Lessee, its agents, licensees, invitees, and others on the premises and whether or not caused partially or wholly by the negligence of the Calcasieu Parish School Board, its officers, agents and employees.** The Lessee assumes responsibility for the condition of the School Board property, premises and grounds. The Calcasieu Parish School Board, its agents, officers and employees shall not be responsible for damages caused by vices or defects of the stipulated Calcasieu Parish School Board premises and grounds. Evidence of at least \$1 million in general liability insurance and \$1 million in worker's compensation insurance shall be furnished to the Calcasieu Parish School Board prior to use of the facilities in the form of a certificate and the insurance afforded under such policies shall be primary. The certificate shall reflect the Calcasieu Parish School Board as an Additional Insured under the appropriate portion of the coverage and shall be mailed to Calcasieu Parish School Board Risk Management Department, 3310 Broad St, Lake Charles, Louisiana 706015. Failure to provide proof of insurance as required shall not relieve Lessee of its obligations under this Agreement.

7. Lessee must pay costs for Calcasieu Parish School Board employee time associated with the lease as assigned by the Principal or his designee. These janitorial or other fees shall be paid in advance as determined by the Principal. ****Please make all checks payable to Calcasieu Parish School Board.****

8. The Fee to be paid by Lessee, in advance, is \$ _____, (see fee schedule below) plus charges for the presence of a school employee \$ _____, for a total fee of \$ _____.

9. No alcoholic beverages, controlled dangerous substances, tobacco, firearms/guns or other weapons, explosive or flammable substances may be brought onto/into Calcasieu Parish School Board grounds and/or facilities.

10. Lessee shall use the leased facilities only for the purposes set forth in item 3 above, and may not use any other area of the school facilities.

11. Lessee has inspected the leased premises, has determined the premises are suitable for Lessee's proposed use, and that the premises are in safe and clean condition.

12. Except for the assigned Calcasieu Parish School Board employee (custodian) noted in item 7 above, all persons, whether its agents, licensees, invitees, and others on the premises related to use of Calcasieu Parish School Board property pursuant to or as a result of this lease are the responsibility of Lessee. Those persons retained to provide services, materials and/or equipment for the function are employees of Lessee, NOT Lessor. Lessee is responsible for payment and all costs associated with its rental of Calcasieu Parish School Board facilities other than those fees paid to the Calcasieu Parish School Board.

13. Lessee is responsible for compliance with all laws and regulations pertaining to its use of the leased premises, including maximum occupancy rules.

14. At conclusion of its use Lessee shall restore the leased premises to the condition which existed immediately prior to its use of the premises.

15. No animals, except those permitted by law, shall be allowed in buildings.

16. Lessee is responsible for security and traffic control immediately prior to, during and immediately subsequent to its use of the premises. Lessee will provide appropriate supervision of all persons on the premises during its use of the premises.

17. The principal or his designee may revoke the right to use buildings or facilities at any time for violation of rules stated in the Agreement.

Schedule of Fees (see addendum for additional fees and other types of facilities):

Auditorium.....	\$250.00 per day or \$125 for 4 hrs or less
Conference Room.....	\$150.00 per day or \$75 for 4 hrs or less
Gymnasium.....	\$250.00 per day or \$125 for 4 hrs or less
Classrooms (1-5 rooms).....	\$150.00 per day or \$75 for 4 hrs or less
Classrooms (6 or more rooms).....	\$250.00 per day or \$125 for 4 hrs or less
Cafeterias.....	\$150.00 per day or \$75 for 4 hrs or less
Football Stadium.....	\$400.00 per day

AGREED:

SIGNATURE OF LESSEE

DATE

PRINTED NAME

PHONE NUMBER

SIGNATURE OF PRINCIPAL

DATE

LEASE APPROVED

DATE