

**RAPIDES PARISH SCHOOL BOARD
USE/LEASE OF FACILITIES
POLICY “KG” PROCEDURE**

- 1) Principal or designee is contacted by individual or group requesting use of RPSB owned school.
- 2) Principal or designee shall secure from requesting party information relative to;
 - a. For profit or non-profit party (if non-profit, acquire appropriate certificate 501C(3), etc and attach to Contract for Lease)
 - b. Proper proof of insurance (Commercial General Liability (CGL)\$1,000,000, Proof of Workers Comp (WC) and if an athletic event, proof they have athletic participant insurance, API - \$25K min w/ max of \$1000 deductible)
 - c. Dates and times of use (Does the request interrupt school priorities?)
 - d. Specific area(s) (gymnasium, auditorium, stadium, library, classroom, etc.) requested to be used.
 - e. Administrative, support, security and custodial personnel required for the event.
- 3) Principal or designee review dates and times and extrapolate costs from approved Fee Schedule (enclosed) should the request not interfere with primary mission and goals of the school.
- 4) Principal relay costing information to requesting party. Costing information shall include overtime costs for facility opening, closing, cleanup and administrative oversight (Approved Fee Schedule Enclosed).
- 5) If requesting party agrees with lease fees and the principal concurs with the use;
 - (a) Principal or Designee secures from the requesting party a Certificate of Insurance (COI) naming Rapides Parish School Board as additional insured. Said COI must list the CGL of \$1,000,000 min. coverage. Proof of WC and shall include the API if it is an athletic type event (Sample Enclosed). Athletic participants are NOT covered under CGL.
 - (b) Thoroughly and accurately complete a uniform ‘Contract of Lease’ (sample enclosed and may be found on our intranet under Physical Plant, Forms). Have the **appropriate party** for LESSEE sign the document and you sign indicating your concurrence with the use.
 - (c) **Attach the LESSEE’s check for the appropriate amount as calculated from the CURRENT RPSB FEE SCHEDULE to the CONTRACT FOR LEASE AND THE CERTIFICATE OF INSURANCE (COI). RPSB cannot waive overtime fees and a RPSB employee must provide oversight.**
 - (d) **DELIVER ALL (Check , Cert of Insurance, Contract of Lease, 501C3 Certificate , Use fee Waiver request letter, if applicable and Contract of Lease) TO RPSB CENTRAL OFFICE, RISK MANAGEMENT DEPARTMENT minimally two (2) working days prior to the event.** Should a request for waiver lease fees be made (Principal and or lessee must attach a convincing letter of request addressed to the Superintendent) and it is approved by the Superintendent, the check will be returned to you or Central Office Finance will cut reimbursement of said funds (full or partial conditioned upon details of use). **Please be aware that any event that involves the collection of gate receipts WILL NOT RECEIVE WAIVER OF USE FEES.**
- 6) Risk Manager will review for appropriate fee cost, appropriate content and form of CI, content and signatory of Contract of Lease, initial approving same (or return for corrective action) and forward to the Superintendent or the Executive Assistant or Deputy Superintendent for final approval.
- 7) Superintendent, the Executive Assistant or Deputy Superintendent shall approve or disapprove and return to Risk Manager for processing and electronic notification to the principal and lessee of status. **The lease is not legally executed and you may not allow use unless it is approved and signed by the Superintendent or the Exec/Dep Assistant Superintendent in his absence.**