

IBERVILLE PARISH SCHOOL BOARD
APPLICATION FORM
USE OF SCHOOL FACILITIES

NOTE TO THE APPLICANT:

The Principal cannot grant approval for the use of school facilities. This application and applicable fees (cashier's check, or money order only made payable to the Iberville Parish School Board) will be forwarded to the Superintendent for review. Notification of approval or disapproval will be made as soon as possible, and will be confirmed in writing. Denial of the application by the Superintendent may be appealed to the School Board for final determination.

SECTION 1 (To be completed by the Applicant)

Name of Organization

Phone Number

Address

Name of Contact Person

Phone No. of Contact Person

Email Address

Describe the nature, policies, and purpose of the applying organization:

Describe the school facility, or part(s) thereof, for which use is requested:

Describe the planned use of school facility:

Proposed date of use _____ from _____ A.M./P.M. to _____ A.M./P.M.

(All applications must be executed and filed with the Principal at least FIFTEEN (15) days prior to the date for which use is requested.)

I (We) hereby certify that I (We) have read and understand the policies of the Iberville Parish School Board relating to the use of school facilities, and that the organization or person shown above meets all the requirements necessary to obtain permission to use such school facilities, and that the purpose of use conforms with such policy and regulations. I (We) hereby further agree to:

1. Assume full responsibility for any damage done to buildings, equipment, or grounds resulting directly or indirectly from the use of the facilities stated above;
2. Assume the entire responsibility and to indemnify and hold harmless the Iberville Parish School Board and its agents, insurers, and employees from and against any and all causes of actions, suits, claims, damages, losses, expenses, and demands made against the School Board because of property damage, injury, or alleged injury (including death), whether caused by its negligence or otherwise arising from and or in connection with the use of the facilities; and agree to pay all damages, costs, and expenses, including attorney fees in connection therewith or resulting therefrom;
3. Purchase liability insurance coverage with a minimum limit of \$1,000,000 liability coverage for the duration of the use of the facilities, and provide the Superintendent with a certificate of insurance stating the name of the insurance company and the limits of coverage with Iberville Parish School Board named as an additional insured. Such certificate must be presented to the Superintendent prior to the date of the activity stated above;
4. Take necessary precautions to prevent smoking, use of alcoholic beverages or drugs, and the carrying of a firearm or other weapon onto the grounds or in the buildings;
5. Pay school personnel (as designated by the Principal for their services);
6. Reserve the right of the Principal and/or the Superintendent to cancel their commitment to rent the facilities should it become necessary to use the same for school or emergency purposes.

Date Application Received: _____

Signature of Applicant

Approved: _____ Disapproved: _____

Printed Name of Person Signing Above

IPSB Superintendent Signature

IPSB Principal Signature

Printed Name of Person Signing Above

Printed Name of Person Signing Above

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Section II (To be completed by the Principal)

SCHEDULE OF FEES DUE

Name of Person/Organization Requesting Use: _____

Facility or facilities requested: _____

Date Requested: _____

Time Requested: _____

I. Damage Deposit - Refundable _____

Gymnasiums	\$500.00
Media Center	\$500.00
Cafeteria (Dining Area Only)	\$500.00
Stadiums/Athletic Fields (Non LHSAA Use)	\$500.00
School Grounds (No Buildings)	\$250.00
Performing Arts Center	See PAC Contract

Deposit Money Order / Check Number: _____

II. Hourly Charges _____

Gymnasiums (non LHSAA Use)	\$50.00 per hour
Media Center	\$50.00 per hour
Cafeteria (Dining Area Only)	\$50.00 per hour
Stadiums/Athletic Fields (Non LHSAA Use)	\$150.00 per hour
School Grounds (No Buildings)	N/A
Performing Arts Center	See PAC Contract

Security

\$35.00 per hour X _____ hours requested

Custodian

\$30.00 per hour X _____ hours requested

III. Total Fees Due and Payable with Application _____

List the names and positions of School personnel who will be assigned during this usage (List on back if additional space is needed):

NAMES:

POSITIONS:

I certify that I have collected and remitted from the Applicant the total amount of fees due per above, paid by cashier's check or money order payable to the Iberville Parish School Board, and that the facility requested is available on the date and at the time requested.

Principal's Signature

Date