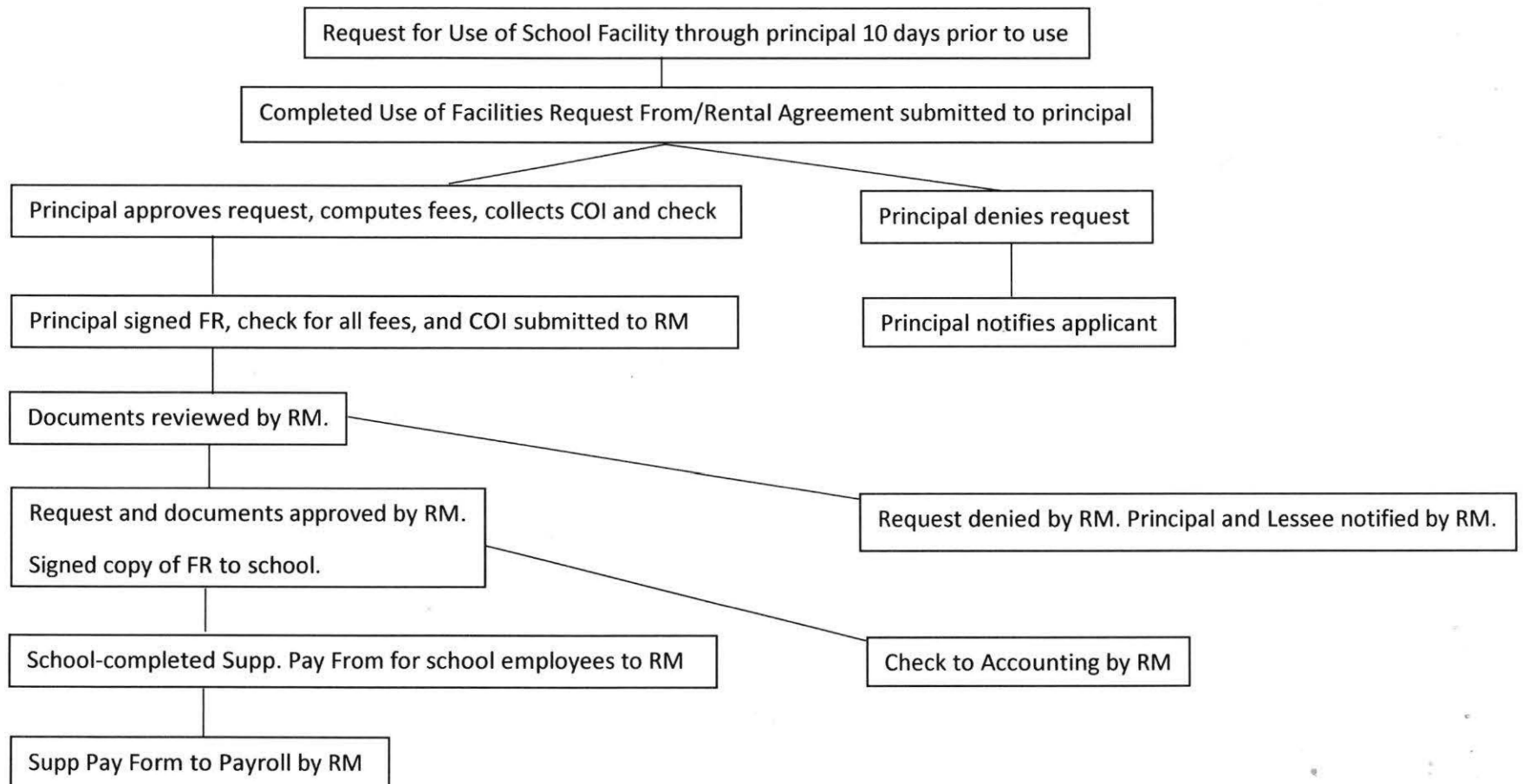


CPSB Procedures for Use of Facilities Request/Approval and Rental

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 (if multiple dates are requested, schedule **MUST BE ATTACHED**)
3. If the school can accommodate the requested date(s), the lessee shall complete the Use of Facilities Request/Approval Form and Rental Agreement (FR)
4. Principal will collect the fees as per the schedule, custodian/school employee fee, and lessee's Certificate of Insurance (COI). Principal will sign 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 (LA Constitution Article 7, Section 14) prohibits the donation of the use of public school facilities to any person, association, or corporation.
 - a. The **ONLY** exceptions to this law is if a non-profit organization is hosting an event that is completely free and open for anyone in the public to attend **OR** if the organization renting the facility is owned by a school board employee. If the rental is serving the interests of any private or closed group (not open and free to the public), 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. Lessee agrees that 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. Lessee acknowledges that CPSB facilities are in the process of construction, reconstruction, renovation, and/or repair (Construction hereafter), and that the Construction schedules may cause CPSB to cancel approval of and terminate the Lease. Should the CPSB Construction schedules cause CPSB to terminate the Lease, CPSB will endeavor to provide reasonable advance notice to Lessee, but in the event of cancellation of the Lease, Lessee's sole remedy shall be refund of the monies paid by Lessee to CPSB as consideration for the facility Lease. Lessee understands and agrees that in the event of cancellation, CPSB shall not be responsible for any damages whatsoever, whether for loss of revenue, expenses incurred by Lessee, advertising costs, and otherwise.
3. Tournament/travel teams are limited to one practice per day at any CPSB facility.
4. 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.
5. Approved times for each day of use (ALL CPSB FACILITIES) are 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 day)

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

Signature of Lessee

Date