Lessee has inspected the leased premises, has determined the premises are suitable for Lessee's proposed use, and

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

Lessee is responsible for the cost to repair or replace all damages to school property which occurs during or as a result

No alcoholic beverages, controlled dangerous substances, tobacco, firearms/guns or other weapons, explosive or

The Fee to be paid by Lessee, in advance, is $____________ per day or $____________ for 4 hrs or less

USE OF FACILITIES REQUEST/APPROVAL FORM AND RENTAL AGREEMENT

Schedule of Fees

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

CONFERENCE ROOM……………………………………………………………..$150.00 per day or $75 for 4 hrs or less

STADIUM…………………………………………………………………………….$400.00 per day

Lessee must pay costs for Calcasieu Parish School Board employee time associated with the lease as assigned by the

The fee to be paid by Lessee is $____________ per day or $____________ for 4 hrs or less

No alcoholic beverages, controlled dangerous substances, tobacco, firearms/guns or other weapons, explosive or

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

Lessee has inspected the leased premises, has determined the premises are suitable for Lessee's proposed use, and

Make checks payable to Calcasieu Parish School Board
1. REQUESTS MUST BE RECEIVED AT LEAST 10 DAYS PRIOR TO EVENT
2. PRINCIPAL SHALL DETERMINE IF THE SCHOOL CAN BE AVAILABLE FOR THE DATE(S) REQUESTED
3. IF THE SCHOOL CAN ACCOMMODATE REQUESTED DATE, THE LESSEE SHALL COMPLETE THE USE OF FACILITIES REQUEST/APPROVAL FORM AND RENTAL AGREEMENT (FR)
4. PRINCIPAL WILL COLLECT THE FEE PER SCHEDULE, CUSTODIAN/OFFICE SCHOOL EMPLOYEE FEE AND INSURANCE CERTIFICATE, SIGN OFF ON FR AND FORWARD THE CHECK, INSURANCE CERTIFICATE AND FR TO THE RISK MANAGEMENT DEPARTMENT (RM). CHECKS ARE TO BE MADE PAYABLE TO CPSB AND SHOULD INCLUDE THE TOTAL FEE.
5. RM WILL REVIEW THE FR, CERTIFICATE OF INSURANCE AND PAYMENT. IF APPROVED, RM WILL SIGN OFF ON FR AND FORWARD APPROVED COPY OF THE FR TO THE PRINCIPAL. IF DENIED, RM WILL NOTIFY PRINCIPAL AND LESSEE THAT THE REQUEST HAS BEEN DENIED.
6. THE SUPERINTENDENT MUST APPROVE ANY WAIVERS OF FEES (EXCLUDING SCHOOL SPONSORED EVENTS). THIS REQUEST IS MADE AT THE BUILDING ADMINISTRATOR'S DISCRETION.
7. AFTER THE EVENT, THE PRINCIPAL MUST TURN IN THE SUPPLEMENTAL PAY SHEET (CODE TO ACCOUNT 111025208L000LOC – 611634) AND ADDITIONAL CHECK FOR CUSTODIAN/OFFICE SCHOOL EMPLOYEE FEE (IF APPLICABLE) TO RM.
8. RM WILL FORWARD PAYMENT AND SUPPLEMENTAL PAYSHEET TO THE APPROPRIATE DEPARTMENTS.