

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

1. Name of school or facility to be used: _____
2. Date and time to be used: _____ 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 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, P.O. Box 800, Lake Charles, Louisiana 70602. 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 or his designee.
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

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
Stadium.....	\$400.00 per day

A custodian (or other school employee) fee may be required in addition to the facility fee.
 Any and all waivers of fees must be approved by the Superintendent or his designee.

AGREED:

_____ SIGNATURE OF LESSEE	_____ DATE
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_____ PRINTED NAME	_____ PHONE NUMBER
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_____ SIGNATURE OF PRINCIPAL	_____ DATE
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LEASE APPROVED: _____ SIGNATURE	_____ DATE
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CPSB PROCEDURES FOR USE OF FACILITIES REQUEST

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/OTHER 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 SUPERINTDENT 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 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.

