

Procedures for Outside use of Caddo Parish School Facilities

1. Contact Principal of requested school to secure date and time(s).
2. Send a letter of request to the Chief Operations Officer via fax, email or U.S. Mail to include the following information:
 - a. Facility requested [Click or tap here to enter text.](#)
 - b. Area of facility needed (i.e. classroom, gymnasium, cafeteria, etc.) [Click or tap here to enter text.](#)
 - c. Date(s) and day(s) of use [Click or tap here to enter text.](#)
 - d. Times (beginning and ending time) [Click or tap here to enter text.](#)
 - e. Reason for use [Click or tap here to enter text.](#)
 - f. Contact information of responsible party (email, telephone# and/or mailing address) [Click or tap here to enter text.](#)
3. Request letter must be received by Chief Operations Officer at least **10 days prior to usage date** during the school year and requests for usage during the summer must be received at least **10 days prior to the end of the current school year**.
4. Once the letter of request is received, the event is put into the SchoolDude Facility Usage System for approval by the Principal. After proper approvals, an email is sent to lessee along with the hold contractual harmless agreement and invoice.
5. Per Caddo Parish Public School Board Policy KF, A Certificate of Insurance in the amount of \$1,000,000.00 naming the Caddo Parish School Board as an additional insured must be received by the Chief Operations Officer prior to use of the facility.
6. The signed Contract and Hold Harmless Agreement and Certificate of Insurance must be returned to the Chief Operations Officer by the date indicated on the agreement or prior to usage (minimum of 5 days). Payment must be mailed or delivered to the Finance Department at 1961 Midway Street, Shreveport, Louisiana 71108.
7. The signed Contract and Hold Harmless Agreement will be sent to the school for their records.

Contact Information:

Mr. Patrick Greer
Chief Operations Officer
Caddo Parish School Board
Shreveport, Louisiana 71108

Fax: (318) 603-6320

Telephone: (318) 603-6511

Email: esmosley@caddoschools.org