

USE OF SCHOOL FACILITIES

The Caddo Parish School Board recognizes the functions of school buildings and grounds shall be to accommodate approved school programs for students and to assist in meeting the educational, cultural, civic, social and recreational need of communities. Use of school buildings by the community shall be considered a secondary function so as not to interfere with regular school-day programs of the students.

The sale and/or consumption of alcoholic beverages in school facilities and on Caddo Parish School Board property shall be prohibited at **all** times.

The use of any tobacco product, smokeless tobacco, or any smoking object/device, including but not limited to electronic cigarettes, advanced personal vaporizers, vape pens, vape mods and similar devices, shall be prohibited on and in all School Board property and vehicles, and at all school-sponsored or school-approved functions. However, this prohibition shall not be applicable to any tobacco product approved by the United States Food and Drug Administration for sale as a tobacco cessation product and which is marketed and sold solely for such purpose.

School Board property shall include any elementary or secondary school grounds or buildings, any portable buildings, field houses, stadiums, equipment storage areas, vacant land, or any property owned, operated or leased by the School Board.

REQUIREMENTS

When the use of school facilities by the community is desired, the person, organization or group must receive the approval from the Superintendent or his/her designee. Before approval can be given, the person, organization or group shall:

1. Sign and submit to the Superintendent or his/her designee at least fifteen (15) days prior to anticipated date of usage an *Application and Agreement for Use of School Facilities* form, which shall contain, but not be limited to, the following:
 - A. Waiver of any and all rights of recovery from the School Board, its members, and the school district for any injuries or damages resulting from the use of school building facilities or grounds. The person, organization, or group shall provide a certificate of insurance showing liability coverage for personal and property damages for the event being held, with a minimum of \$1,000,000 general liability per occurrence. The Caddo Parish School Board, its members, the Caddo Parish School District, and employees, shall be listed on the policy as *additional named insured*. A certificate verifying the purchase of such insurance shall be presented to the school principal or building level administrator and the Superintendent, at least twenty-four (24) hours prior to use of the facilities,

otherwise, the event may be cancelled. The School Board reserves the right to require additional insurance coverage than that stipulated above if the use of the property is determined to have an increased liability exposure.

- B. A statement that the person, organization, or group lessee shall assume **ALL** responsibility for damages and/or maintenance expenses invested in the building, directly or indirectly resulting from lessee's use, including utilities and upkeep of the buildings and grounds.
 - C. A statement that no school facility shall be used for hazardous activities.
2. In no way violate any law or ordinance in the use of the property.
 3. Provide security as determined by the Superintendent or his/her designee.
 4. Pay a damage deposit as set by the School Board.

GENERAL PROVISIONS

The School Board shall direct the Superintendent to maintain appropriate administrative regulations and procedures governing the use of school facilities. These regulations shall assure the following:

1. The school principal or building level administrator shall be responsible for assuring that access to and use of school facilities by any person, organization, or group is within School Board guidelines. Use of facilities for other than school activities during school hours or when in conflict with school activities shall be prohibited except by special permission of the School Board. Areas of any facility not intended for use shall be locked and properly safeguarded.

The school principal or building level administrator shall designate a custodian to be scheduled to be on the premises from the beginning through clean-up time. This custodian shall be responsible for disarming/arming of any security system and the locking of exterior doors. The custodian shall assist with cleaning. However, as stated in the agreement, the group using the building shall be responsible for assuring that everything is clean and in order for classes.

2. The use of any School Board-owned or operated facility shall be prohibited during the school day for the purpose of political activities, campaigning or debates. Use of facilities shall not be permitted for activities prohibited by state law and/or Board policies or considered in any way contrary to the best interests of the school system.

3. All persons attending the function or use of the school facility requested shall also be required to obey all rules and regulations of the School Board relating to school facilities, and the person, group, or organization shall be responsible for the conduct of all such persons.
4. The use of food service facilities by any person, organization, or groups outside of the food service department and/or food service organization shall be in accordance with the regulations outlined by the Superintendent and staff.
5. No person, group, club, or organization granted permission to use school facilities shall bring, or permit to be brought, into or onto or about such school facility any alcoholic beverage, drug, or weapon as defined by the laws of the State of Louisiana and/or policies and regulations of the School Board.
6. No person shall be excluded from any meeting, program, or use because of that person's race, color, creed, national origin, sex, religious or political preference.
7. The falsification of any information required or the failure to comply with all policies, regulations, and/or procedures shall result in the group or organization being prohibited from using any school facility in the future.
8. The School Board reserves the right, through the Superintendent, principal, or other designated person to cancel the use of any School Board-owned or operated facility at any time when deemed in the best interest of the school system.
9. If the services of law enforcement, security personnel, and/or fire personnel are required, the person, group or organization shall be responsible for making the necessary arrangements for such services and shall fully apprise the principal or building level administrator prior to usage.
10. No person, group, or organization granted approval to use facilities shall be permitted to move equipment into a facility during the school day. Programs or activities shall not begin before the end of the school day. All equipment, props or related materials shall be removed from School Board property prior to the beginning of the next school day. Equipment used on School Board property not involving a specific school site shall be removed as soon as possible, but no later than twenty-four (24) hours from termination of lease.

School Board facilities and/or property shall be vacated not later than 11:00 pm.

11. All exterior doors shall be kept closed when air conditioning or heating unit(s) is (are) in use.

12. No hoofed animals shall be permitted on the athletic fields and/or any other area specified by the principal.

FEES

Rental fees charged for use of School Board facilities shall be in accordance with the schedule of fees approved by the School Board. It should be noted that the School Board cannot waive any fees or absorb any cost for use of its facilities by groups or organizations not considered part of the school, as this would be a donation of public funds which is prohibited by the state constitution. All fees, once calculated, shall be paid directly to the School Board.

SPECIAL PROVISIONS

Voting Precincts

Use of school buildings for voting or polling places shall be authorized by the Board on the condition that election officials in charge on Election Day shall permit no loitering on the school premises. The principal or building level administrator shall determine where voting shall be held on school campuses in accordance with state statutes.

Arrangements for opening and closing the facilities shall be made with the principal of the school involved.

Civil Defense

The Civil Defense director is authorized to use any and all necessary school facilities for emergency shelters or accommodations to help provide services to the public in the event of any declared emergency, in coordination with the Superintendent and/or his/her designee.

Film Industry

Due to the various requests by film companies to utilize school facilities and vehicles for filming and the deadlines uniquely associated with the film industry, the School Board authorizes the Superintendent to enter into agreements with film companies for the use of facilities and vehicles for filming family movies or pictures intended to be rated no higher than PG13, when such use, in the Superintendent's opinion, does not substantially interfere with the use of the facility and/or vehicle(s) for educational purposes. All agreements shall be reviewed and approved by the Caddo Parish School Board general counsel prior to execution.

Long Term Use

Long term use of school facilities (a use greater than that required for a single event or a use exceeding one (1) week) by any outside person, organization or group for any activity not involving tutoring or enrichment activities for Caddo Parish students shall be initially approved by the School Board and shall not exceed a three (3) month lease term. In deciding whether to approve the long term use of a facility as described in this paragraph, the School Board shall determine that the proposed use does not interfere with the use of the facility for educationally intended purposes. Thirty (30) days prior to the expiration of the initial term, or any additional term, the lessee shall notify the Superintendent or his/her designee of its intent to renew with preference over others who apply for the use of the facility. If the lessee fails to timely notify the Superintendent or his/her designee of its intent to renew its contract for use of the facility, the School Board may lease the facility to any other person or entity, or decide to use the facility for other purposes.

Nothing in this policy shall obligate the Caddo Parish School Board to provide a facility for the lessee's use if the facility under contract becomes unavailable due to mechanical failure, fire, flood, or any other condition making the facility unfit for use.

PURPOSES

Gymnasiums and Auditoriums

School gymnasiums may be used for social activities and dances for the student body of the school, provided that such entertainment is adequately chaperoned by parents of participating students and teachers; and that participation in such functions is limited to the student body of the local school. Students from other schools in the parish may attend when specifically invited, and when such invitations are approved by the principal of the local school. When schools choose to sponsor a prom, members of the junior and senior classes may invite their "dates" even though such guests are not members of the junior or the senior class.

The school shall have precedence in the use of its auditorium. School auditoriums and gymnasiums cannot be used by a non-school related individual or agency for the sole purpose of making a profit for themselves or their organization. Special interest groups whose purpose is to incite tension among local people and to advocate disobedience of local laws shall be denied the use of school buildings.

Use of auditoriums for political campaigns or rallies shall be prohibited.

Cafeterias/Lunchroom Facilities

The same general policies governing the use of gymnasiums and auditoriums apply to the use of school cafeterias, with the exception that in the case of preparation of food, use of the kitchen equipment must be supervised by the lunchroom manager or cafeteria worker regularly employed by the School Board.

The facilities of the lunchroom may be used by organized community groups of non-personal benefit upon request to the Superintendent, provided the use does not interfere with the operation of the school lunch program. The group using the facilities shall be responsible for the loss of equipment and utensils. A lunchroom worker must be present. Facilities must be left clean and in order.

USE OF SCHOOL GROUNDS

The public shall be allowed to use school grounds (excluding buildings) for recreational or sport purposes only during daylight hours and only during the time when classes or other school or school-sponsored or approved activities are not being held. No motor vehicles of any type, firearms or explosives or other dangerous weapons or alcoholic beverages shall be allowed on any school grounds. All activities of a non-recreational or non-sports nature, such as political rallies, gatherings, or meetings shall be prohibited.

No supervisory personnel shall be provided during this time, and any person who uses the school grounds for the limited purposes set forth herein does so at his/her own risk. The School Board shall assume no liability for any accident, injury, or loss suffered by any person using the school grounds under the permission herein granted.

The person, group, or organization using school grounds shall be required to provide the required certificate of insurance prior to the use of school grounds.

Adopted: September 16, 2014
Revised: December 19, 2017

Ref: Constitution of Louisiana, Art. VII, Sec. 14(A); La. Rev. Stat. Ann. '17:81, 17:240 40:1291.2, 40:1291.3, 40:1291.11, 40:1291.21; Board minutes, 7-3-74, 8-20-80, 9-7-83, 5-16-90, 9-18-91, 3-18-98, 5-21-02, 6-21-05, 3-21-06, 9-16-14, 12-19-17.

**CADDO PARISH SCHOOL BOARD
POLICY MANUAL
FILE: KG**

KG - COMMUNITY USE OF SCHOOL FACILITIES
(Use of School Building by Outside Groups)

PRICING GUIDELINES FOR SCHOOL BOARD PROPERTY

Auditoriums

<i>Custodian called-out:</i>	Facility Usage Fee	Custodial Fee (minimum 3 hrs)	Air Conditioning Fee (Mar 15 - Oct 30)
Elementary	\$50	\$20 per hr.	\$150
Middle	\$60	\$20 per hr.	\$150
High	\$75	\$20 per hr.	\$150

Custodian on regular duty

Elementary	\$50	-0-	\$150
Middle	\$60	-0-	\$150
High	\$75	-0-	\$150

Cafeterias

<i>Custodian called-out:</i>	Facility Usage Fee	Custodial Fee (minimum 3 hrs)	Air Conditioning Fee (Mar 15 - Oct 30)
Elementary	\$25	\$20 per hr.	\$150
Middle	\$25	\$20 per hr.	\$150
High	\$25	\$20 per hr.	\$150

Custodian on regular duty:

Elementary	\$25	-0-	\$150
Middle	\$25	-0-	\$150
High	\$25	-0-	\$150

Gymnasiums

<i>Custodian called-out:</i>	Facility Usage Fee	Custodial Fee (minimum 3 hrs)	Air Conditioning Fee (Mar 15 - Oct 30)
Elementary	\$12 per hr.	\$20 per hr.	\$15 per hr.
Middle	\$12 per hr.	\$20 per hr.	\$15 per hr.
High	\$12 per hr.	\$20 per hr.	\$15 per hr.

Custodian on regular duty:

Elementary	\$12 per hr.	-0-	\$15 per hr.
Middle	\$12 per hr.	-0-	\$15 per hr.
High	\$12 per hr.	-0-	\$15 per hr.

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Classrooms

<i>Custodian called-out:</i>	Facility Usage Fee	Custodian Fee (minimum 3 hrs)	Air Conditioning Fee (March 15 – Oct 30)
Elementary	\$10	\$20 per hr.	\$5 per hr.
Middle	\$10	\$20 per hr	\$5 per hr
High	\$10	\$20 per hr	\$5 per hr

Custodian on regular duty:

Elementary	\$10	-0-	\$5 per hr
Middle	\$10	-0-	\$5 per hr
High	\$10	-0-	\$5 per hr

Stadiums/Tracks

Custodian called-out:

Facility Usage Fee	\$100/day
Custodial Fee (min. 3 hrs)	\$20 per hr per person
Lights	\$30/hr
Clock/Amplification	\$20 per hr (CPSB employee)
Clean up	\$20 per hr per person
Groundskeeper fee	\$20 per hr per person
Line Charges	\$100

Lee Hedges Stadium

Custodian called-out:

Facility Usage Fee (in parish)	\$250/day
Facility Usage Fee (outside parish)	TBD
Custodial Fee (min. 3 hrs)	\$20 per hr per person
Lights	\$30/hr
Clock/Amplification	\$30 per hr (CPSB employee)
Clean up	\$20 per hr per person
Groundskeeper fee	\$20 per hr per person

Football/Soccer / Lacrosse / Baseball Fields / Tennis Courts

Custodian called out:

Facility Usage Fee (in parish)	\$60
Custodial Fee (min. 3 hrs)	\$20 per hr per person
Lights	\$15/hr
Line Charges	\$100