

## COMMUNITY USE OF SCHOOL FACILITIES

- A. Use of the school facilities by parent organizations and other organizations devoted to instruction of children or well-being of the community shall be permitted provided such use does not interfere with educational activities at school.
- B. Permission for use of school facilities by individuals or organizations must be secured from the principal of the school involved.
- C. When such use involves admission charges, any money making project or in some instances general use, reasonable fees shall be charged as well as fees for any necessary staff services. The fees shall follow those as outlined in Policy File: KG-R - TABLE OF FEES.
- D. Whenever an outside group uses school facilities, the user shall submit the proper application which shall clearly state the purpose and hours of use. The user shall agree to abide by all regulations, submit proof of any liability insurance with the proper rider attached as described and agree to pay for any damage that may be done to school property.
- E. The organization using the facilities agrees to indemnify and hold harmless the Lafayette Parish School Board from all loss, damage, liability or claims arising out of the organization's operations or use of the premises.
- F. Use of School Playground During Summer
  - 1. It is the policy of the Board to allow school playgrounds to be used by organized recreational groups sponsored by civic or other organizations.
  - 2. Such recreational groups shall have adult supervision, shall be responsible for any destruction and shall submit proof of liability insurance, but otherwise shall be exempt from charges.
- G. Use of School Facilities for Political Meetings
  - 1. School facilities shall not be made available for political meetings designed to foster the candidacy of an individual.
- H. Use of School Facilities for Private Use
  - 1. School facilities shall not be used by private individuals for private use such as wedding receptions and showers.

I. Use of School Facilities by Educational, Cultural, Recreational or Civic Organizations of Lafayette Parish

1. Organizations eligible for waiver of rental fee when no admission is charged:
  - a. Lafayette Parish Public Schools – curricular, extra-curricular meetings of teachers and other employee organizations. Staff services may be charged if applicable.
  - b. Youth/School Related Organizations – as determined by the principal, such as parent/teacher organizations, Boy Scouts, Girl Scouts, etc.
  - c. Parish, State or Federal Governmental Agencies – Police Department, Fire Department, etc.
  - d. Community Service Agencies – Public Health Services, Welfare Department, etc.
2. Organizations charged for use of school facilities when activities are held:
  - a. All non-profit educational, cultural, religious, recreational and civic groups not in 1. above shall be charged a minimal fee. (See 2.c.)
  - b. All profit making organizations shall be charged the fee for “Profit” organizations as listed in Policy File: KG-R - TABLE OF FEES.
  - c. If the youth of the community would benefit from the proposed activities, fee may be waived by the principal.
3. Organizations charged for use of school facilities when admission is charged:
  - a. All profit or non-profit educational, cultural, religious, recreational and civic groups whether in 1. or 2. shall pay in accordance with the approved fee schedule when admission is charged.
  - b. Exceptions shall apply to student, civic and parent/teacher functions when held to raise money for school-connected and approved projects. In such cases, these groups may be charged fees for overhead expenses (as applicable to 2. above) according to the type of function and the amount of admission charged.
4. Other requirements:

a. Fees

- (1) Fees charged for use of school facilities shall be paid at least two (2) weeks in advance of the scheduled event.
- (2) Checks shall be made payable to the Lafayette Parish School Board and submitted to the principal.

b. Custodial Services

- (1) Any organization using any school facility whether it is charging admission or not must agree to a custodian or appropriate staff member being present during the activity.
- (2) A flat rate per hour will be charged and is due at least two (2) weeks in advance of the scheduled event.
- (3) The principal shall validate that the hours paid equals the number of hours rendered. (Policy File: KG-R - TABLE OF FEES)

c. Field & Gym Use by Outside Organization

- (1) Whenever a football field or gymnasium is used by an outside organization, all electrical equipment such as lights, scoreboard, etc. must be examined by the Lafayette Parish School Board electricians prior to event to determine everything is in working order.
- (2) A fee of \$35.00 per hour shall be assigned and paid in advance to the Lafayette Parish School Board.

d. Liability Insurance

- (1) Any organization which uses any school facility where the public is invited or admission is charged must submit a liability insurance policy or proof of insurance in the amount of \$1,000,000 combined single limit per occurrence to the principal of the school at least two (2) weeks in advance before approval for use is granted.

- (2) This policy must apply to personal and property damages which may occur during the event and shall list “the Lafayette Parish School Board” as an additional insured.

e. Building Security and Supervision

- (1) During use of school facilities, the building security and supervision are the lessee’s responsibility.
- (2) Use of a school facility is subject to the general condition that adequate adult supervision and/or security shall be provided by the organization.
- (3) The need for security services shall be determined by the school principal.
- (4) Principals have the option of waiving paid supervisory (security) services for activities that do not warrant such if satisfactory volunteer help is available for school sponsored or school-related activities.

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