

COMMUNITY USE OF SCHOOL FACILITIES

If the auditorium, gymnasium, or any other unit of the school is used by an outside organization and an admission fee is charged (it is not necessary that the fees be charged at the door) or an activity is held which generates funds, the following shall apply:

1. Permission to use the building shall be obtained from the proper authorities as outlined in Policy File: KG.
2. Use of the building shall not interrupt the school's instructional program.
3. Fees charged shall be in accordance with the Table of Fees.
4. At least one (1) custodian must be present. The principal may require more than one if he/she thinks it is necessary. The custodial fees shall be charged at the hourly rate indicated on the Table of Fees for the duration of the event, plus one hour before the event and one hour after. Should the principal deem it necessary for more than one custodian to be present or should the principal determine that the nature of the activity warrants more custodial hours than those outlined above, the principal and the group leader must negotiate the custodial services prior to the signing of the contract. Fees are to be paid by the organization in advance of the date the facility is used.
5. At least one (1) school-based administrator or teacher must be present. The group will be charged fees for the services of this individual at the hourly rate indicated on the Table of Fees. The number of hours charged shall be equivalent to the duration of the event.

Use of School Food Service Area

If the school kitchen and dining area are used by an outside organization, the following shall apply.

1. Permission to use the kitchen shall be obtained from the proper authorities.
2. Rental fees shall be charged as indicated in the Table of Fees.

3. A member of the school food service staff must be present when the school kitchen is used. When only the dining area is used, the principal may designate either a food service staff member or a custodian to be present. Fees for the school food service staff member's and/or the custodian's services shall be Lafayette Parish Public Schools charged at the hourly rate indicated on the Table of Fees.
4. Organizations are responsible for seeing that the facilities used are left in a clean and orderly condition.
5. Kitchen equipment, utensils, and dining area furniture are not to be removed from the school. When small equipment or utensils are borrowed (within the school), the person making the request to use the items shall be held responsible for the equipment and must sign and date the proper forms.

Use of Grounds for Recreational Purposes

Supervisors of recreational groups shall be responsible for all persons who come to the area during the time the group is using the school grounds. They shall insure that children do not loiter on the grounds beyond the scheduled recreational period.

Table of Fees

	Fee Per Hour		Fee For Half Day (6 Hrs.)		Fee For Full Day	
	Non- Profit	Profit	Non- Profit	Profit	Non- Profit	Profit
Athletic Field						
Football w/L					900	900
Football w/o/L					750	750
Lafayette High Track w/L					650	650
Lafayette High Track w/o/L					500	500
Other Track w/L					550	550
Other Track w/o/L					400	400
Baseball w/o/L					300	300
Auditorium						
Carencro High (75 seats)	73	51	290	203	438	307
Judice Middle (300 seats)	73	51	290	203	438	307
Lafayette High (803 seats)	135	94	538	377	810	567
Lafayette Middle (700 seats)	117	82	469	328	702	491
N P Moss (300 seats; no a/c)	58	41	230	161	348	244
Cafeteria	70	49	280	196	420	294
Cafeteria with Kitchen	80	56	320	224	480	336
Gymnasium	70	49	280	196	420	294
Classroom/Conference Room	45	31	180	126	270	189
Library	60	42	240	168	360	252

w/L = with lights

w/o/L = without lights

Flat Fees

Custodian's services	\$15.50 per employee per hour
Food service employee's services	\$25 per employee per hour
Maintenance employee's services	\$35 per employee per hour
School administrator's or teacher's services	\$25 per employee per hour

Issued and approved prior to 1975

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Lafayette Parish Public Schools, Louisiana