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## USE OF SCHOOL FACILITIES

The usage of school facilities belonging to the Jefferson Davis Parish School Board by individuals or groups shall be based on a properly documented application and governed by a signed lease agreement between the individual or group and the School Board. A school employee must be present while facilities are being used. The lease agreement shall contain, but not be limited to, the following:

1. A "hold harmless" statement having the effect of holding the School Board free from any liability that may arise while the facilities are in use.
2. A statement requiring, with limited exception, any person or group leasing the school facilities to purchase liability insurance identifying the School Board as an additional insured. A certificate verifying the purchase of liability insurance shall be presented to the School Board along with the signed lease agreement prior to use of the facilities. The limits of insurance to be purchased shall be set by the School Board.
3. A statement that the individual 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.
4. A statement that the individual or group lessee agrees to abide by rules as stipulated by the School Board for the use of facilities by non-school groups.

The building principal shall be primarily responsible for initial screening of all requests to use school facilities, ground, or equipment and providing assurance that prospective users are reliable, responsible, and will not use the facility, grounds, or equipment for unlawful or disreputable purposes. Further it shall be the responsibility of the building principal to render an initial decision as to whether or not the request should be approved and/or suspended.

The Superintendent and/or the School Board reserve the right to refuse any request to use facilities which:

1. Involves any activities prohibited by state and/or School Board policies.
2. Is made by any persons or organizations which have failed to follow procedures developed by the school system.

3. Is considered in any way contrary to the best interests of the school system.
4. Involves activities considered to be hazardous to individuals or facilities.
5. Involves an organization which discriminates against participants on the basis of race, creed, sex, religion, disability, or national origin.

The following rental fees are to be charged for the use of the school facilities listed below by private individuals, private business concerns, and other outside groups:

1. Gymnasium – Two hour minimum @ \$35.00 for the first two (2) hours, plus \$15.00 for each additional hour thereafter, plus custodial fees.
2. Cafeteria - \$75.00 per day or usage, plus custodial fees.
3. Classroom - \$25.00 per day or usage per classroom, plus custodial fees
4. Auditorium – Two (2) hour minimum @ \$35.00 for first two (2) hours, plus \$15.00 for each additional hour thereafter, plus custodial fees.
5. Football stadium and/or other outdoor facilities – Rental shall be permitted by School Board approval only.

Organizations and groups for which no rental fee charges will be required except for liability insurance and custodial fees:

1. Public Service Meetings of an informative or educational nature which is of importance to the citizens in the school community.
2. Educational groups or school organizations for activities conducted at the school. (Example: In house teacher groups, 4-H Club, FHA Club, etc.)
3. School-related events such as Parent-Teacher Organizations, Booster Club, etc. even if a profit is expected to be realized.
4. School-related funerals, alumni, or organized community athletic activities, civic organizations (Rotary Club, Lions Club, etc.).
5. Summer feeding program for economically deprived and indigent children, subject to the annual approval of the

sponsor by the Jefferson Davis Parish School Board and/or by the Superintendent.

6. Other groups approved by the School Board.

The following rules are to be followed by all non-school groups when using school facilities:

1. A \$200.00 deposit will be required for the use of any school facility, refundable whenever the principal has determined that all provisions of the lease agreement have been met with the exception of a community lease for organized athletic activities.
2. All fees and deposits shall be paid, in advance of facility use, to the building principal. Checks are to be made payable to the Jefferson Davis Parish School Board.
3. Each principal shall require that appropriate Jefferson Davis School Board personnel, be present whenever a facility at his/her school is being used. The fee schedule for use of school personnel during facility use shall be as follows:
  - A. Janitors – Time and one-half the hourly rate of pay with a minimum of two (2) hours per reservation. Custodians shall be paid for actual time spent at the facility which shall include any set up time, stand by time, and clean up time.
  - B. School Food Service Employees – Time and one-half the hourly rate of pay with a minimum of two (2) hours per reservation. School food service employees shall be paid for actual time spent at the facility which shall include any set up time, stand by time, and clean up time.
  - C. School Food Service Managers – Time and one-half the hourly rate of pay with a minimum of two (2) hours per reservation. School food service managers shall be paid for actual time spent at the facility which shall include any set up time, stand by time, and clean up time.
4. Alcoholic beverages shall not be permitted on school campuses at any time.
5. 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 buildings or grounds, buildings, portable buildings, field houses, stadiums, equipment storage areas, vacant land, or any other property owned, operated, or leased by the School Board.

Any exception to this policy must have prior approval by the School Board.

Revised: September, 1993

Revised: March, 2007

Revised: November 16, 2017

Revised: March 15, 2018

Ref: Constitution of Louisiana, [Art. VII, Sec. 14](#)

La. Rev. Stat. Ann. §§[14:91.7](#), [17:81](#), [17:240](#), [40:1291.2](#), [40:1291.3](#), [40:1291.11](#), [40:1291.21](#)

[Board of Directors of the Industrial Development Board of the City of Gonzales, LA., Inc. v. All Taxpayers, Property Owners, Citizens of the City of Gonzales, et. al](#), 2005-2298, 938 So. 2d 11 (La. 9/16/06)

Board minutes, 9-16-93, [6-21-07](#), [7-16-09](#), [11-16-17](#), [3-15-18](#)

Jefferson Davis Parish School Board