

## USE OF SCHOOL FACILITIES

The Terrebonne Parish School Board may lend its facilities, including buildings, grounds, buses, stadiums, etc., for the use of non-profit civic, educational and religious organizations that are chartered by the State of Louisiana and have been assigned exempt status by the United States Post Office or Internal Revenue Service but not for the use of individuals or political groups, even if sponsored by qualifying organizations in accordance with the policies listed herein. Only those organizations or groups that have been certified by the Plant Operations Manager, as being eligible for use of school buildings or property may apply through the proper channels for use of school facilities. In order to certify as required, a group or organization shall:

1. Furnish proof of non-profit status, including corporate charter number and exemption or permit number issued by the United States Post Office or the Internal Revenue Service.
2. Show financial responsibility sufficient to defray charges levied.
3. Provide a Certificate of Insurance attesting to the fact that General Liability coverage is in force for the individual or organization requesting use of School Board facilities with; (1) the Terrebonne Parish School Board's minimum insurance requirements including workman's compensation, when applicable; (2) Terrebonne Parish School Board named as Additional Insured; (3) Waiver of Subrogation in favor of Terrebonne Parish School Board. The School Board reserves the right to request higher limits of liability or coverage in the event that the proposed use of facility creates additional exposure to the School Board.
4. If incorporated, furnish name and address of the officers of the corporation and designated officer of service.

### APPLICATION FOR USE OF BUILDINGS

1. Organizations requesting the use of an auditorium, cafeteria, school grounds, lighted fields, or gymnasium shall make application to the office of the Plant Operations Manager, in triplicate, on a form to be provided by the School Board at least ten (10) days before the desired date. The Terrebonne Parish School Board reserves the right to refuse any and all applications.
2. The Terrebonne Parish School Board will grant permission to the Terrebonne Parks and Recreation Board for a continuing use of the school facilities of the parish without separate written application for each use, provided the activity is part of the regular scheduled recreation program for school age children for which no fees (entrance or admission) are levied. The Superintendent of Parks and Recreation Board will obtain permission from the principal prior to any activity and

have assured responsibility, as well as, pay janitorial services, when necessary, in accordance with policy. It will be the responsibility of the Superintendent, Parks and Recreation Board, to maintain an accounting of fees and to pay the necessary fees in accordance with current School Board policies.

**FEES**

The application form will include the conditions under which the use of the facility will be granted and the fees and charges, if any, to be levied. A copy of the application form and a check for the fee involved, made payable to the Terrebonne Parish School Board, shall be forwarded to the office of the Plant Operations Manager. The organization will be billed for any charges due.

1. Technical Equipment

When a principal authorizes the use of technical equipment such as lighting panels, electronic systems, and recording devices, by others, he/she shall appoint a person trained and knowledgeable in that particular field to operate such equipment. Only that person so designated by the principal shall operate the aforementioned equipment and his/her fees will be set by the principal and shall be paid by the organization or the person using the premises.

2. School Facilities

The following fees are to be charged for programs sponsored by qualifying organizations. A fee for the use of a school facility will not be levied if the facility is to be used to raise funds by the school; or if the facility is to be used by a school-sponsored organization; or by YMCA and Terrebonne Parks and Recreation Board for children of school age for which no admission fee is collected (at the discretion of the Superintendent or his/her designee); with the exception that charges may be levied for custodial or cafeteria workers, as provided elsewhere herein.

**AUDITORIUMS OR PLACES OF ASSEMBLY**

**Rates listed below are for a three (3) hour period. All facility usage over three (3) hours will be charged an additional \$60 per hour**

**Auditoriums**

Each Performance.....	\$600.00
Each Rehearsal .....	\$240.00

**Cafeteriums**

Each Performance.....	\$180.00
Each Rehearsal.....	\$ 60.00

**Gymnasiums  
(when used as such)**

<u>All Schools</u>	
Night.....	\$180.00
Day.....	\$180.00

**Cafeterias**

Kitchen & Dining Area.....	\$240.00
Dining Area Only - Without Platform.....	\$120.00

**Lighted Fields**

Softball-Baseball Diamonds.....	\$120.00
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**Stadiums**

All Stadiums.....	\$960.00
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**Other Facilities**

Other facilities will be provided at the discretion of the principal at a minimum fee of \$10.00 per hour, per unit.

NOTE: Other functions not stipulated in Section 2. School Facilities (above) by YMCA and Terrebonne Parks and Recreation Board will be allowed a 50% discount from the fee schedule, providing for a maximum charge of \$200.00.

3. Engineers; Janitors; School Food Services Employees
  - A. Engineers  
...at prevailing rate with minimum of two (2) hours per call
  - B. Janitors  
...at prevailing rate with minimum of two (2) hours per call
  - C. School Food Services Employees
    - Managers  
...at prevailing rate with minimum of two (2) hours per call
    - Technicians  
...at prevailing rate with minimum of two (2) hours per call

4. Damage Deposit
 

Organizations or groups must establish financial responsibility when making any application or pay a damage deposit fee of \$100.00. The deposit will be returned

if not used.

- A. The application will include a clause binding the organization or group for the payment for the repair of any damage to school property, and equipment lost or damaged; and, if a building is not left in an acceptable condition, for the payment for the labor necessary to restore it to an orderly condition.
  - B. Terrebonne Parish School Board will bill the organization or group for any damages, etc. incurred, and the check must be made payable to the Terrebonne Parish School Board.
  - C. The principal is authorized to approve or reject any application in keeping with these policies. Rejected applications or applications not in keeping with these policies should be submitted to the Superintendent and Executive Committee for approval.
5. Other Policies Governing Fees
- A. The Plant Operations Manager shall be responsible for the collection of all fees, charges, and payments for damages, etc. Checks will be made payable to the Terrebonne Parish School Board for the services of custodial or school food service employees. Monthly statements for payment of fees will be forwarded to the accounting department at the end of the month.
  - B. Under no circumstances shall organizations or groups using school facilities, or their members acting individually, tip school employees for services rendered.
  - C. Organizations or groups that either charge children to participate and/or adults to view the activity shall not be eligible for waiving of fees.

#### OTHER POLICIES GOVERNING USE OF BUILDINGS

1. Under no condition shall anyone other than the principal, assistant principal, janitor or a member of the Superintendent's administrative staff be issued a key for any of the public school buildings of Terrebonne Parish, with the exception that a coach, band director, shop instructor, or cafeteria manager may be issued individual keys to their respective departments. Principals are permitted to issue keys to teachers for a temporary period of time. In addition, any unauthorized person or group found in a public school building or on the grounds of a school shall be subject to disciplinary action.
2. If the services of a law enforcement officer and/or fireman are required, the organization or group will do the following:
  - A. Make the necessary arrangements for these services

- B. Make the necessary payment for charges for the services directly to the proper authority.
3. Principals will be responsible for the assignment of needed custodial personnel, including engineers, janitors, restroom attendants, and/or school food services personnel.
  4. Only authorized school board employees will be permitted to handle or operate school equipment.
  5. Including both rehearsals and performances, auditoriums are not to be rented on more than three (3) nights in a given week.
  6. Ticket sales and/or attendance will be limited to the normal seating capacity of the facility used.
  7. Drugs, beer and alcoholic beverages shall not be allowed in gymnasiums, auditoriums, stadiums, or on campuses, and all School Board facilities at any time; plastic cold drink bottles (non-alcoholic) will be allowed on campuses only, but not in gymnasiums, auditoriums, or stadiums. Concessions in other areas of the campus will be under the control of the principal as to what, where, and by whom sold, if permitted.
  8. 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.
  9. When **kitchen facilities** are to be used, the school food service manager or school food service technician delegated by the manager must be present and all work must be done by persons regularly employed in the kitchen to be used. Payment for the services of school food service employees must be made by the organization or group using the facility.
    - A. No group or organization is exempt from payment for the services of school food service employees.

- B. School food service employees, by written signed statements, may volunteer their services for a given function. These statements must be attached to the application for the use of the kitchens.
10. **Priority of Use** (Auditoriums, Cafeterias, Gymnasiums, Lighted Fields, Stadiums and Other Facilities)
- A. A school will naturally have first priority to the use of its own facilities.
  - B. If a building or a facility is not being used by a school, priority of use to other schools and organizations shall be as follows:
    - 1) Other public schools of the parish
    - 2) Private and parochial schools of the parish
    - 3) Resident organizations of the parish
    - 4) Non-resident organizations of the parish.

#### APPLICATION FOR USE OF LIGHTED PLAYGROUNDS

Requests for tournaments by groups not sanctioned by the Terrebonne Parks and Recreation Board will be made with the principal of the school involved.

In the event the use of school facility, playground or lighted field is to be requested during the summer months when the school principal is not available, then the request will be made through the Office of Supervisor, Secondary Education and Guidance, on the form provided.

Any groups, including independent reaction groups, will do the following:

1. Pay for any damages to buildings, equipment or grounds.
2. Waive any and all rights to recover from the Terrebonne Parish School Board for any damages resulting from the use of the school facility/facilities stipulated on the application form.
3. Obtain necessary city or parish permits and provide law enforcement officers and firemen when required.
4. Limit ticket sales and/or attendance to the normal seating capacity of the facility used.
5. Prohibit the use of cold drink bottles or cans in gymnasiums, auditoriums or on grounds.

6. Comply with all Board of Health requirements.
7. Supervise parking so that vehicles will not cut across school lawns or non-parking areas.
8. Use of sand and sawdust on diamonds to be prohibited.

#### GENERAL REGULATIONS

1. All school activities on lighted school playgrounds during the evening hours must be under the supervision of a responsible adult person.
2. All school activities on lighted playgrounds, including practice sessions, must be terminated at 9:30 P.M.
3. A lighted field may be used for practice purposes by a given team only once a week for a period not to exceed a two-hour period. Organizations/groups wishing to use a field for this purpose must secure permission from Terrebonne Parks and Recreation Board.
4. Official games must be limited to a two-hour period.
5. If the services of a school janitor are required, payment for the janitorial services must be made by the organization using the field.
6. Organizations using a lighted field shall be responsible for any damage that might occur and shall also be responsible for the enforcement of the regulations set forth above.
7. Separate meters shall be placed on all lighted fields.
8. A key to the switch box on lighted fields may be given to a responsible person.
9. The Terrebonne Parish School Board will pay the electric bills.

#### CONSTRUCTION AND IMPROVEMENTS

All construction and improvements constructed (existing and new) and maintained by Terrebonne Parish Parks and Recreation, as well as any other organization, the organization shall submit an annual written inspection report assuring that all improvements, such as poles, lights, wiring, buildings, dugouts, fence, etc., are in safe conditions prior to August 1<sup>st</sup> of every year. The organization is responsible for notifying the Terrebonne Parish School District immediately of any unsafe conditions; provide the Terrebonne Parish School District with a written plan of action to correct the problems and a follow up inspection report assuring the area is safe, after corrections are made.

All new construction and improvements shall meet or exceed local, state and federal laws, rules, permitting and regulations.

The Superintendent of Recreation must first make application, in writing, to the principal of the school for the construction of a new, lighted playground, or for improvements to an existing one. The principal will consult with the Supervisor, Secondary Education and Guidance, and the local recreation committee before approving the application.

If the application meets with the approval of the principal, it shall be submitted to the Superintendent of Education for his/her consideration. The Superintendent of Education shall notify the Superintendent of Recreation, in writing, of his/her decision in the matter.

Revised: June 2003  
Revised: February 2011  
Revised: August 2011  
Revised: July 2013  
Revised: March 2015  
Revised: January 2018

Ref: La. Rev. Stat. Ann. §§14:91.7, 17:81, 40:1291.2, 40:1291.3, 40:1291.11, 40:1291.21; Board minutes, 6-28-55, 7-15-58, 5-11-76, 3-18-80, 2-19-91, 7-19-94, 6-17-03, 02-15-11, 08-16-11, 07-16-13, 3-17-15, 1-23-18.