

TERREBONNE
Parish School District

Maintenance Department

340 St. Charles Street, Building #3, Houma, Louisiana 70360

Phone (985) 876-7400

Fax (985) 868-2738

Building Use Requirements

1. Proof of Non-Profit Status
2. Insurance Requirements
 - a. Minimum requirements (request through Maintenance Department)
 - b. Additional Insured – Terrebonne Parish School Board
 - c. Waiver of Subrogation in favor of Terrebonne Parish School Board
 - d. Thirty (30) days' notice of cancellation when required
 - e. Workers Compensation Insurance or signed letter stating that the organization does not have any paid employees
3. Letter Requesting usage of facility including
 - a. School Site
 - b. Building and/or fields
 - c. Dates
 - d. Times
4. Letter from Principal allowing usage of specific facility
5. Building application form with payment to be submitted
 - a. At the Maintenance Department office at 340 St. Charles Street or
 - b. After a Board meeting if requesting fee waiver
6. Signed Indemnify Letter to be submitted
 - a. At the Maintenance Department office at 340 St. Charles Street or
 - b. After a Board meeting if requesting fee waiver

Note: Organizations or groups that either charge children to participate and/or adults to view shall not be eligible for fee waiver requests.