



APPLICATION FOR USE OF SCHOOL BUILDINGS/FACILITIES

Date: _____

To the City of Baker School Board or Designee: Request is hereby made for the use of the following school building:

(School Name)

(Building, Classroom, etc.)

By: _____

(Organization Name)

(Contact Name)

(Telephone Number)

(Nature, Policies, and Purpose of Organization: Non-profit or Profit)

(Description of buildings/facilities use, cause or purpose:)

Table with 8 columns: Usage Type, Profit Organization Rate Schedule, Non-Profit Organization Rate Schedule, # Half Days, # Full Days, Dates, Times, Day of the Week. Rows include Gymnasium/Auditorium, Classroom, Library/Cafeteria, and Football Stadium.

Added Utility Charge for Weekend & Holiday Usage

Table with 4 columns: Usage Type, Elementary, Middle, High. Rows for 1/2 day and Full Day.

NOTE: The fees for the use of this facility are based on the annual fee structure determined by the City of Baker School System. The minimum facilities rental is 1/2 day. A security deposit is required for all rentals of facilities and will be returned to the renter no later than thirty (30) days after the rental date. (Security deposits shall not be waived.) * Any use of the kitchen area must be requested separately with the Child Nutrition Dept.

All organized groups must provide the required certificate of insurance prior to using school facilities or grounds. These fees do not include direct contracting of any individual school staff or any additional hours required by staff beyond the normal work day. The applicable rate, including overtime at \$20 per hour, will be invoiced separately. Fees may be waived for non-profit organizations working collaboratively with the City of Baker School System to provide free services to City of Baker School System students. Waiver requests must be submitted in writing along with the completed Request for Use of School Building Facilities form. Once the application is approved, an invoice(s) and a copy of the approved application will be sent to the applicant. The principal will be notified of this approval. A check made payable to the City of Baker School Board for the rental fee, security deposit and custodial servicer for overtime charges, if applicable, should be submitted to the City of Baker School System Finance Department prior to use of facilities.

All organized groups must provide the required certificate of insurance prior to using school facilities or grounds. These fees do not include direct contracting of any individual school staff or any additional hours required by staff beyond the normal work day. The applicable rate, including overtime at \$20 per hour, will be invoiced separately. Fees may be waived for non-profit organizations working collaboratively with the City of Baker School System to provide free services to City of Baker School System students. Waiver requests must be submitted in writing along with the completed Request for Use of School Building Facilities form. Once the application is approved, an invoice(s) and a copy of the approved application will be sent to the applicant. The principal will be notified of this approval. A check made payable to the City of Baker School Board for the rental fee, security deposit and custodial servicer for overtime charges, if applicable, should be submitted to the City of Baker School System Finance Department prior to use of facilities.

I have read and understand the policies relating to the use of school facilities and agree to the following:

- (a) Pay for any damage done to buildings, equipment, or grounds directly or indirectly resulting from use of the building facilities.
(b) Take reasonable means to prevent smoking or drinking of alcoholic beverages in the buildings or on the grounds.
(c) Waive any and all rights to recovery from the City of Baker School System for any injuries or damages resulting from the use of school building facilities hereunder.
(d) Respect the right of the Principal or the Superintendent to cancel a previous commitment to rent this facility in the event it is necessary to use it for school purposes.
(e) Organizations shall provide a certificate of insurance showing liability coverage for the event being held, with a minimum of \$1,000,000 general liability per occurrence. The City of Baker School System shall be listed on the policy as an additional named insured.
(f) Pay a security deposit of \$120.00 prior to rental of facilities.

APPLICANT

I understand that approval of this application can only be granted by the Board, Superintendent or Superintendent's Designee.

(Street Address/P. O. Box)

(Signature)

(Print Name)

(City, State)

(Zip Code)

Telephone #

SUPERINTENDENT or DESIGNEE

The above described school building facilities are available on the date(s) and time(s) requested.

Receipt of Certificate of Liability Insurance: YES ___ NO ___ Janitorial Overtime To Be Used: YES ___ Hours Required ___; NO ___

Principal: (Signature) Date

MAINTENANCE DEPARTMENT

The above described school building facilities are feasible for the purpose stated above.

Receipt of Certificate of Liability Insurance: YES ___ NO ___

Maintenance Supervisor: (Signature) Date

SUPERINTENDENT or DESIGNEE

To: Principal of School and Applicant

By: (Superintendent or Designee)

The above request is approved ___ denied ___ Receipt of Certificate of Liability Insurance: YES ___ NO ___



City of Baker School System

USE OF SCHOOL BUILDINGS/FACILITIES LEASE AGREEMENT

Use of Buildings/Facilities

A. Use of Schools as Voting Precincts

The principals whose schools have been designated as voting precincts shall determine where on the campus voting shall be held. When the voting place is moved from its usual location for any reason, the principal shall have suitable signs placed to direct voters to the newly designated place.

When elections occur on school days, all schools will remain open unless determined otherwise by the Superintendent.

B. Use of School Buildings/Facilities by School Personnel Organizations

Requests for use of school buildings/facilities by school personnel organizations for meetings shall be submitted to the Superintendent or designee for approval. Upon approval, school faculty members may post on the bulletin board, or other appropriate area, information relative to the operation of their organization. These organizations may forward, through the Purchasing Department, communications directly related to the organizations for distribution through the mail shuttle service to a member thereof.

C. Use of Schools for Dances

Dances in which only students and faculties participate may be held in the schools. Outside groups wishing to hold dances in the schools must, by written request, secure permission from the Superintendent or his/her designee.

D. Use of School Buildings/Facilities

1. The term "school buildings/facilities" as used herein shall mean and include all school buildings, school grounds, or other buildings, property, or equipment, or any part thereof, belonging to, in the possession of, or operated by the school system.

The term "person" as used herein shall mean and include the terms person, group, firm, association, corporation, organization, and all other similar terms.

2. No person shall be permitted to use school buildings/facilities for any meeting, program, or other activity for which the primary purpose is the personal, financial, or pecuniary benefit of such person; however, regularly employed persons of this school system may be authorized to conduct enrichment programs if approval is first obtained from the Superintendent's office and provided funds derived from these activities are turned in to the Board according to policy.

No person shall be excluded from any meeting, program, or use because of that person's race, color, creed, national origin, sex, religious or political preference.

3. All applications for the use of school buildings/facilities processed in accordance with the procedures set forth herein and the City of Baker School Board Policy Manual shall be granted by the Superintendent or his/her designee unless it is determined that the proposed use of such building/facility by such organization at the time requested will be detrimental to the orderly operation of this school system in carrying out its primary

responsibility of providing for the best possible education for all children of this parish on an equal basis. The Superintendent shall make a reasonable investigation of the application, person, and purpose of the use of such building/facility and shall notify the applicant in writing setting forth therein the reason for denying the application. Such applicant shall have the right to petition the Board to appeal the Superintendent's decision in accordance with the procedures set forth hereinafter.

4. No person, club, or organization granted permission to use school buildings/facilities shall bring, or permit to be brought, into or onto or about such school buildings/facilities any alcoholic beverage, drug, or weapon as defined by the laws of the State of Louisiana and/or policies and regulations of this Board. Persons granted permission to use school buildings/facilities shall take reasonable means to prevent smoking in the buildings.
5. Any person, club, or organization desiring the use of the building, grounds, or equipment belonging to, or located at, a particular school shall first contact the principal of such school to determine if it is available at the date and time requested and fill out the application form for submission to the office of the Superintendent. **THE PRINCIPAL CANNOT GRANT APPROVAL, AND A STATEMENT TO THIS EFFECT SHALL BE SET FORTH IN BOLD PRINT IN THE APPLICATION FORM.**

The principal shall require the person applying to fill out a form provided by the principal, which requires at least the following information and commitments:

- a. Name, address, and telephone number of person signing the application.
- b. Name, address, and telephone number of group or organization for which such use is requested.
- c. A description of the nature, policies, and purpose of such organization.
- d. A statement as to how the buildings/facilities will be used and the purpose thereof.
- e. A description of the school building/facility, or portion thereof, for which use is requested.
- f. Proposed date, time, and duration of such use. (Buildings/Facilities and grounds must be vacated by sponsoring groups (applicant) no later than 11:00 p.m.)
- g. A statement that the person signing the application has read and understands this and all other policies of the Board relating to the use of school buildings/facilities and that such person or organization meets all requirements thereof necessary to obtain permission to use such school building/facility, as well as that the purpose of such use also complies with all of such policies and requirements.
- h. All persons attending the function or use of the school building/facility requested shall also be required to obey all rules and regulations of this Board relating to school buildings/facilities, and the person signing such application and/or the group or organization shall be responsible for the conduct of all such persons.
- i. The person signing such application and/or the group or organization shall:
 - (1) Be responsible for any and all damages of every nature whatsoever to the school building/facility or this school system resulting from its use by such person, group, or organization. The person shall see that the building/facility used is left free of debris and in a reasonable, clean condition.
 - (2) Waive any and all rights of recovery from the Board for any injuries or damages resulting from the use of school buildings/facilities. Organizations shall provide a certificate of insurance showing insurance coverage for the event being held, with a minimum of \$1,000,000 general liability per occurrence. The City of Baker School System shall be listed on the policy as an additional named insured.
 - (3) Respect the right of the principal or the Superintendent to cancel a previous commitment to rent a building/facility in the event it is necessary to use it for school purposes.

- j. The falsification of any information required on the herein described form, or the failure to comply with all regulations and policies of this school system and Board, shall result in the person signing such application and/or the group and organization being prohibited from using any school building/facility in the future.
6. A completed Application for Use of School Building/Facility shall be submitted to the principal or designee of the site being requested.

The principal or designee shall review and approve the application for site availability and forward to the Superintendent or Superintendent's designee if appropriate.

The Superintendent or his/her designee will review and determine whether the purpose of such use of the school buildings/facilities meets the requirements and provisions relating to the use of school buildings/facilities set forth herein and the City of Baker School Board Policy Manual. Once the application is approved, an invoice and a copy of the approved application will be sent to the applicant. The principal shall be notified of this approval. A check made payable to the City of Baker School Board should be submitted to the City of Baker School System Office of Finance prior to use of facilities. A separate invoice will be sent to the applicant for custodial services, if applicable. Security deposits will be returned to the applicant within thirty (30) days after the rental date providing all inspections for damages are passed by the Maintenance Supervisor.

If the Superintendent disapproves the application, he/she shall notify the person, group, or organization through the person signing the application as quickly as possible and shall confirm within ten (10) working days of receipt of the application. Otherwise, the organization will receive the approved request copy and an invoice based on the prevailing rate schedule.

7. If the Superintendent disapproves an application, the applicant may, within five (5) days of notification thereof, request the right to appeal to the Board to review the decision of the Superintendent. Such appeal shall be made in writing, setting forth the reason the applicant disagrees with the Superintendent's decision.
8. All applications for the use of school buildings/facilities shall be executed and filed with the principal or designee at least fifteen (15) days prior to the date for which the use is requested.

All applications for use of school building/facilities, other than individual schools, shall be made initially with the office of the Superintendent or his/her designee, but shall otherwise be governed by all Board policy relating to the use of school building/facilities including particularly those set forth herein.

9. General Provisions:

- a. Fees charged are for the purpose of recovering costs that may be incurred as a result of facility use.
- b. The principal or designee designates a custodian or a janitor to be present and responsible for lights, heat, and opening and closing the auditoriums and gymnasiums.
- c. When no custodian or janitor is designated, the principal or designee may assign an appropriate staff member to supervise the use of school/facilities by an outside agency.

Any kitchen facilities usage shall be negotiated separately with the Director of Child Nutrition.

No person except authorized school personnel will be allowed to have a key to any school building.

All City of Baker School Board employee compensation in connection with the use of school buildings/facilities will be paid to the employee through the Payroll Department. Hours worked will be submitted through the normal payroll reporting process.

- d. Organizations of parents and/or teachers shall not be considered outside agencies for the use of school buildings/facilities and will not be required to pay for use of a facility, except when the use is for the purpose of raising money. Any kitchen facilities usage shall be negotiated separately with the Director of Child Nutrition.
- e. School-sponsored organizations whose members include children who attend the school in which those organizations use a facility shall not be required to pay for the use of the facility; however, they will be required to pay for employee overtime and custodial services, if required.

When overtime work by food service employees is performed in connection with a school money-raising activity, the school shall remit the overtime amount to the proper School Board Accounting Department.

Reports of overtime will be submitted for the work period according to directions issued by the Finance Department.

10. Specific provisions:

a. Auditoriums (including auditorium-gymnasium when used as auditorium):

- (1) Auditoriums may be rented subject to approval by the Superintendent or his/her designee.
- (2) Auditoriums may not be rented for more than three nights a week, not including rehearsal for entertainment. Combination auditorium-gymnasium may not be used more than three nights a week.
- (3) Auditoriums may not be rented for use during school hours.
- (4) Ticket sales or attendance must be limited to the normal seating capacity of the auditorium.

b. Gymnasiums (including auditoriums-gymnasiums when used as gymnasium)

- (1) Gymnasiums may be rented for athletic games or practices, dances, assemblies or other events subject to approval by the Superintendent or his/her designee.
- (2) Gymnasiums may not be rented for contests involving professionals.
- (3) Gymnasiums are available only for night and Saturday afternoon games or practices; no Sunday games or practices are allowed.
- (4) Non-school teams may not use the varsity or physical education dressing rooms.
- (5) Additional lines may not be put on the gymnasium floors for any purposes.
- (6) No fee is charged and only the approval of the principals is necessary when one City of Baker public school uses the gymnasium, building/facilities of another.

c. School Lunch Facilities

Food and supplies of the school lunch facility cannot be used.

d. School Athletic Facilities

Any person (as defined in these "Use of School Building/Facilities" lease agreement) requesting use of a "school athletic facility" free of rental charges will follow all normal procedures for the initial request.

After the Board has granted this initial waiver of rental fee to this person, any further requests by this person need not be presented for Board action. All waivers shall be renewed annually. All other established procedures must be adhered to.

e. Use of School Grounds

The public, as defined in this policy, shall be allowed to use school grounds (excluding buildings) for recreational or sport purposes only during daylight hours and only during the time when classes or other school or school-sponsored or approved activities are not being held. No motor vehicles of any type, firearms or explosives or other dangerous weapons or alcoholic beverages are allowed on the school grounds. All activities of a non-recreational or sports nature, such as political rallies, gatherings, or meetings, are prohibited unless such activity has received approval under regulations found elsewhere in the City of Baker School Board policy or state or local law.

No supervisory personnel will be provided during this time, and any person who uses the school grounds for the limited purposes set forth herein does so at his/her own risk. The Board assumes no liability for any accident, injury, or loss suffered by any person using the school grounds under the permission herein granted. Any exception to this policy must be requested by the principal of the school and submitted for approval of the City of Baker School Board.

Organized groups must provide the required certificate of insurance prior to the use of school grounds.

f. Security for Events

Security is not provided by the City of Baker School System. If an applicant desires to have security personnel present for an event, he/she shall contract separately for this service.

Applicant:

I certify that I have read and approve of the terms of the above lease agreement and will adhere to all policies as stated herein and the City of Baker School Board Policy.

Printed Name

Telephone Number

Signature

Date



APPLICATION FOR USE OF SCHOOL BUILDINGS/FACILITIES

Date: / / To the City of Baker School Board or Designee:

Request is hereby made for the use of the following school board building:

(School Name)

(Building, Classroom, etc.)

By: (Organization Name)

(Contact Name)

(Telephone Number)

(Nature, Policies, and Purpose of Organization: Non-profit or Profit)

(Description of buildings/facilities use, cause or purpose :)

Table with 9 columns: USAGE TYPE, PROFIT ORGANIZATION RATE SCHEDULE, NON-PROFIT ORGANIZATION RATE SCHEDULE, # HALF DAYS, # FULL DAYS, DATES, TIMES, DAY OF THE WEEK. Rows include Gymnasium/Auditorium, Classroom, Library/Cafeteria*, and Football Stadium.

Added Utility Charge for Weekend & Holiday Usage

Table with 4 columns: Usage Type, Elementary, Middle, High. Rows for 1/2 Day and Full Day.

NOTE: The fees or the use of this facility are based on the annual fee structure determined by the City of Baker School System. The minimum facilities rental is 1/2 day. A Security deposit is required for all rentals of facilities and will be returned no later than thirty (30) days after the rental date.

*Any use of the Cafeteria area must be requested separately with the Child Nutrition Dept.

All organized groups must provide the required certificate of insurance prior to using school facilities or grounds. These fees do not include direct contracting of any individual school staff or any additional hours required by staff beyond the normal work day.

I understand that the attached "Use of Facilities" policy of the City of Baker School System is incorporated as a part of this agreement, and I agree to fully comply with the entire policy as stated herein; and _____ will hold the City of Baker School System, its officers, agents, servants, employees, and personnel harmless from any claim by anyone whatsoever which arise out of any use by _____ of the City of Baker School System facility that is the subject of this agreement.

I have read and understand the policies relating to the use of school facilities and agree to the following:

- (a) Pay for any damage done to buildings, equipment, or grounds directly or indirectly resulting from use of the building facilities.
(b) Take reasonable means to prevent smoking or drinking of alcoholic beverages in the buildings or on the grounds.
(c) Waive any and all rights to recovery from the City of Baker School System for any injuries or damages resulting from the use of school building facilities hereunder.
(d) Respect the right of the Principal or the Superintendent to cancel a previous commitment to rent this facility in the even it is necessary to use t for school purposes.
(e) Organizations shall provide a certificate of insurance showing liability coverage for the event being held, with a minimum of \$1,000,000 general liability per occurrence. The City of Baker School System shall be listed on the policy as an additional named insured.
(f) Pay a security deposit of \$120.00 prior to rental of facilities.

I understand that approval of this application can only be granted by the Board, Superintendent or Superintendent's Designee.

APPLICANT

(Street Address/P.O.Box)

(Signature)

(Print Name)

(City, State)

(Zip Code)

(telephone)

SUPERINTENDENT or DESIGNEE

The above described school building facilities are available on the date(s) and time(s) requested.

Receipt of Certificate of Liability Insurance YES ___ NO ___ Janitorial Overtime To Be Used: YES ___ Hours Required ___; NO ___
Principal: (Signature) Date:

MAINTENANCE DEPARTMENT

The above described school building facilities are feasible for the purpose stated above.

Receipt of Certificate liability Insurance: YES ___ NO ___ Maintenance Supervisor: (Signature) Date:

SUPERINTENDENT or DESIGNEE

To: Principal of

School and Applicant

By: (Superintendent or Designee)

The above request is ___ approved ___ denied Receipt of Certificate of Liability Insurance: YES ___ NO