

RSD Application for Use of School Facilities

Use of the school building by the community shall not interfere with regular school-day programs or activities of the students.

Name and address of school requested: _____

Name of organization seeking to use the school: _____

Address of organization: _____ Phone number of organization: _____

Contact information of individual requesting use of school: _____

Anticipated number of attendees: _____

Proposed date, time and duration of use: _____

Description of the nature, policies, and purpose of the organization:

Statement as to how the school facility will be used and the purpose for its use:

Description of the school facility, or portion thereof, for which the use is requested:

I hereby understand that my organization, _____, shall be responsible for any and all damages of every nature whatsoever of the school facility or the school system resulting from its use by such person, group or organization. I further agree that the school facility shall be left free of debris and shall be in a reasonable, clean condition.

My organization, _____, shall waive any and all rights of recovery from the State of Louisiana, Recovery School District, and its employees for any injuries or damages resulting from the use of the school building or grounds. The organization shall provide a certificate of insurance coverage for the event being held, with a minimum of \$1,000,000 general liability per occurrence. The RSD shall be listed on the policy as additional named insured. A certificate verifying the purchase of such insurance should be presented to the RSD at least twenty-four (24) hours prior to the use of the facilities.

No person other than authorized school personnel shall be allowed to have a key to any school building. My organization will be responsible for all fees associated with the use of the school facility as set forth below, unless waived by the RSD Superintendent pursuant to the Recovery School District School Use Policy.

For-Profit Organization

1 Week or More	Gymnasium	Classroom	Library/Cafeteria	Football Stadium
½ day	\$ 80.00	\$7.00	\$30.00	\$60.00
Full day	\$160.00	\$14.00	\$60.00	\$120.00
2 Weeks or More	Gymnasium	Classroom	Library/Cafeteria	Football Stadium
½ day	\$40.00	\$5.00	\$15.00	\$60.00
Full day	\$80.00	\$10.00	\$30.00	\$120.00

Non-Profit Organization

1 Week or More	Gymnasium	Classroom	Library/Cafeteria	Football Stadium
½ day	\$60.00	\$5.00	\$20.00	\$60.00
Full day	\$120.00	\$10.00	\$40.00	\$120.00
2 Weeks or More	Gymnasium	Classroom	Library/Cafeteria	Football Stadium
½ day	\$30.00	\$5.00	\$10.00	\$60.00
Full day	\$60.00	\$10.00	\$20.00	\$120.00

My organization will also be responsible for costs associated with the presence of RSD employees or contractors, pursuant to the Recovery School District School Use Policy.

Under no circumstances shall person or organization granted permission to used the school property be permitted to bring, allow to be brought, into or onto, or about such school facility, any alcoholic beverage, drug, or weapon as defined by Louisiana law. Smoking on the school property, including the buildings and school grounds, shall also be prohibited.

I hereby certify that I have read and understand the requirements for use of this school facility. I further certify that I am authorized to sign this application on behalf of my organization. Falsification of any information in this Application, or failure to comply with the terms of this agreement, may result in my organization from being denied use in the future.

Name, address and phone number of individual signing this application

Date

Principal

Facilities Director

Executive Director
Public Safety

Distribute copies of signed forms to:

Principal
Facilities Director
Public Safety
Risk Management