



## **RICHLAND PARISH SCHOOL BOARD**

### **FACILITIES USE POLICY**

**POLICY:** Significant tax money has been invested in the Richland Parish School Board (RPSB) facilities by taxpayers. Therefore, careful oversight must be given to ensure the proper care and maintenance of the facility. Facilities will be rented solely for the direct or indirect benefit of the Richland Parish educational system and/or the development and support of the cultural life of the community. The Richland Parish School Board will allow use of facilities to any organization or committee, provided the group does not engage in, or propagate behavior which shall in any way conflict with Federal, State or Local law, or in any way operate to discredit the RPSB or the greater school community

The mission of the RPSB is to serve as an educational institution and a resource to the community and the parish. Oversight will be maintained over rental of the facility to ensure that programming is diverse and educational in nature, and not heavily oriented towards any specific theme or subject. RPSB facilities may occasionally be rented by religious groups of local origin, or groups sponsored by local churches or individuals whose recommendation carries sufficient weight to merit rental. Use of RPSB facilities does not constitute endorsement of the organization, its beliefs, its activities or its behavior.

Organizations may use the facility based upon availability and prior approval of the Superintendent of Schools or designee. RPSB events will take precedence over all other uses of the facility. The RPSB reserves the right to cancel any booking, if in its sole discretion the attraction is not of sufficient quality to warrant showing or if the specified booking does not reflect its original intention. The renter may not assign or sublet the facility to others without permission of the facility.

## ***Guidelines for Facility Use***

1. Smoking and/or use of alcoholic beverages or illegal substances are not permitted in or around the facility and persons failing to comply will be required to leave the facility premises immediately.
2. Absolutely no food or drink is allowed in the facility without the permission of the Superintendent or designee and no concessions will be allowed.
3. Groups are restricted to those areas of the building that have been reserved and children must be supervised at all times.
4. No decorations shall be placed in or on the building, walls, lobby or stage, nor shall any signs be supported by nails, tacks, screws, or tape on walls, floors or woodwork without prior approval of the RPSB. All decorations shall be of non-flammable materials and shall conform to the regulations of the local municipality and the State of Louisiana. No confetti, glitter or candles are allowed.
5. No fixture, equipment, or furnishing may be moved without prior permission, all moving of fixtures, equipment, or furnishings must be done by the facility personnel, and user will be held responsible for all damage done to the property associated with the scheduled event.
6. The RPSB shall not be responsible for any loss or damage to machinery, equipment, costumes, clothing, scenery, trunks, exhibit materials, musical instruments, or cases for same, or any other property of user caused by theft, fire, riot, acts of God, or any other abuse of whatever nature or kind.
7. The user must leave the facility clean and must remove all items belonging to the user immediately following the event and anything left after an event will be properly disposed by the facility.
8. The user must provide proof of insurance prior to reserving the auditorium and user assumes all liability and agrees to hold the RPSB blameless for all injuries and damages or loss of user's property. Please pay close attention to the Liability section, carefully.
9. The designee of the Superintendent must be present at all functions, including rehearsals and decorating. One custodian per 500 attendees, one security officer contracted by renter per 500 attendees, at least one technician, and the designee must be present at the main function.
10. Only the technician and the designee will be allowed to operate the sound and lighting system.
11. No capacity exceeding that identified by the Louisiana State Fire Marshal is allowed in the facility. (Richland Art Center capacity is currently identified as 1,100 people.)
12. In circumstances of death of current fulltime employees or students in good standing currently enrolled in a Richland Parish School, RPSB facilities may be used for funeral/memorial services. Services may not be held during instructional time and must not conflict with other scheduled school events. Family of deceased must provide proof of \$1,000,000.00 liability insurance, "Certificate of Insurance", naming RPSB as also insured for the services. There will no cost for rental of the facilities. Fees will apply to all other services if applicable. No

exceptions are allowed. The Superintendent may seek approval guidance from the RPSB Finance Committee if necessary.

## ***Reservation Procedure***

### ***Scheduling an Event***

1. The initial request will be made to the designee of the Superintendent, who will review with the Superintendent to either deny or approve the request.
2. Upon determination of facility availability, a Use of Facilities Request must be completed and taken to the RPSB along with proof of \$1,000,000.00 liability insurance for the event and any rehearsal and/or decorating time spent in the facility.
3. The completed use agreement is returned to the designee and the event is placed on the calendar, if approved. The Superintendent reserves the right to cancel any event which has already been scheduled. In the event of cancellation, all parties agree that the RPSB shall not be held responsible for any damages which may be suffered as a result of cancellation.
4. Rental Fee: \$350.00 Minimum-There will be an additional charge of \$50.00 per hour for any time over five (5) hours. User must pay the entire amount when the reservation is made for use of the Facility. Please pay attention to the fee schedule section of the "Use of Facilities Request" form, as rental of the Facility does not include stage hands, ticket sellers, security, custodians, sound and lighting personnel or any additional administrative fees deemed necessary by the nature of the event.

### ***Liability Requirements***

Should any case arise that is not adequately covered by this policy, or should there be an issue of interpretation, the ultimate determination shall be made by the Superintendent.

We understand that our use of these facilities could be burdensome to the RPSB in the form of electrical costs, costs of clean-up or repair, potential property damage to school facilities, and potential liability exposure should someone be injured during our use of the said facilities, we hereby agree as follows:

1. We will and do hereby agree to clean the premises and leave them in as good a condition as when received by the undersigned. We expressly understand that we shall be held liable should there be property damage to the premises which is occasioned through use, fault, or negligence.
2. We will and do hereby agree to hold the board, its members, the school, and the school district free from any liability, injury or property damage of any sort that may arise while the facilities are being leased and used for the period of time any under terms of agreement.
3. We will and do hereby agree to furnish proper insurance covered for the benefit of the RPSB for any property damage which may be caused to the premises above described, by the undersigned or by anyone using said property during the time

the undersigned are in possession, either actual or constructive. The undersigned shall furnish a "Certificate of Insurance" to the RPSB verifying coverage, prior to taking possession of said premises.

4. This "Certificate of Insurance" must name the RPSB and appropriate school as an insured, to protect these institutions from any liability from personal injuries or property damage sustained by anyone upon the premises during the time the undersigned are using the RPSB facility, either actual or constructive. The amount of coverage shall be no less than \$1,000,000.00 and the undersigned shall furnish this "Certificate of Insurance" to the RPSB verifying coverage, prior to usage of said premises.

I have read the above policy for use of the RPSB facility,  
\_\_\_\_\_, and agree to the terms stated herein. By signing, both  
the undersigned persons desiring use of the premises and the Richland Parish School  
Board do bind themselves to the terms of this agreement.

THUS DONE AND SIGNED, in Rayville, Louisiana, on this the \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_, before me the undersigned authority, and the undersigned  
witnesses.

### RICHLAND PARISH SCHOOL BOARD

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of  
Superintendent

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness



## RICHLAND PARISH SCHOOL BOARD

### Use Request Form

Date\_\_\_\_\_

RPSB Facility Name \_\_\_\_\_

Facility Capacity per Louisiana State Fire Marshal \_\_\_\_\_

Requesting Group/Individual \_\_\_\_\_

Type/Purpose of Event/Activity\_\_\_\_\_

Estimated number in attendance (include everyone who will be in the building, workers, and performers). **CANNOT EXCEED LOUISIANA FIRE MARSHAL CAPACITY.**\_\_\_\_\_

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Contact Person\_\_\_\_\_

Address\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Daytime Phone Number\_\_\_\_\_

Evening Phone Number\_\_\_\_\_

Is this event for Profit?    \_\_\_\_\_ Yes            \_\_\_\_\_ No

If yes, what is the cost of admission? \_\_\_\_\_

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Date desired (must include rehearsal and decorating dates)

Date

Times

\_\_\_\_\_

From\_\_\_\_\_ To\_\_\_\_\_

\_\_\_\_\_

From\_\_\_\_\_ To\_\_\_\_\_

\_\_\_\_\_

From\_\_\_\_\_ To\_\_\_\_\_

Additional Dates

Times

\_\_\_\_\_

From\_\_\_\_\_ To\_\_\_\_\_

\_\_\_\_\_

From\_\_\_\_\_ To\_\_\_\_\_

\_\_\_\_\_

From\_\_\_\_\_ To\_\_\_\_\_

Total Number of Hours Used\_\_\_\_\_

Signature of Applicant\_\_\_\_\_

Date \_\_\_\_\_

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\_\_\_\_\_The application for use of the facility is approved, pending completion of Use Agreement with the Richland Parish School Board.

\_\_\_\_\_The application for use of the facility is Not Approved.

\*\*\*Applicant must meet with the Designee of Superintendent to review policies\*\*\*

Designee Signature\_\_\_\_\_

Principal Signature\_\_\_\_\_

Date\_\_\_\_\_

## Use Agreement

We, the undersigned, make this formal request for permission to use the RPSB facility, \_\_\_\_\_, for the following dates and times of use. (Request must include rehearsals and decorating times.)

Date	Times
_____	From _____ To _____
_____	From _____ To _____
_____	From _____ To _____
_____	From _____ To _____
_____	From _____ To _____

Total Hours of Use: \_\_\_\_\_

### WAGES FOR EMPLOYEE OF RPSB

\*Duties cannot be performed during paid regular work hours. Employee is not eligible for swap time while performing duties. Individual employee cannot be compensated for performing more than one of the duties listed below at the same time.

Facility Fee	\$50.00 X ( ) hours less deposit	_____
Designee Fee	\$30.00 X ( ) hours of use-	_____
Janitorial Fee	\$800/\$1,850-	_____
*Total Fee		_____

**\*TOTAL FEE MUST BE SUBMITTED IN THE FORM OF CHECK OR MONEY ORDER MADE PAYABLE TO THE RICHLAND PARISH SCHOOL BOARD. ANY RETURNED CHECKS WILL RESULT IN RENTER REQUIREMENT TO SUBMIT FULL PAYMENT IN MONEY ORDER OR CASHIER CHECK PRIOR TO APPROVAL FOR FUTURE FACILITY RENTAL.**

\_\_\_\_\_ Group is Non-Profit

\_\_\_\_\_ Group is exempt from all fees

\_\_\_\_\_ Total fee amount due at time of reservation

\_\_\_\_\_ Proof of organizations/persons insurance has been provided