

REGULATIONS GOVERNING THE USE OF SCHOOL FACILITIES

- A. The following rental fees shall be charged for programs sponsored by private individuals, private business concerns, or any other non-school groups that charge admission.
1. Auditorium
 - a. Each professional performance \$500.00 (2 hours)
 - b. Each local talent performance \$150.00 (2 hours)
 - c. Each rehearsal \$75.00 (2 hours)
 - d. When air conditioning or heat is used for an additional rehearsal or performance a fee of \$30.00 per hour will be charged.
 - e. An additional \$25.00 per hour will be charged for each hour or fraction of an hour that a program or rehearsal runs over two hours.
 - f. A school employee must be present to act as supervisor for each performance or rehearsal. This supervisor is to be paid \$25.00 per hour with a minimum of 2 hours.
 - g. Custodian-\$15.00 will be charged for each custodian needed
 2. Gymnasium (when used as such)
 - a. Night or day \$150.00
 - b. A tournament not to exceed one day and two nights \$350.00
 - c. If heat or air conditioning is used, an additional \$30.00 per hour will be charged
 - d. When used for other types of activities, charges will be the same as for the auditorium
- B. In case of civic and religious groups that do not charge admission, a fee of \$75.00 will be charged, plus \$30.00 per hour when heat or air conditioning is used. A school employee must be present to act as supervisor for each performance or rehearsal. This supervisor is to be paid \$25.00/hour. If custodians are required, \$15.00/hour will be charged for each custodian.
- (Exceptions for cafeterias: \$37.50/hours will be charged for use of cafeteria; an \$25.00 per hour will be charged for Kitchen Rental and \$20.00 per hour for use of serving lines. A supervisor's fee of a minimum of \$25.00/ hours. If extra help is needed technician shall be paid \$15.00 per hour. If custodians are required a fee of \$15.00/hour per custodian shall be charged. A heat/air conditioning charge of \$20.00 per hour will be charged.
- C. All contracts for non-school related activities will be issued by the Superintendent or his designee. All terms and charges are to be explained and agreed upon at the time the facility is initially reserved. All deposits and 50% of the rental fees must

be paid prior to the event being held. The remainder is to be paid within 5 working days of the event.

- D. A deposit of \$150.00 will be required for breakage. If no breakage occurs, the deposit will be returned to the renter.
- E. All fees shall be paid to the office of the Superintendent or his/her designee. Schools shall be reimbursed 25% of the charges levied on non-school sponsored or related activities.
- F. No principal is authorized to permit the use of their school's facilities by outside agencies without compliance with School Board policy.
- G. A monthly report as to the usage of school buildings shall be submitted to the Superintendent or his/her designee.

General Regulations

1. School property is to be left in a suitable condition (cleanliness etc.)
2. Smoking is strictly forbidden, as well as use of all open flames such as matches, candles, etc.
3. No school property is to be moved from its present location.
4. Corridors, exits, and stairways must be free of all obstructions at all times.
5. No intoxicants allowed on school board property or buildings at any time.
6. No cold drink bottles to be taken into auditoriums or gymnasiums because of safety factor.
7. No commitment for continuous use of buildings will be made.
8. The school's use of its facilities will take precedence over any request.
9. Any rules not specifically indicated will be left to the discretion of the principal concerned.
10. Any agreement between the Sheriff in regard to a youth program in the summer should be negotiated between the Sheriff and the principal of the school to be used.
11. Any request to have religious services of any nature - specifically preaching - must be brought to the School Board for action.
12. Use of a stadium, when that school is not a participant in the event taking place, should have the approval of the school board. In such case a rental fee plus money for utilities will be charged. The rates would vary according to the facility used.
13. No weddings, wedding receptions, and/or wedding rehearsal suppers will be permitted.
14. With any requests for schools to be used for funerals, the principal will contact the Superintendent to determine whether or not it is for a current or former employee, and/or for a current or former student and the holding of the funeral would not be against School Board principles and beliefs.

USE OF ATHLETIC FACILITIES

Track*

Visitors are welcome to use the track as long as the entrance gates are open to the track except when students are using the track. No bicycles, motorized vehicles, golf carts, or pets are allowed inside the fenced-in area to the track. All visitors must leave the facility when school personnel close the facility.

Field House and Weight Room*

The field house and weight room are not open to the general public. However, former athletes who graduated from a school and who are currently on a college or professional team may, with permission, use the facility when open. At Bastrop High School the permission must be granted by the Facilitator of Athletic Events and Facilities or the Athletic Director. At Delta High School and Morehouse Junior High School, the permission must be granted by the principal.

At all times a member of the coaching staff of the school must be physically present observing the individuals using the weight room.

The weight room may not be used by anyone other than a student or faculty member when students are using the weight room.

The rules and regulations set by the school or the school representative present must be followed. Failure to follow the rules will result in the individual being banned permanently from use.

Any structural damage to the facility or equipment will require the individual who damaged the facility or equipment to pay for the repair or replacement of same.

All visitors must leave the weight room which school personnel close the facility.

Gymnasiums*

Gymnasiums are not open to the general public. The use of the gymnasium falls under the Morehouse Parish School Board policy dealing with use and rental of facilities.

Baseball and Softball Fields

The use of the baseball and softball fields may be made only by special arrangement in writing with the Facilitator or Athletic Events and Facilities or the Athletic Director with the approval of the Principal of Bastrop High School. The use of any baseball or softball fields at Morehouse Junior High School or Delta High School may be made only by special arrangement in writing with the principal.

* At Bastrop High School special arrangements for use of all athletic facilities may be

made in writing with the Facilitator or Athletic Events and Facilities or the Athletic Director with approval of the principal. At Morehouse Junior High School and Delta High School special arrangements for use of all athletic facilities may be made in writing with the principal.

Approved: June 3, 2025

Board minutes, 6-3-25.