

The Lafayette Catholic School Policy System

Policy Number: LCS Board of Education #102-REV#001

Effective Date: May 27, 1998

Revision Date: April 25, 2007

Subject: Facility Usage

Policy Content:

Central Catholic Jr.-Sr. High School

All school-sponsored activities shall have the first priority for facility usage and only at such times, as the facilities are free from school curricular or extra-curricular activities. Consideration for community use of the facility can then be given. The principal has ultimate responsibility for decisions around facility usage including those made by their appointed official.

The use of school facilities will be granted for worthwhile educational, religious, recreational, civic and cultural activities as follows:

- A. Class I: No Fee Charged
 - 1. Central Catholic Jr.-Sr. High School related activity
 - 2. Other Lafayette Catholic Schools' activities
 - 3. Yearly parish social activity for the Greater Lafayette feeder parishes
 - 4. Diocesan Activity

In the spirit of stewardship, Central Catholic opens its doors to the local Catholic community. It is hoped that these organizations will be sensitive to maintenance incurred by CC in their use of the CC facilities.

- B. Class II: Negotiable Fee Charged (cost of maintenance)
 - 1. Non-profit organizational activity.
- C. Class III: Established Fee Charged
 - 1. Community or private group or individual activity

The building Principal or his/her appointed school official shall determine in which fee classification a request belongs.

The building Principal or his/her appointed school official shall have the responsibility and authority to establish negotiable fee charged.

School facilities will not be made available to groups whose objectives or proposed activities are deemed by the building Principal to be inconsistent with the mission and belief statements of the Lafayette Catholic School System or with the curriculum and objective of Central Catholic Jr.-Sr. High School.

No alcoholic beverages may be served at CC facility (exception may be the Blue Knight Auction)

Groups using school facilities must be under the supervision of a designated adult (21 years of age or older) who will take responsibility for the supervision of personnel and the safeguard of school property. Groups obtaining permission to use building facilities must confine their activities to the particular area assigned.

Groups must furnish Central Catholic, prior to the contracted date, a certification of insurance in which Central Catholic shall be named as an additional insured.

Groups using school facilities must abide by regulations stipulated in the Central Catholic rental contract.

The building Principal or his/her appointed school official shall have the responsibility and authority to establish additional rules and regulations for the use of the facility.

Fees and rental charges shall be evaluated annually by the building Principal.

Procedure to follow when using the facility:

1. All requests for facility usage are directed to the building Principal or his/her appointed school official for approval.
2. A facility rental contract shall be completed, in duplicate, and one copy returned to the building Principal or his/her appointed school official no later than two weeks following an approval request.
3. Invoices for use of school facilities will be mailed to the organization for payment, which will be made to the Business Office within 30 days of the said activity.

St. Boniface, St. Mary & St. Lawrence

All other Lafayette Catholic Schools must follow their individual Parish policies for facility usage.

Approval Signatures:

St. Boniface Pastor Date

St. Lawrence Pastor Date

St. Mary Pastor Date