

**RAPIDES PARISH SCHOOL BOARD
USE/LEASE OF FACILITIES
POLICY "KG" PROCEDURE**

- 1) Principal or designee is contacted by individual or group requesting use of RPSB owned school.
- 2) Principal or designee shall secure from requesting party information relative to;
 - a. For profit or non-profit party (if non-profit, acquire appropriate certificate 501C(3), etc and attach to Contract for Lease)
 - b. Proper proof of insurance (Commercial General Liability (CGL)\$1,000,000, Proof of Workers Comp (WC) and if an athletic event, proof they have athletic participant insurance, API - \$25K min w/ max of \$1000 deductible)
 - c. Dates and times of use (Does the request interrupt school priorities?)
 - d. Specific area(s) (gymnasium, auditorium, stadium, library, classroom, etc.) requested to be used.
 - e. Administrative, support, security and custodial personnel required for the event.
- 3) Principal or designee review dates and times and extrapolate costs from approved Fee Schedule (enclosed) should the request not interfere with primary mission and goals of the school.
- 4) Principal relay costing information to requesting party. Costing information shall include overtime costs for facility opening, closing, cleanup and administrative oversight (Approved Fee Schedule Enclosed).
- 5) If requesting party agrees with lease fees and the principal concurs with the use;
 - (a) Principal or Designee secures from the requesting party a Certificate of Insurance (COI) naming Rapides Parish School Board as additional insured. Said COI must list the CGL of \$1,000,000 min. coverage. Proof of WC and shall include the API if it is an athletic type event (Sample Enclosed). Athletic participants are NOT covered under CGL.
 - (b) Thoroughly and accurately complete a uniform 'Contract of Lease" (sample enclosed and may be found on our intranet under Physical Plant, Forms). Have the **appropriate party** for LESSEE sign the document and you sign indicating your concurrence with the use.
 - (c) **Attach the LESSEE's check for the appropriate amount as calculated from the CURRENT RPSB FEE SCHEDULE to the CONTRACT FOR LEASE AND THE CERTIFICATE OF INSURANCE (COI). RPSB cannot waive overtime fees and a RPSB employee must provide oversight.**
 - (d) **DELIVER ALL (Check , Cert of Insurance, Contract of Lease, 501C3 Certificate , Use fee Waiver request letter, if applicable and Contract of Lease) TO RPSB CENTRAL OFFICE, RISK MANAGEMENT DEPARTMENT minimally two (2) working days prior to the event.** Should a request for waiver lease fees be made (Principal and or lessee must attach a convincing letter of request addressed to the Superintendent) and it is approved by the Superintendent, the check will be returned to you or Central Office Finance will cut reimbursement of said funds (full or partial conditioned upon details of use). **Please be aware that any event that involves the collection of gate receipts WILL NOT RECEIVE WAIVER OF USE FEES.**
- 6) Risk Manager will review for appropriate fee cost, appropriate content and form of CI, content and signatory of Contract of Lease, initial approving same (or return for corrective action) and forward to the Superintendent or the Executive Assistant or Deputy Superintendent for final approval.
- 7) Superintendent, the Executive Assistant or Deputy Superintendent shall approve or disapprove and return to Risk Manager for processing and electronic notification to the principal and lessee of status. **The lease is not legally executed and you may not allow use unless it is approved and signed by the Superintendent or the Exec/Dep Assistant Superintendent in his absence.**

REVISED: 7/24/17 rfr

STATE OF LOUISIANA
PARISH OF RAPIDES

CONTRACT OF LEASE

Agreement is made this ____ day of _____ 20__ between Rapides Parish School Board hereinafter referred to as Lessor and _____ hereinafter referred to as Lessee for the use of _____

SCHOOL/FACILITY NAME

ROOMS OR FACILITIES TO BE USED (List individually)

For the purpose of: _____

ACTIVITIES

This agreement shall be for a period of ____ day(s), beginning _____, 20__ at _____ a.m./p.m. and ending _____, 20__ at _____ a.m./p.m.

1. Lessee specifically agrees to furnish Lessor with a certificate of general liability insurance in the amount equal to that required by Rapides Parish School Board policy, which certificate will be filed with the Rapides Parish School Board Supervisor of Ancillary Services at the Central Office at 619 Sixth Street, 48 hours in advance of the event. It is understood and agreed that failure to properly file this certificate will result in the termination of this Lease. The Certificate of Insurance will designate the Rapides Parish School Board as an additional insured in the policy and a breach of warranty by the named insured will not be imputed to the Rapides Parish School Board as an additional insured. The Certificate of Insurance will be issued by a company with at least an A rating in the most current Best Insurance Rating Book and must contain the phone number for the producer and insured. Any restrictions/special items in the policy will be shown on or attached to the Certificate. Ten days notice of cancellation on non-renewal will be required. All Rapides Parish School Board facilities and grounds are smoke and tobacco free.

2. Lessee agrees to assume all responsibilities for damages and/or maintenance to lessor's premises (Lessee will maintain grounds during lease period) directly or indirectly arising out of Lessee's use. Lessee further agrees to hold lessor harmless for any and all claims and/or damages (including attorney's fees and investigative expenses) arising out of this lease and the use of the premises by lessee, its agents and employees.

This contract for lease is signed this day _____, 20__ by:
Month Day

Overtime Reimbursement \$ _____

Use Fee Amount: \$ _____
(Fee Schedule or amended by Superintendent or DAS Admint)

Name of Lessee (Please Print)

Mailing Address (Address/Street/PO Box/City/State/Zip)

Telephone Number / E-mail Address

By: _____
Lessee Signature (Legal Signature Authority)

RAPIDES PARISH SCHOOL BOARD

Concurrence of Use:

By: _____
Principal (Signature)

Superintendent or Designee

Rev. 2/26/18

Risk Mgr. _____

**RAPIDES PARISH SCHOOL DISTRICT
LEASE/USE OF FACILITIES
REQUEST WORKSHEET**

REQUESTER: _____

SIGNATURE AUTHORITY: _____ **NON-PROFIT: YES** ___ **NO** ___

ADDRESS: _____ **CITY:** _____ **STATE:** ___ **ZIP** _____

TELEPHONE / E-MAIL: _____

DATE(S) AND TIME(S) OF USE: _____

FACILITY/SCHOOL NAME: _____

ROOMS/FACILITIES TO BE USED: _____

RATE PER HOUR: _____ **HOURS OF USE:** _____ **SUB-TOTAL: \$** _____

ADMINISTRATOR /TEACHER SUPPORT (\$38.50HR): Y ___ N ___ \$ _____

TEACHER /TECHNICAL SUPPORT (\$38.50/HR): Y ___ N ___ \$ _____

FOOD SERVICE SUPPORT (\$33.00/HR): Y ___ N ___ \$ _____

CUSTODIAN SUPPORT (\$32.00/HR): Y ___ N ___ \$ _____

TOTAL USE FEE..... \$ _____

(Check or Money Order made payable to: Rapides Parish School Board attached to the Contract of Lease AND Certificate of \$1,000,000 General Liability Insurance naming RPSB as additional insured under your policy)

#ANTICIPATED ATTENDANCE _____ **#UNIFORMED POLICE REQUIRED:** _____

COMMENTS/RESTRICTIONS: _____

ADDENDUM

**FACILITY USE
SWIMMING POOL**

IN CONSIDERATION OF LEASE OF THE _____ SWIMMING POOL AND AS A
SUPPLEMENT TO SAID "CONTRACT OF LEASE" I (WE) HERBY AGREE TO THE FOLLOWING:

1. I WILL EMPLOY AND MAINTAIN ON STAFF FOR THE DURATION OF THIS LEASE PERIOD, RED CROSS OR BOY SCOUTS OF AMERICA CERTIFIED LIFEGUARDS (COPY OF CREDENTIAL SHALL BE ON FILE IN THE SCHOOL PRINCIPAL'S OFFICE) HEREINAFTER REFERRED TO AS CERTIFIED LIFEGUARDS; AND
2. I WILL MAINTAIN , EMPLOY AND HAVE AT POOLSIDE CERTIFIED LIFEGUARDS AT A MINIMUM RATIO OF ONE (1) CERTIFIED LIFEGUARD FOR EVERY TWENTY-FIVE (25) SWIMMING POOL PATRONS AT ALL TIMES DURING THE TERM OF THIS LEASE CONTRACT; AND
3. I WILL, IN ADDITION TO ARTICLES No. #1 and #2 ABOVE, EMPLOY AND HAVE ON THE POOL DECK AT ALL TIMES WHEN THE FACILITY IS OPEN, TWO (2) ADULT (18 YEARS OF AGE OR OLDER) EVENT MARSHALS/SUPERVISORS MONITORING ALL ACTIVITIES IN AND AROUND THE POOL FACILITY.

Thus done and signed this _____ day of _____, 20_____.

LESSEE: _____

Authorized Signatory for above

RAPIDES PARISH SCHOOL BOARD

USE OF FACILITIES FEE SCHEDULE

	Fees per Hour		**Fee for Half Day (6 hrs)		**Fee for Full Day (12 hrs)	
	Profit	Non-Profit	Profit	Non-Profit	Profit	Non-Profit
	Athletic Field/Stadium					
HS Football w/L	100	75	550	400	1000	800
HS Football w/o/L	75	50	400	300	750	600
Jr. HS Football w/L	N/A	N/A	N/A	N/A	N/A	N/A
Jr. HS Football w/o/L	75	50	400	300	600	400
Baseball w/L	100	75	550	400	700	500
Baseball w/o/L	50	30	200	100	300	300
Track w/L	100	75	550	400	700	500
Track w/o/L	50	30	200	100	400	200
Auditorium						
High School & K-12	100	75	550	400	1000	800
Jr. High School	85	60	500	350	900	700
Elementary School	80	55	450	300	800	600
Cafeteria (Seating Only)	75	50	400	250	600	400
Cafeteria w/Kitchen*	100	75	550	400	1000	800
Gymnasium	100	75	550	400	1000	800
⁽¹⁾ Swimming Pool/Natatorium	100	75	600	500	1000	800
Classroom/Conf Rm	50	25	250	175	500	300
Walking Track	50	25	250	175	500	300
Playground (must be age appropriate)	75	50	400	300	750	600
Parking Lot (sole use not associated with other rental)	50	25	250	175	500	300
Library	75	50	400	250	600	400
⁽¹⁾ Requires Proof of Certified Lifeguard on duty						
w/L - with lights						
w/o/L - without lights						

CONCESSION RIGHTS ARE RESERVED UNLESS OTHERWISE NEGOTIATED

* any period of time over 6 hours will be charged at the hourly rate up to 10 hours which will be charged at the full day rate. **A full day will not exceed 12 hours; any period over 12 hours will be charged at the hourly rate.

Table of Fees

NOTICE: 501 C3 Certification of Incorporation as a NON-PROFIT organization is required as proof PRIOR to setting fees and signing a Contract of Lease with the District.

FLAT FEES

Custodian's services	\$32.00 per employee per hour
Food service employee's services	\$33.00 per employee per hour
School administrator's or teacher's services	\$38.50 per employee per hour

SECURITY

Rapides Parish provides personnel at its facilities for general supervision. Certain events require additional supervision or security. The person/organization scheduling events that are identified as requiring security will be notified of this fact at the time of their reservation request. It will be the duty of the requesting person/organization to make arrangements for security, as well as being responsible for all expenses involved with implementation of this request. Fees listed include utility fees. Cafeteria Kitchen may only be operated by RPSB staff; lessee will pay actual cost of food and overtime plus facility fee. No food purchased or prepared exterior RPSB Food & Nutrition Services Department will be allowed in RPSB kitchen

No. in attendance	No. of uniformed deputies required
50 to 125 spectators	1
126 to 250 spectators	2
250 and up	TBD

CONTACT FOR SECURITY

RPSO 318-473-6700
 APD 318-449-5099
 PPD 318-442-6603

FILE: KG

USE OF SCHOOL FACILITIES

The Rapides Parish School Board recognizes the functions of school buildings and grounds shall be to accommodate approved school programs for students and to assist in meeting the educational, cultural, civic, social and recreational need of communities. Use of school buildings by the community shall be considered a secondary function so as not to interfere with regular school-day programs of the students.

The sale and/or consumption of alcoholic beverages in school facilities and on Rapides Parish School Board property shall be prohibited at all times. Smoking and other tobacco use shall be prohibited in all school buildings, on all school campuses, and in and on all other School Board property.

The prohibitions mentioned above shall not apply to forested lands owned by the School Board where no buildings or improvements are constructed such as 16th Section swamp lands open to the public for recreational use unless students are present on a school sponsored or school related activity, in which case the prohibitions shall apply.

The usage of school facilities by individuals or groups shall be governed by a signed lease agreement between the individual or group and the School Board. The lease agreement shall contain, at a minimum, the following:

1. A "hold harmless" statement having the effect of holding the Rapides Parish School Board, its members, and the school district free from any liability that may arise while the facilities are in use.
2. A statement requiring, with limited exception, as approved by the School Board, any person or group leasing the school facilities to purchase liability insurance identifying the School Board as an additional insured. This policy shall provide at least \$1,000,000 Combined Single Limit coverage. A certificate verifying the purchase of such insurance should be presented to the School Board at least forty-eight (48) hours prior to use of the facilities. The certificate of insurance shall include a specific ISO form (CG 20110196) naming as additional insured the School Board, its members, and employees. This coverage must provide athletic coverage for any group using the facilities for athletic events.
3. A statement that the individual or group lessee shall assume all responsibility for damages and/or maintenance expenses invested in the building, directly or indirectly resulting from lessee's use.

The School Board reserves the right to refuse any request to use facilities which:

1. concerns any activities prohibited by statute and/or School Board policy;
2. is made by any person or organization which has failed to follow procedures developed by the Superintendent or designee; or,
3. is considered in any way contrary to the best interests of the school system.

REGULATIONS

The School Board shall direct the Superintendent to maintain appropriate administrative regulations and procedures governing the use of school facilities. These regulations shall assure the following:

1. The principal shall be responsible for assuring that access to and use of school facilities by any group or individual is within School Board guidelines. Access to facilities shall be strictly monitored by designated school personnel during such usage. Areas of any facility not intended for use shall be locked and properly safeguarded.
2. The use of any School Board-owned or operated facility shall be prohibited for the purpose of political activities or activities prohibited by state and/or School Board policies or considered in any way contrary to the best interests of the school system.
3. The use of food service facilities by groups outside of the food service department and/or food service organization shall be in accordance with the regulations outlined in the School Board's *Food Service Handbook*.
4. In the event there is a problem with anyone in the community using school facilities, the decision on the use of the facilities shall be left to the discretion of the Superintendent and the respective school's School Board member.

USAGE FEES

All school related activities or activities that benefit schools or children that are sponsored by non-profit organizations shall be exempt from a utility usage fee, but are subject to any additional employee related costs to the School Board, resulting from the use of the facility.

All other groups using Rapides Parish School Board facilities may be charged a usage fee established by the Superintendent and/or his/her Facility Use Committee in addition to any employee costs that are incurred by the School Board, as a result of the use of the facility. The principal shall collect and forward, along with the appropriate Certificate of Insurance and the executed Contract of Lease, 100% of the rental and employee cost fees for the use of the facility to the School Board. The

Superintendent and/or Central Office staff shall deposit 100% of the usage fee collected in the school's maintenance fund, less any employee costs to be paid through payroll, for hourly and day to day facility use initiated and coordinated at the school level. All other generated usage fees resulting from use of the School Board's facilities that are produced at the Central Office level, with School Board approval, shall be deposited in the district's general operating fund.

Revised: May, 2011

Revised: October, 2014

Ref: Constitution of Louisiana, Art. VII, Sec.14

La. Rev. Stat. Ann. §§14:91.7, 17:81, 17:240, 40:1291.1, 40:1291.2, 40:1291.3,
40:1291.21, 40:1291.22

Board minutes, 9-11-87, 3-5-91, 8-5-93, 8-25-97, 9-2-97, 3-3-98, 2-19-02, 7-06-
04, 7-5-11, 10-7-14

Rapides Parish School Board



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/25/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER [REDACTED]	CONTACT NAME:	[REDACTED]	
	PHONE (A/C No. Ext):	FAX (A/C No.): (318) [REDACTED]	
INSURED SPORTS AND RECREATION PROVIDERS ASSOCIATION (PURCHASING GROUP) AND ITS PARTICIPATING MEMBERS: [REDACTED] Alexandria, LA 71303	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A:	United States Fire Insurance	21113
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		

SAMPLE

COVERAGES CERTIFICATE NUMBER: USP238071 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

LINE	TYPE OF INSURANCE	POOL NUMBER (S/R) (W/V)	POLICY NUMBER	POLICY EFF. (MM/DD/YYYY)	POLICY EXP. (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> SLANDER-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	X	SRPGAPM-101-0716	05/30/2017 12:01 AM	07/30/2017 12:01 AM	GENERAL AGGREGATE \$2,000,000.00 PRODUCTS - COMPROP AGG \$2,000,000.00 PERSONAL & ADV INJURY \$1,000,000.00 EACH OCCURRENCE \$1,000,000.00 FIRE DAMAGE (Any one fire) \$300,000.00 MED EXP (Any one person) \$5,000.00
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTO <input checked="" type="checkbox"/> RENTED AUTO	X	SRPGAPM-101-0716	05/30/2017 12:01 AM	07/30/2017 12:01 AM	COMBINED SINGLE LIMIT (All auto) \$150,000.00 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
A	Sexual Abuse and Molestation	X	SRPGAPM-101-0716	05/30/2017 12:01 AM	07/30/2017 12:01 AM	EACH OCCURRENCE \$100,000.00 GENERAL AGGREGATE \$100,000.00 EACH OCCURRENCE \$ GENERAL AGGREGATE \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

The Certificate holder is added as an additional insured but only with respect to liability arising out of operations of the named insured during the policy period.

Covered Activity: Youth Camp

Scheduled Activities Exclusion Applies-Please Refer to Named Insured Member Certificate of Coverage

CERTIFICATE HOLDER Rapides Parish School Board PO Box 1230 Alexandria, LA 71309	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE [REDACTED]



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
6/23/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER		CONTACT	
[REDACTED]		[REDACTED]	
Alexandria LA 71315-2968		INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED		INSURER A: JWC	22350
[REDACTED]		INSURER B:	
[REDACTED]		INSURER C:	
[REDACTED]		INSURER D:	
[REDACTED]		INSURER E:	
[REDACTED]		INSURER F:	

SAMPLE

COVERAGES CERTIFICATE NUMBER: 16-17 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

TYPE	TYPE OF INSURANCE	ADDITIONAL	POLICY NO.	POLICY EFF.	POLICY EXP.	LIMITS
1/2		INSUR.				
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GENL. AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROTECT <input type="checkbox"/> LOC OTHER:					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Per occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMPLEP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					UNINSURED SINGLE LIMIT (Per accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED. RETENTIONS					EACH OCCURRENCE \$ AGGREGATE \$ \$
2	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in IA) <input type="checkbox"/> If yes, describe below DESCRIPTION OF OPERATIONS below	Y/N N/A	100536-A	6/10/2016	6/10/2017	PER STATUTE / CITY-ED EL. EACH ACCIDENT \$ 100,000 EL. DISEASE - EA EMPLOYEE \$ 100,000 EL. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
The owners/officers are excluded from workers comp coverage.

CERTIFICATE HOLDER	CANCELLATION
Rapides Parish School Board PO Box 1230 Alexandria, LA 71301	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE [REDACTED]