

**Room/Building Use Application**

\_\_\_\_\_  
 School Room Name, No., Etc. Date(s) of Activity  
 \_\_\_\_\_ Age(s) of group \_\_\_\_\_ Admission  will,  will not, be charged.  
 (Day of Week)  
 From: \_\_\_\_\_ to \_\_\_\_\_ Approximate number of people using the  
 facility \_\_\_\_\_  
 (Include time to setup & take-down)

\_\_\_\_\_  
 Purpose for Which Facility Will be Used Organization

**I have read and agree to the Instructions, and Conditions of Use. I have also read and agree to AR 1330 Use of Facilities and Properties.**

**Certificate of Insurance is attached.**

\_\_\_\_\_  
 Person-In-Charge Signature of Applicant

\_\_\_\_\_  
 Mailing Address Phone

AS 14.30.143 Concussion Requirements:  
 Is this building/facility usage related to a nonprofit youth organization providing an opportunity to participate in sports or other recreational activities that could result in a concussion?  Yes,  No  
 If so, has the organization provided the District written verification of  
 (A) A valid insurance policy covering the injury or death in an amount not less than \$50,000 for each person and \$100,000 for each incident;  
 (B) Compliance with the protocol for prevention and reporting of concussions required in AS 14.30.142 (BP, AR and E 6145.22)

See AR1330 Use of Facilities and Properties for fee information.  
 A room/building use fee  will,  will not, be charged. Amount \$ \_\_\_\_\_  
 A custodial fee  will,  will not, be charged. Amount \$ \_\_\_\_\_ per hour plus overtime  
 A technical fee  will,  will not, be charged. Amount \$ \_\_\_\_\_  
 TOTAL \$ \_\_\_\_\_

Additional conditions/comments: \_\_\_\_\_

\_\_\_\_\_  
 Approval of Local School Administrator Date

\_\_\_\_\_  
 Approval of Assistant Superintendent, Instructional Support Date

COPY: School, Applicant, District Office, Risk Management

**Instructions**

This application must be presented to the local building administrator at least ten (10) days prior to the date facilities are to be used. If approved, one copy will be retained at the school, and one copy will be returned to the party making the request.

Where charges for room/building use apply, scheduling or rental fees will be charged according to rates established by the Board of Education. Cost of custodial or other services will be assessed at the conclusion of the activity according to the level of service provided. Such charges will be itemized on this form with one copy retained at the school and one copy sent to the party making the request. All scheduling, rental and/or custodial fees will be paid to the local school. No fees are charged for school-sponsored programs and activities, parent advisory committees (PAC's), site councils or PTA groups.

All applicants are responsible for adult supervision, cleanup and building security. Therefore, a mutually satisfactory agreement must be reached with the local building administrator or the custodian for this type of service prior to the start of such activities. If the applicant/permittee seeks to use school premises outside of normal school attendance hours for a community function, the applicant/permittee acknowledges that no school staff will be on duty unless the applicant arranges for a specific staff service in advance. The applicant/permittee agrees that it is responsible for adult supervision, interior cleanup, building security, and exterior maintenance of the sidewalks or walkways, including snow/ ice removal and application of traction control. The applicant/permittee further agrees that it is subject to all provisions of the administrative rules and regulations governing the community use of school facilities.

The applicant/permittee agrees to assume the risk of liability for damages because of bodily injury or property damage to any person or entity arising out of the use of the premises, and it agrees to indemnify, defend, and hold the School District harmless from any claims, demands, or suits by any person or entity arising out of that use, unless the liability is on account of the District's sole negligence. The applicant/permittee further agrees to provide the District with a certificate of insurance showing minimum General Liability limit of \$1,000,000 per occurrence and naming the District as an additional insured, unless the District waives this requirement in writing. Applicant/permittee shall be subject to all provisions of the administrative rules and regulations governing community use of school facilities.

### **Conditions of Use**

1. Sponsoring organizations shall provide competent adult supervision agreed upon at the time the request for facility use is submitted. Principals are program supervisors and shall not be called upon to supervise activities of other groups.
2. Applicants shall supply any special supervision, determined necessary by the principal.
3. Smoking is prohibited.
4. Alcoholic beverages/illegal or illicit drugs are not permitted in school facilities or on school property at any time.
5. Obscenity is prohibited.
6. Firearms or other deadly or defensive weapons, as defined in AS 11.81.900(b) (16) and (19), are not permitted in school facilities or on school property without the advance written permission of the Superintendent on *E 1330c Application for Community Possession of Firearms*.
7. Installation of equipment, alteration of existing building facilities, use of materials that affect the condition of floors, walls or other building parts may not be undertaken without specific approval of the owner representative.
8. Groups or organizations using the facilities shall assume all responsibility for the collection of admission fees, taxes, or other fees in connection with their programs unless prior arrangements have been made with the principal.
9. Advertising or sales of merchandise and printed matter, except that incidental to the program, is forbidden on school grounds.
10. Evening activities and programs shall be concluded thirty (30) minutes prior to the close of the second shift custodian work day and buildings shall be vacated by the close of the second shift custodian's work day unless prior approval has been granted by the principal.
11. Rental agreements are not transferable.
12. Rental fees shall be determined in advance. Custodian, or other service charges, may be assessed at the conclusion of the activity according to the level of service provided.
13. Seating, other special equipment, or facilities arrangements shall be made at the time the rental agreement is issued. Extra compensation shall be paid to cover costs for supervision, transferring equipment, setting up equipment in the building, or other services.

14. Fire and safety regulations shall be observed.
15. Lunchroom facilities may be used by students, parents, and teachers organizations for the purpose of preparing and/or serving meals prepared by the cafeteria staff. Groups not desiring to use the kitchen facilities for food preparation may opt to rent commons, cafeteria, or gymnasium facilities, and have meals catered with permission of the building principal. Cafeteria staff must be present to supervise use of food preparation equipment in kitchen facilities.
16. The District reserves the right to cancel an *E 1330a Room/Building Use Application*, if such action is deemed necessary and in the best interest of the District. In the event of such revocation or cancellation, the District will refund any advance payment made and there shall be no claim or right to damages or expenses on the part of the permittee.
17. The District is not responsible for loss or damage to personal property by individuals or groups.
18. The District may require a hold harmless agreement (when appropriate) and a certificate of insurance.
19. Violation of these rules or regulations shall restrict subsequent facility use agreement.

#### **Application Procedure**

1. *E 1330(a) Room/Building Use Application* shall be filed with the principal at least ten days prior to the date when facilities are to be used.
2. School completes application, including all applicable fees and administrator signs.
3. School sends application to Risk Management Office along with Certificate of Insurance.
4. Risk Management reviews and forwards to the Assistant Superintendent of Instructional Services.
5. Assistant Superintendent approves, signs and sends back to school.
6. School notifies applicant, collects fees and schedules event.

#### **Priority Use of Facilities**

The following groups have priority for use of school facilities in the following order:

1. BOARD APPROVED PROGRAMS such as Parent Advisory Committees (PAC's), PTAs, band and orchestra parents, drama and other school clubs shall be allowed rent-free use of school facilities for meetings or activities. Fees may be charged for technical or special services. Requests shall be submitted to the principal.
2. YOUTH PROGRAMS such as Campfire, Boy/Girl Scouts, to include private educational organizations shall be allowed rent-free use of school facilities for meetings or activities. Fees shall include a scheduling charge per request and may include custodial, technical, and special service charges whenever use occurs outside of regular custodial hours. Requests shall be submitted to the principal. Requests shall be submitted to the principal on *E 1330a Room/Building Use Application*.
3. NONPROFIT GROUPS, civic/charitable organizations whose purpose is to improve community welfare and whose receipts are expended for community welfare shall be allowed use of school facilities at no cost to the District. Scheduling and custodial fees must be paid by the group. Requests shall be submitted to the principal.

4. GOVERNMENTAL GROUPS (i.e. city, borough, state agencies) conducting civic business shall be allowed use of school facilities at no cost to the District. Custodial fees must be paid by the group whenever use occurs outside of regular custodial hours. Requests shall be submitted to the principal.
5. BASIC GROUPS – All groups that do not meet the criteria of 1, 2, 3, 4 or 6.
6. PRIVATE, FOR PROFIT, COMMERCIAL GROUPS.

# BUILDING USE AGREEMENTS FLOW CHART

Contact: Gretchen Kraus, Accounting Specialist 714-8848, [gkraus@kpbsd.k12.ak.us](mailto:gkraus@kpbsd.k12.ak.us)

