

## USE OF SCHOOL FACILITIES AND PROPERTIES

**CONDITIONS OF USE**

Commented [NB1]: All agreed to Conditions of Use Section

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.~~ Smoking of any substance, legal or illegal, is prohibited. Tobacco is defined to include tobacco in any form and/or any nicotine delivering devices. This does not include FDA approved nicotine replacement therapy products used for the purpose of cessation.
4. Alcoholic beverages/illegal or illicit drugs are not permitted in school facilities or on school property at any time.
5. 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 advance approval of E 1330c Application for Community Possession of Firearms.
6. 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 principal.
7. 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.
8. Advertising or sales of merchandise and printed matter, except that incidental to the program, is forbidden on school grounds.
9. 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, or if use is of the swimming pool.
10. Rental agreements are not transferable.
11. 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.

**USE OF SCHOOL FACILITIES AND PROPERTIES**

12. 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.
13. Fire and safety regulations shall be observed.
14. 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.
15. 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. All KPBSD cancellations will be approved by the superintendent.
16. The District is not responsible for loss or damage to personal property by individuals or groups.
17. The District may require a hold harmless agreement (when appropriate) and a certificates of insurance.
18. Violation of these rules or regulations shall restrict subsequent facility use agreement.

**APPLICATION PROCEDURE**

1. E 1330a Room/Building Use Application shall be filed with the principal at least ten (10) 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 Certificates 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.

USE OF SCHOOL FACILITIES AND PROPERTIES

7. Once fees have been collected, cancellations initiated by KPBSD must be approved by the superintendent.

6-8. If a fee paying applicant cancels, a cancellation fee of \$50 will be assessed.

Commented [NB2]: Nov 7 – discussion of \$50 fee  
Vote – 3 to keep as is, 2 to remove

Commented [NB3]: LH - wanted to add that it was Administrators discretion to waive the fee.  
DC - costs us to process Building Use applications  
DC – should be the same across the board

PRIORITY USE OF FACILITIES

It is the goal of the Board to have facilities used as much as possible. The following groups have priority for use of school facilities in the following order:

These priorities apply to the initial scheduling of events. Cancelling a reservation to provide a higher priority group access requires the explicit permission of the superintendent.

1. BOARD APPROVED PROGRAMS Organizations supporting student activities as referenced in BP 1240 such as Parent Advisory Committees (PACs), site councils, 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.

Commented [NB4]: Nov 7 – discussion of who should be listed. All agreed to insert language from BP1240 Organizations Supporting Student Activities

Commented [NB5]: Nov 7 – LH Wants further discussion on this topic at a later point

Commented [NB6]: LH – wants to add Academic policy committees, PTA/PTO

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 on E-1330a Room/Building Use Application.

Commented [NB7]: JK, LH, DC – delete reference to fees

Commented [NB8]: All agreed delete reference to fees

3. NONPROFIT/PROFIT 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.

Commented [NB9]: LH – wanted to know if it was feasible to differentiate between non-profits

Commented [NB10]: All agreed revert to original language. JK has issue with last sentence. If organization is 501(c) shouldn't be Board's concern

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.

Commented [NB11]: All agreed to deletion

USE OF SCHOOL FACILITIES AND PROPERTIES

~~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.~~

Commented [NB12]: Committee unsure which groups this is referencing?

~~.....~~  
~~.....~~

USE OF SCHOOL FACILITIES AND PROPERTIES

56. PRIVATE, FOR PROFIT, COMMERCIAL GROUPS All groups that do not meet the criteria of 1, 2, 3 or 4.

**FEES**

Scheduling fee (used when other fees not applied) \$15 for priority Use Categories 2 and 3.

Facility Use	Standard Rental	Commercial Rental
Classrooms-regular	\$15.00/hour	\$25.00/hour
Classrooms-specialized	\$20.00/hour	\$35.00/hour
Gymnasium	\$30.00/hour	\$55.00/hour
Kitchens	\$20.00/hour	\$35.00/hour
Dining Areas	\$20.00/hour	\$35.00/hour

**OTHER FEE INFORMATION**

Swimming Pools \$20.00/hour\* \$45.00/hour

- Additional fees may be charged for technical services and special equipment such as projectors, projector operators, special custodial services, building supervision, set up and removal of chairs or bleachers.
- Standard Rental rate shall apply to churches, clubs, restricted membership organizations, political, and business groups. Scheduling and custodial fees must be paid by the group. Requests shall be submitted to the principal.
- Commercial Rental rates shall apply to (1) any activity that profits an individual or organization (2) any activity where the gate receipts or donations are to be used for partisan political activities including political education (3) any activity whenever admission is charged. Scheduling and custodial fees must be paid by the group. Requests shall be submitted to the principal.

- Commented [NB13]:** Nov 7 – Review of fees – all agree to keep as is
- Commented [NB14]:** All agreed to delete from policy
- Commented [NB15]:** DC – regular and specialized should be combined
- Commented [NB16]:**
- Commented [NB17]:** Nov 7 – discussion about kitchen usage and fees. Acct – KPBSD charges flat rate for kitchen workers  
DC – does not want to see small schools penalized because not charging enough to cover actual cost
- Commented [NB18]:** Nov 7 Request Insertion of new heading
- Commented [NB19]:** Jan 16 – pool money goes into separate acct
- Commented [NB20]:** Nov 7 – discussion of custodial fees and when charged. Custodial fees not a money maker, we charge actual wages/benefits. Discussion on charging average custodial fee. Accounting will come up with an average custodial fee
- Commented [NB21]:** Jan 16 – DC – schedule of activity fees charged correlate to building use fees billed
- Commented [NB22]:** Dec 5 - Difficult for users to plan w/o knowing cost upfront. Dave J will bring back average Sarge = range \$2-40 not including benefits  
Bulk of users - sports
- Commented [NB23]:** Dec 5 -C Ermold – can't assign custodians to work – Part of Personnel action plan, 5 d ... [1]
- Commented [NB24]:** Dec 5-Sarge - if during regular hours of custodian, no fee is charged. Sarge would like ... [2]
- Commented [NB25]:** Jan 16 – DJ – if given ability to waive, he would like a list of acceptable reasons, so ... [3]
- Commented [NB26]:** Jan 16 – room use goes into 710 acct. Average some schools would receive more, some ... [4]
- Commented [NB27]:** Jan 16 – MI value to non-profit productions of the community. DJ will check on theatre ... [7]
- Commented [NB28]:** DC – Admin to poll administrators what they would prefer. DJ to check with Finance, to ... [6]
- Commented [NB29]:** Jan 16 – pools go into separate account to pay/buffer for supplies
- Commented [NB30R29]:** Jan 16 – Could charge a range - \$30-40 would get as close as possible.
- Commented [NB31]:** Jan 16 – charging averages, there will be a difference, Finance will have to track. Would ... [5]

**USE OF SCHOOL FACILITIES AND PROPERTIES**

4. Specialized Rooms include: home ec., music, art, rehearsal, Little Theater, multipurpose rooms, and small gyms.
5. Kitchen use must include additional payment for food service personnel.

**Swimming Pool Rates**

Non-Commercial \$25/hour per lifeguard, minimum of one required. Coaches can serve as backup.

**Birthday Party Rentals**

1-15 swimmers - \$65/hour

16-45 Swimmers - \$100/hour

46-75 Swimmers - \$125/hour

76-100 Swimmers - \$150/hour

\*\$25 for each additional lifeguard as needed for the pool activity

**Commercial Pool Rentals**

\$150/hour with \$25/hour for each additional lifeguard as needed.

**Theater/Auditorium**

The District welcomes use of the school theater/auditorium facilities for presentation of performances for community enjoyment with the understanding that school functions have first call upon facilities. Theater/auditorium use inquiries must be made to the theater manager.

An *E 1330a Room/Building Use Application* must be approved by the principal and the theater manager prior to use.

An annual schedule of theater events will be made in September for the following school year. A minimum of thirty (30) days is necessary to schedule an event and permits are issued on a first come, first served basis.

No person may use theater equipment without authorization and only trained personnel may operate theater equipment. Special lighting or sound equipment

**USE OF SCHOOL FACILITIES AND PROPERTIES**

requests should be identified on the application when submitted. Unforeseen needs may be accommodated with theater manager approval.

It is forbidden to change, cut, knock out, remove, or in any way alter or modify the basic building structure including the stage floor, proscenium, apron, ramp, doors and walls without theater manager permission. This includes curtains and valance, teasers, stage microphone pickup, doorbell, piping for mounting stage lights, fire extinguishers, work lights, curtain rods, pulley and rope, intercom system, or breezeway stair railing. No special wiring may be added or existing wiring removed, relocated, or modified for any special effects. This applies to any and all wiring on stage, in the light booth, or other location within the building complex.

Use of school facilities permits will be limited to the theater/auditorium dressing room on the dates and times requested. All user groups are subject to the rules as outlined by the E 1330a Room/Building Use Application.

**Theater rules prohibit:**

1. food, drinks, gum, smoking, obscenity, or feet on the furniture;
2. tampering with switches, equipment, or property;
3. issue of keys to non-school personnel;
4. loan of school property critical to the operation of the theater/auditorium;
5. animals in the theater, unless they are essential to a performance and approved by the theater manager;
6. activity in violation of School Board policy, local, state, or federal law where applicable.

cf. 3515 Access and Keys

cf. 5131.62 Tobacco

~~Three theater use categories determine fee charges.~~

**USE OF SCHOOL FACILITIES AND PROPERTIES**

~~**Category I**—School Use. Priority is given to School District programs including Kenai Peninsula College courses. In order to qualify for this use category, Kenai Peninsula College must charge tuition and give credits to all participants in the course.~~

~~FEES: No rental charges. Custodial, technical and utility charges as required or necessary.~~

~~**Category II**—Non profit organizations. Includes groups or organizations operated to benefit school age youth (e.g. TeenCenter, Boy Scouts, Campfire) or non profit organizations whose net proceeds are used for cultural, charitable, educational, non partisan political activities and have received a letter of exemption from the IRS; any city, borough, state, federal activities; adult organizations not conducting Category III commercial ventures. All commercial concerts, whether they are sponsored by a non profit organization or not, do not qualify under this category. Non profit groups are subject to the rules and regulations as outlined in the Basic Provisions Agreement. Non-Commercial Groups who do not charge the participants a fee and including swim teams, student clubs, fire department dive teams, etc.~~

~~FEES: \$300-\$600 per performance, \$12575 per rehearsal, plus custodial and technical charges as required or necessary. A rehearsal period is four hours in length, an additional charge will be assessed to all groups that exceed the allotted rehearsal period.~~

~~**Category III**—Commercial Use. (1) any activity that profits an individual or organization, agent or promoter eligible for fees or reimbursement, or (2) any activity where the gate receipts or donations are to be used for partisan political activities including political education. All commercial concerts fall into this category. The District reserves the right to deny a permit to a sponsor if the sponsor has previously failed to comply with District policies, rules or regulations or cannot demonstrate adequate experience or ability to successfully promote and produce a public performance in District facilities.~~

Commented [NB32]: All agreed to delete this section

~~FEES: Theater managers determine the rate within the following range. \$1000-\$1500 per performance in theater/auditoriums with 600 or more seats; \$500-\$750 per performance in theater/auditoriums with less than 600 seats; plus technician fee \$65/hour and custodial and additional technical personnel charges as may be required or necessary. Rehearsal fee will be \$100125. A~~

**USE OF SCHOOL FACILITIES AND PROPERTIES**

rehearsal period is four hours in length. An additional charge of \$30/hour will be assessed to groups that exceed the allotted rehearsal period. A custodial charge of \$30/hour will be charged to all groups.

**Deposits in Advance**

Category II users shall pay a damage deposit of \$300 not later than two (2) weeks prior to opening night. This deposit will be refunded when it is determined that no damage occurred in all areas used by the applicant. In the event of damage, applicant liability is not limited. If the user cancels after contracts are signed the user shall forfeit the deposit fee.

Category III use of school facilities requests must be submitted four (4) weeks in advance and accompanied by a non-refundable \$300 deposit per performance that shall be considered a portion of the total use fee. Category III users shall pay a damage deposit of \$300 not later than two (2) weeks prior to opening night. This deposit will be refunded when it is determined that no damage occurred in all areas used by the applicant. In the event of damage, applicant liability is not limited. If the user cancels after contracts are signed the user shall forfeit the deposit fee.

The applicant/lessee 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 further agrees to provide the District with a certificate of insurance naming the District as an additional insured, unless the Superintendent waives this requirement in writing. All parties to this agreement shall be subject to all provisions of the administrative rules and regulations governing community use of school facilities.

*Legal Reference:*

ALASKA STATUTES  
18.35.300 - 18.35.330 Health nuisances (smoking)

**Page 5: [1] Commented [NB23] Natalie Bates 12/5/2016 1:30:00 PM**

Dec 5 -C Ermold – can't assign custodians to work – Part of Personnel action plan, 5 day notice requirement.  
Employee can waive 5 day notice requirement

**Page 5: [2] Commented [NB24] Natalie Bates 12/5/2016 1:38:00 PM**

Dec 5-Sarge j- if during regular hours of custodian, no fee is charged. Sarge would like topic added to admin inservice

Dan C – uniformity is critical

DJ – once policy passes will review with Admins

DJ – will provide custodial average for January meeting

Zen – will average save accounting time?

**Page 5: [3] Commented [NB25] Natalie Bates 1/16/2017 12:20:00 PM**

Jan 16 – DJ – if given ability to waive, he would like a list of acceptable reasons, so equitable

**Page 5: [4] Commented [NB26] Natalie Bates 1/16/2017 12:11:00 PM**

Jan 16 – room use goes into 710 acct. Average some schools would receive more, some schools receive less

**Page 5: [5] Commented [NB31] Natalie Bates 1/16/2017 12:12:00 PM**

Jan 16 – charging averages, there will be a difference, Finance will have to track. Would create more work

**Page 5: [6] Commented [NB28] Natalie Bates 1/16/2017 12:16:00 PM**

DC – Admin to poll administrators what they would prefer. DJ to check with Finance, to see if would make more work or less, or the same

**Page 5: [7] Commented [NB27] Natalie Bates 1/16/2017 12:24:00 PM**

Jan 16 – MI value to non-profit productions of the community. DJ will check on theater productions purchasing equipment (curtains) and donating to schools. If too expensive, arts might go away.

DJ – theaters not complaining about the ability not to pay fees

LH – compare to pools, not all schools have benefit to that school, similar to theater. LH shouldn't be paid 100% by community. DJ – not even close

MI – public if no kids in schools, benefit to the public

DC – not reasonable to cut teachers to keep pools/theaters open, not suggesting close, just be more self-funding

MI – KPBSD could add \$1-2 per admission ticket, in addition to building use fees

DJ – one administrator would like to charge % of the gate.

DC – not KPBSD responsibility to fund the risk of theater productions

MI - \$1 per ticket for non-profit, \$2 for profit organizations

DC – needs to go to cover costs of theater. Theater mgr fees out of general fund. Building fees not go towards these fees. How many theater managers? DJ – he believes we have 4. DC would like to know how many employees paying out of general fund. Costs cover custodial fees.

DC – we would have to have a level of control to make sure we are getting paid the correct amt.

DJ – Kodiak does this, they tack on a fee that goes to the school

DC – if municipality wants a theater, they should set up and help pay for it

JK – look at custodian/theater, we are paying with money given to us by borough and state. Reason for us to ask borough to fund to the cap

DC – primary focus should be the students, we continue to cut ptr, but this hasn't changed

DJ– discussion on pools, lots of reports and discussion, eliminated staff and brought in more district oversight.

MI – operations of pool/theater nothing to do with enrollment