

USE OF SCHOOL FACILITIES AND PROPERTIES

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. 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.

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

Commented [NB2]: Feb 6 – DJ handed out a summary of Theater expenses/fees

DC – we are spending \$481,845 and only making \$50,000. Believes we should cover our OT costs. Seward/Homer Theater is not generating funds,
 DJ – Seward broken out because specifically asked that question
 LH- helps to pay for replacement equipment
 DC – can't predict how much money you need to replace equipment
 LH – how small schools handle facilities use, Kodiak, Fairbanks, smaller districts
 DC – what is the goal of this information, not paying expenses, doesn't matter
 LH – will help if we can save to replace those items
 ST – See how central pen charge, are we charging a flat fee or percentage. Maybe more opportunity to raise some more money. How much equipment fund used to Theater and not for school equipment?
 DC – MI brought up charge \$1 and \$2 for ticket fees
 ST – how costing left in Homer, they flex their time
 DC – if we have all these employees able to work OT, do we need all these employees?
 DC – LH attend seminar and used a Fairbanks webportal where everything was online, approval cue also online. Calendar and application online
 JOB – virtual management systems
 LH – not sure if they have staff those oversees this process, approval
 ST – maybe we can have our DP develop something to look at
 MI – thinks it would be helpful to be able to look and see what is going on
 ST – will take a look at and see how much control a building principal would have
 MA – lots of his clients use something similar
 DC – doesn't think it would save money, but maybe free staff time to do other things.
 ST – would like to see several times a year what is being purchased with those funds.
 DJ – Would like policies complied with district wide. Public has an issue if some people are being charged and others not.
 MA – isn't a policy enforceable?
 DJ – been some inconsistency
 ST – would like administrators to be able to discuss what fees are being charged, etc.
 DC – centralized software would help reporting
 MI – thinks it would helpful to the schools to know who is using their building

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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.

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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 cancelation fee of \$50 will be assessed.

Commented [NB3]: Nov 7 – discussion of \$50 fee
Vote – 3 to keep as is, 2 to remove

Commented [NB4]: 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 [NB5]: Nov 7 – discussion of who should be listed. All agreed to insert language from BP1240 Organizations Supporting Student Activities

Commented [NB6]: Nov 7 – LH Wants further discussion on this topic at a later point

Commented [NB7]: 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 [NB8]: JK, LH, DC – delete reference to fees

Commented [NB9]: 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 [NB10]: LH – wanted to know if it was feasible to differentiate between non-profits

Commented [NB11]: 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 [NB12]: All agreed to deletion

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~~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 [NB13]: Committee unsure which groups this is referencing?

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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	\$25.40.00 /hour
Classrooms-specialized	\$20.00/hour	\$3550.00 /hour
Gymnasium	\$30.00/hour	\$5570.00 /hour
Kitchens	\$20.00/hour	\$3550.00 /hour
Dining Areas	\$20.00/hour	\$3550.00 /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 [NB14]: Nov 7 – Review of fees – all agree to keep as is

Commented [NB15]: All agreed to delete from policy

Commented [NB16]: DC – regular and specialized should be combined

Commented [NB17]:

Commented [NB18]: 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 [NB19]: Nov 7 Request Insertion of new heading

Commented [NB20]: Jan 16 – pool money goes into separate acct

Commented [NB21]: Jan 26 – DC can we run this by legal? Why is this included?

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Commented [NB22]: 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 [NB23]: Jan 16 – DC – schedule of activity fees charged correlate to building use fees billed

Commented [NB24]: 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 [NB25]: 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

Commented [NB26]: Dec 5-Sarge j- if during regular hours of custodian, no fee is charged. Sarge would lik... [1]

Commented [NB27]: Jan 16 – DJ – if given ability to... [2]

Commented [NB28]: Jan 16 – room use goes into 7... [3]

Commented [NB29]: Jan 26 – custodian results spli... [8]

Commented [NB30]: Jan 16 – MI value to non-prof... [7]

Commented [NB31]: DC – Admin to poll administra... [6]

Commented [NB32]: Jan 16 – pools go into separa... [5]

Commented [NB33R32]: Jan 16 – Could charge a r... [9]

Commented [NB34]: Jan 16 – charging averages, th... [4]

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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.

Admission Fees

Facility	Adults	Youth	Sr. Citizen	3 and Under
<u>Ninilchik & Seward</u>	<u>\$3</u>	<u>\$2</u>	<u>\$2</u>	<u>\$0</u>
<u>Kenai/SoHi/Skyview</u>	<u>\$4</u>	<u>\$4</u>	<u>\$4</u>	<u>\$0</u>
<u>Homer and Seldovia</u>	<u>\$5</u>	<u>\$2</u>	<u>\$4</u>	<u>\$0</u>

Punch Cards/10 Swims

Facility	Adults	Youth	Sr. Citizen	3 and Under
<u>Ninilchik & Seward</u>	<u>\$30</u>	<u>\$20</u>	<u>\$20</u>	<u>\$0</u>
<u>Kenai/SoHi/Skyview</u>	<u>\$35</u>	<u>\$35</u>	<u>\$35</u>	<u>\$0</u>
<u>Homer and Seldovia</u>	<u>\$40</u>	<u>20</u>	<u>30</u>	<u>\$0</u>

Rental Fees per Hour

KPBSD	NonProfit	Commercial	
	<u>\$20</u>	<u>\$45</u>	<u>Includes 1 lifeguard</u>
<u>Seldovia, Ninilchik, Seward, Kenai, SoHi, Skyview</u>	<u>Birthday Parties</u>	<u>\$35</u>	<u>1 guard</u>
<u>Homer</u>	<u>Birthday Parties</u>	<u>\$70</u>	<u>2 guards</u>

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

Commented [NB35]: Jan 26 – Tim Elder gave background info. He has been the Theater Mgr since 2006. He is responsible for scheduling, billing. Fees have been the same since 1996. They work with KCHS, SoHi, NiHi, and work at Sports Center for graduation. Productions use 2 of the 3 theater guys. They have flexibility in scheduling to help minimize costs. No student crew, no part-timers. Not a conflict if a show in Kenai and Soldotna at the same time. He schedules a year in advance so can control staffing.

Commented [NB36]: Jan 26 – DC – what does the Theater OT look like. DJ said there is some OT, but limited

Commented [NB37]: Jan 26 – Tim E – 90% of OT is big productions Theater Use

Commented [NB38]: Jan 26 – Liz Hayes – OT is paid out of Theater fund, not paid out of general fund

Commented [NB39R38]: Jan 26 – MI – Theater employees budget/paid school district activities. DJ – They are not exclusive for school use only. If during their regular hours, then their OT is charged MI – budget for school district functions only, he understood we bill for technician fee TE – community event is charge from the time they start until the time they leave DJ – those fees are put into Theater fund, covers OT, if just a fee, those funds are supposed to be used to purchase equipment. If we waive fees, we don't have ability to fund the equipment we need LH – Seward does things differently, they still use student crew, don't have the volume. Wants consideration to community groups. Some groups do things in school as a tradeoff. TE – Central Pen doesn't charge if the production is for the school. LH – Seward offsets the cost; they don't have the base to pay these fees. ... [10]

Commented [NB40]: Jan 26 – ZK asked a question to TE re: the fee increase that we have proposed, what can market bear? TE – feels that those fees are reasonable, things the hourly technician rate should be increase to \$50 for non-prc ... [11]

Commented [NB41]: Jan 26 – DC – believes the committee is not going to agree, just move the fees forward to the Board LH – has more questions - why don't we use student workers; wouldn't it help keep fees down ... [12]

Commented [NB42]: Jan 26 – DC – are we going to set district fee or for each community? ZK – likes individual communities to set their own rat ... [13]

Commented [NB43]: Jan 26 – Theater Auditorium – okay with these 4 paragraphs? No objections

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that school functions have first call upon facilities. Theater/auditorium use inquiries must be made to the theater manager.

Commented [NB44]: LH – do all inquiries go to theater manager
DJ – change to

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

Commented [NB45]: Jan 26 – per committee

An annual schedule of theater events will be made in September for the following school year. Application is not final until all paperwork is processed, this process can take up to 30 days. A minimum of thirty (30) days is necessary to schedule an event and Permits are issued on a first come, first served basis.

Commented [NB46]: Jan 26 – LH requested input
MI – agrees, makes it clear

Commented [NB47]: DC – strike whole paragraph?
DJ – doesn't want to strike it, we need to leave it in
DC – okay

No person may use theater equipment without authorization and only trained personnel may operate theater equipment. Special lighting or sound equipment requests should be identified on the application when submitted. Unforeseen needs may be accommodated with theater manager/technician approval.

Commented [NB48]: Feb 23 – MI question about the September timeline.
DJ – this give building principals time to schedule events for their school
DC – things that September is a good time frame
MI – agreed
ST – language about approval by Principal, building admins don't want to give up control
DC – believes it would be principal and/or their designee
MI – question about Superintendent the only one who can cancel
DC – doesn't think we should put language more than one time in policy, redundant

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/technician 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.

Commented [NB49]: Jan 26 – LH is there an annual schedule?
TE – there is no annual schedule posted
DJ – September date is that Schools have priority use, schools have May, June, July and August to schedule. Now open to the community. ... [14]

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.

Commented [NB50]: Feb 23 – DC – discussion about 30 days, would like to stick to what is in the policy
DJ – if new vendor would need 30 days, if a repeat user

Commented [NB51]: Jan 26 – MI – sees why we need a big window, shouldn't there be a cancellation fee? ... [15]

Commented [NB52]: Feb 23 – Theater Expenses
MI – would like all the expenses and fees in one document
DC = get the policy set and we can set the pricing later

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;

Commented [NB53]: Jan 26 – DC – scheduling conflict with dance performance, and football game, busses took up most of the parking lot. ... [16]

Commented [NB54]: Feb 23 – All agreed with this section

Commented [NB55]: Jan 26 – DC – good up to this point? Moving forward

Commented [NB56]: Feb 23 – DC believes we should leave food in the policy. If food is served we would require insurance if damage, they are liable

Commented [NB57]: Jan 26 – LH she has seen food being used
TE – food sold in the commons, try to keep it out ... [17]

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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

Commented [NB58]: Jan 26 – LH – add service animal? DC – allowed by law

Commented [NB59]: Jan 26 – obscenities not allowed. LH – would vagina monologue be allowed?

Commented [NB60]: Feb 23 – All agree with this section

Commented [NB61]: Jan 26 – DJ – our facilities, we can determine who can rent it. Attorneys said yes we can set limits

Commented [NB62]: Jan 26 -

Commented [NB63]: Feb 23 – discussion about 2 categories do not match. If it is our problem that something breaks, they shouldn't be charged. If rehearsal goes over 4 hours, should be charged additional fee. MI – doesn't want people penalized for going over DJ – we do staffing based on what people request for time for fees DC – nonprofits – rehearsal fee includes tech fee DJ – rehearsals have less people, performances have more people and wear and tear on our buildings

Commented [NB64]: Feb 23 – discussion about covering fees and making sure money into equipment account to cover expenses and equipment. MI – if bill separately, we can track fees and expenses DC – wants it simple and easy MI - \$7 per rehearsal, \$30 hour tech fee, minimum of 2 hour custodial fee DC – cost for rehearsal fees be increased MI – good point DC – fees as required ST – he likes the flexibility of leaving up to building admin for the custodian fee

Commented [NB65]: Feb 23 – all agree on wording of rehearsal DC – if letting members of the public into the building, there is additional wear and tear, extra custodial fees should be charged MI – believes nonprofits shouldn't be charged additional fees DC – still creates wear and tear on the building ST – would like language to be allowed to charge some more, but not as much as a performance MI – would like language if you have 3 or more performances, allowed 1 comp show DC – agree to disagree ST – does not want to charge performance fee for a comp show, more than rehearsal but less than performance DJ – if comp show less than performance, maybe a reduced rate, still use electric, paper, etc.

Three theater use categories determine fee charges.

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.

Rehearsal - FEES: \$300 per performance, \$75 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, a rehearsal is a minimum of four hours, this includes one technician. If you exceed your scheduled time, additional hours will be charged at a rate of 1.5 per hour. Additional technical and custodial fees will be charged as required.

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Performance/Event– a performance is a minimum of 4 hours which includes a technician. If you exceed your scheduled time, additional hours will be charged at a rate of 1.5 per hour. Additional technical and custodial fees will be charged as required.

FEES:

Sustainability fee –

For any performances/events that charge an entrance fee, an additional fee will be charged per ticket. The building user will be required to submit a report of total tickets sold within ten days

*Non-profit - \$

*Commercial \$

Non-profit fees Proposed Rates Attached

*Rehearsal fees – hourly rate of \$

KCHS Theater

Homer Theater

Seward Theater

Nikiski Theater

Soldotna High School

*Performance/Event fees

Commercial fees

*Rehearsal fees

*Performance/Event fees

Commented [NB66]: Feb 23 – all agree on wording of rehearsal
DC – if letting members of the public into the building, there is additional wear and tear, extra custodial fees should be charged
MI – believes nonprofits shouldn't be charged additional fees
DC – still creates wear and tear on the building
ST – would like language to be allowed to charge some more, but not as much as a performance
MI – would like language if you have 3 or more performances, allowed 1 comp show
DC – agree to disagree
ST – does not want to charge performance fee for a comp show, more than rehearsal but less than performance
DJ – if comp show less than performance, maybe a reduced rate, still use electric, paper, etc.

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Commented [NB67]: Feb 23 – question of \$1/2 per ticket sold
MI – how track it, theater employees
DC – fee charged when you are selling tickets, not if a free event
ST – believes it on the honor system
MI – believes we should identify what this fee is being used for
LH – central pen theaters go to the theater fund, not 710 accounts

Commented [NB68]: Feb 23 – DC doesn't want to address a dollar amount, discussion for the whole board

Commented [NB69R68]:

Commented [NB70]: FEB 23 – DC – wants committee to agree to wording, DJ will come up with process for sustainability fee and theater fees based on capacity
MI – agreed
ST – agreed
DC – agreed
DJ – agreed

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Commented [NB71]: Feb 23 – DC thinks we should set an hourly rate
ST – when does the fees start? ... [18]

Commented [NB72]: Feb 23 – doesn't believe the board wants the same rate for Central Pen as Seward and Homer
DJ – just wants the fees to be equitable
MI – formula based on the number of seats

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~~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 [NB73]: 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; and custodial and additional technical personnel charges as may be required or necessary. Rehearsal fee will be \$100. A 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 at the time of scheduling the event/performance, 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.~~

Commented [NB74]: Feb 23 – How often are deposits kept? It makes it easier to take deposit if damage.
DJ - If we have to go after them, we need to hire an attorney
JC - it gets people's attention.
DJ - if require more, would be prohibitive to groups
DC - would like to simplify

Commented [NB75]: Feb 23 – DC – should we charge a percentage instead of a flat fee?
JC - likes the \$300
MI - likes the \$300
DJ - haven't had a problem with this

~~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.~~

Commented [NB76]: Feb 23 – DC – we shouldn't be chasing people down for money. If not paid within 30 days, 10% penalty
MI - waste of staff time tracking people down
LH - we invoice a few other things

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

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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.

Applicable late fees will be assessed per policy.

Commented [NB77]: Feb 23 – separate policy regarding payment of fees and issuance of late fees
DJ will draft a policy regarding fees for the April meeting
MI – how often does this happen
ST – we shouldn't be using staff time to track people down

Legal Reference:

ALASKA STATUTES
18.35.300 - 18.35.330 Health nuisances (smoking)

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
REVISED: 9/9/2013

Page 5: [1] Commented [NB26] **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: [2] Commented [NB27] **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: [3] Commented [NB28] **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: [4] Commented [NB34] **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: [5] Commented [NB32] **Natalie Bates** **1/16/2017 12:13:00 PM**

Jan 16 – pools go into separate account to pay/buffer for supplies

Page 5: [6] Commented [NB31] **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 [NB30] **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

Page 5: [8] Commented [NB29]

Natalie Bates

1/26/2017 3:21:00 PM

Jan 26 – custodian results split

DJ – if set fee what effect would that have. Liz Hayes will send a copy of this to the committee. If we charge one rate, we are going to end up overcharging. Bookkeeping aspect we need to look district wide to make sure we are consistent.

LH – did we come up with average district wide?

DJ – no, very time consuming to pull this information, we are starting to pull it all together

Page 5: [9] Commented [NB33R32]

Natalie Bates

1/16/2017 12:15:00 PM

Jan 16 – Could charge a range - \$30-40 would get as close as possible.

Page 6: [10] Commented [NB39R38]

Natalie Bates

1/26/2017 2:20:00 PM

Jan 26 – MI – Theater employees budget/paid school district activities.

DJ – They are not exclusive for school use only. If during their regular hours, then their OT is charged

MI – budget for school district functions only, he understood we bill for technician fee

TE – community event is charge from the time they start until the time they leave

DJ – those fees are put into Theater fund, covers OT, if just a fee, those funds are supposed to be used to purchase equipment. If we waive fees, we don't have ability to fund the equipment we need

LH – Seward does things differently, they still use student crew, don't have the volume. Wants consideration to community groups. Some groups do things in school as a tradeoff.

TE – Central Pen doesn't charge if the production is for the school.

LH – Seward offsets the cost; they don't have the base to pay these fees.

DC – general fund covers 100% of personnel cost, charge our customers covers equipment and upgrade to Theaters. Electrical costs, heating costs, etc. not funded. Fees very insignificant.

MI – He understands 710 account to pay for activities separate from school functions.

DJ – In Homer that is correct, that is the way it is being done.

DC – the general fund is subsidizing the theater. We charge 2 fees, per time and per hour fee.

TE – Theater fee and tech fee

DC – we can set an hourly rate, reasonable to charge set fee, and an hourly rate. He believes general fund should be charged nothing to cover the theater costs outside of school hours.

MI – doesn't know how we can budget if we don't know who is going to use theater. Would like a full budget of full theater, supplies and equipment.

DC – Wants the goal to be more than the district covers 100% of fees.

MI – would like to keep the fees the way they are. He states he's asked groups they think too high.

TE – has checked with other districts, we are well below what other school districts around the state charge. TE – his groups are well aware of the good deal they get down here as opposed to Anchorage/Fairbanks. Doesn't want to see huge rate increase, we need to do something to recoup costs

Page 6: [11] Commented [NB40]

Natalie Bates

1/26/2017 2:39:00 PM

Jan 26 – ZK asked a question to TE re: the fee increase that we have proposed, what can market bear?

TE – feels that those fees are reasonable, things the hourly technician rate should be increase to \$50 for non-profit user fee. Some of his tech's OT rate is over \$30 hour, so the fees we are charging don't cover his rate.

ZK – fees in Theater section needs to be cleaned up. Same theater fee for Kenai, Nikiski.

LH – did he just look at smaller theaters, or just large.

TE – he used the size of the theaters 600, 300 seats as a comparison

Page 6: [12] Commented [NB41]

Natalie Bates

1/26/2017 2:46:00 PM

Jan 26 – DC – believes the committee is not going to agree, just move the fees forward to the Board

LH – has more questions - why don't we use student workers; wouldn't it help keep fees down

TE – promotional funding, and student funding was cut. He feels a large part is how much the drama teacher promotes this. Training and time to be safe and how to operate equipment is time consuming.

DC – isn't this a liability issue?

DJ – the reason we allow it in our pools, our lifeguards are red cross trained. If we use theater techs, there would be a program students would have to go through before we could use them.

LH – believes it could be interesting as a career tech

DC – what is the goal? This will not bring the costs down, if we are spending time training students

TE – several shows require 2 techs – but they need to be technically trained. Student crew helped with back stage, pull curtains, run spotlights. Don't program lights, etc. They were helpers, need adult supervision.

LH – wants to see if this can be worked into CTE committee

ZK – fees from \$300-600 doable?

TE – doesn't feel this is high for what they are getting for their money. \$300, not covering the expense of opening the door and turn the lights on, doesn't cover operating costs. Doesn't want to turn users away, but they should pay their fair share

MI – knows costs have gone up and realizes we need to charge fees, but doesn't feel we should double them. Believes it relates to district goal of community engagement. Suggests \$400, \$95, somewhere in the middle of proposed. Community looks as an investment of their tax dollars.

TE – researched around the state and propose a new fee schedule. Ours are well within the normal/average charge. These are a middle ground. He didn't look at 100 seaters, realizes there are exceptions.

DC – Seems he is the only one that wants to recover some of the funds in the general funds. If this is not our goal, the fees charge are directly related to the equipment we can purchase and upgrade. He is appalled that we are paying for these purchases out of our equipment fund. If stop this practice, they can set fees separately for each school.

MI – Lot of long time groups have made contributions, purchases and donated equipment

TE – Church of the Rock helped update the sound system

MI – Believes there is more ownership and more going on, not being accounted for or brought to people's attention.

DC – Is the auditorium fund per building?

DJ – yes, per building

DJ – we are going to pull general fund and 710 accounts for each theater. We will bring forward so people can see what is going in, and what is going out.

DC – if every school wants to manage their own fees, that is fine, as what they want to replace and how to subsidize that. Seward could waive fees, set ticket costs.

LH – Likes local control. Believes major maintenance should be covered by district.

DC – doesn't want central pen to subsidize theater in Homer. Nobody in central pen will complain about the rates. Homer and Seward can charge their own rates. Per school rate. Couldn't defend with swimming pools, since similar.

LH – what about major repairs?

DC – if capital project, then different

LH – likes this idea

DC – if double rates in Kenai, doesn't believe we would lose business

TE – thinks people will complain, but they would pay

DC – we could increase the technology in the theater.

DJ – If going to start looking at setting rates in each community, based on what community will pay. All good and well until something breaks and they haven't set enough money aside. Then they should be looking for general fund to pay.

LH – What if DJ works with schools to help set rates, consistency and oversight

DC – TE has a list of the equipment in each theater. We should be able to use this to come up with a fee schedule to make sure we cover replacement costs.

TE – he can provide the equipment costs.

DJ – if we hadn't had the equipment fund, the upgrade of lighting would be impossible. We spent money out of the equipment fund to upgrade those fees, let fix the problem so we don't run into this 15 years down the road. Important to the community, but a cost to do that.

MI – agrees. Q to theater manager, what is take on additional fee to each ticket that is sold? \$1 surcharge non-profit, \$2 commercial fee.

TE – it is an option; most non-profits don't charge ticket costs.

ZK – so by design this wouldn't help

MI – thinks it would be symbolic that there is a cost to use the theater.

DJ – thinks it would work if performance related, if a church group they don't pay to go to church

TE – fully behind charging a ticket surcharge

Page 6: [13] Commented [NB42]

Natalie Bates

1/26/2017 3:16:00 PM

Jan 26 – DC – are we going to set district fee or for each community?

ZK – likes individual communities to set their own rates

MI – appreciates the concept, he would like to have consistency, even though different community and different needs. Not clear on either one just yet

DC – Believes we need to continue to investigate multi-tiered fees

DJ – would like to be able to charge a percentage of the gate.

LH – not always a gate

DC – dad was an activity director in the 80s. If did a show for the students during the day, no charge for their performance at night

DJ – we'll bring back budget information

Page 7: [14] Commented [NB49]

Natalie Bates

1/26/2017 3:44:00 PM

Jan 26 – LH is there an annual schedule?

TE – there is no annual schedule posted

DJ – September date is that Schools have priority use, schools have May, June, July and August to schedule. Now open to the community.

TE – won't open to community until he has received all school dates. By September he has a good handle on it

MI – should be added Superintendent can cancel event.

DC – already listed in the policy

Page 7: [15] Commented [NB51]

Natalie Bates

1/26/2017 3:32:00 PM

Jan 26 – MI – sees why we need a big window, shouldn't there be a cancellation fee?

DC – we'll discuss that down below when we talk about deposits. 30-day timeframe is for new groups to set up insurance, etc. Gives new groups time to do their due diligence

MI – doesn't want groups to block off blocks of time

LH – wants to strike

DJ – this is to let people understand that it takes time to process this. We make exceptions all the time, and try to make things happen if not within the timeframe. Wants to keep language in

TE – does get requests in a short time, but difficult to schedule

LH – wants to add should – not such strong language

DC – two timeframes, 30 days and minimum of 2 weeks

DJ – we need the 30 days, sometime things change

DC – expects to stick to what the policy says. If we set 30 days, then stick to it

DJ – first time we stick by it; board members are going to get phone calls.

TE – some groups reserve 6 months out; Kenai performers are using every year at the same time.

He spends a lot of time on the phone chasing people down

ZK – are we currently having any issues? If no, why are we looking to change it?

MI – strict enforcement could backfire, lots of events are time consuming, not always theater. Keeping the way it is, good. Theater manager ability to be flexible, good PR

Page 7: [16] Commented [NB53]

Natalie Bates

1/26/2017 3:48:00 PM

Jan 26 – DC – scheduling conflict with dance performance, and football game, busses took up most of the parking lot.

TE – turned out to be an isolated case

Page 7: [17] Commented [NB57]

Natalie Bates

1/26/2017 3:51:00 PM

Jan 26 – LH she has seen food being used

TE – food sold in the commons, try to keep it out

LH – should we take it out,

DJ – public use not allow food, exceptions for students, that is our policy

LH – district signs made so official?

DJ – can come out of 710 account

Page 9: [18] Commented [NB71]

Natalie Bates

2/23/2017 10:49:00 AM

Feb 23 – DC thinks we should set an hourly rate

ST – when does the fees start?

DC – not his intention to charge 1.5 if you scheduled in advance. This is if they go over what they've previously scheduled.

ST – agrees with hourly rate