

Kenai Peninsula Borough School District Overnight Facility Use Agreement

The Kenai Peninsula Borough School District (KPBSD) is pleased to offer our facilities for your use. The primary purpose of our school buildings and grounds is to support student learning, staff activities, and community engagement. It is expected that any group using KPBSD facilities will respect our mission of Supporting Students in Life Success.

KPBSD reserves the right to deny facility use if the activity or group does not align with district policies or guidelines, or if any conditions outlined in this agreement are not met. Programs sponsored by the school district or approved organizations may use facilities without a fee, pending approval.

Initial Consent

Potential users must submit a facility use request to the site administrator or designated facility coordinator prior to signing any agreement. This initial contact ensures the event aligns with KPBSD policies and the intended use of the facility is appropriate. Details about the event and the spaces requested should be discussed during this initial phase.

Facility Guidelines

Use of School Name

If approved, KPBSD allows the use of its name and address solely for the event specified in the agreement. Any other use of the district's name or address must receive prior approval.

Parking

Parking is provided on a limited basis. KPBSD may determine the need for security services based on event size. The district is not liable for damage or theft involving vehicles parked on district property.

Child Safety

Activities involving minors must comply with KPBSD child safety policies, including direct adult supervision at all times. Please refer to the district's Child Safety Appendix for specific requirements.

Shower and Locker-Room Use

Shower facilities and locker rooms are available upon request. The facility coordinator will provide specific access instructions based on the group's needs.

Prohibited Activities

- **Tobacco, Alcohol, and Drug Use:** KPBSD facilities are strictly tobacco- and drug-free. This includes vaping and e-cigarettes. Evidence of smoking or substance use will result in a \$300 cleaning fee and possible denial of future facility use.
- **Alcoholic beverages** are not allowed on any school district property.
- **Door Security:** Facilities must not be left unlocked or unattended at any time. Propping open doors is prohibited, and users will be held liable for any resulting damages.
- **Wall Attachments:** Adhesives, tape, or other materials may not be used on walls without prior approval.
- **Animals:** Only service animals with proper documentation are allowed on school grounds.

Food and Beverages

Food must be consumed in designated areas, such as cafeterias or gyms. Only water is allowed in classrooms. Any spills must be reported immediately to the facility manager. Failure to comply may result in a cleaning fee.

Facility Condition

Users are expected to leave the facility in the same condition as it was found.

- Floors must be cleaned and garbage disposed of properly.
- Lights must be turned off upon departure, with the exception of emergency lighting.
- A walkthrough must be conducted by the party responsible for ensuring the facility is secure and all individuals have exited.

Liability

Users agree to hold KPBSD harmless from any liability, claims, or damages that may arise during the use of district facilities.

- A signed waiver of liability is required before the event. Failure to return this waiver within 14 days of the event will result in cancellation.
- For certain activities, users may be required to provide proof of insurance coverage.

Security and Surveillance

KPBSD facilities are monitored by security cameras in common areas (excluding restrooms and locker rooms) to ensure safety.

Damage and Cancellation Policies

1. Any damage beyond normal wear and tear is the responsibility of the user and must be reported immediately to the facility coordinator.
 2. Full payment for facility use is required before the event.
 3. Cancellation Policy:
 - o A full refund will be provided if cancellation occurs at least 24 hours prior to the event.
 4. KPBSD retains the right to cancel or interrupt any event if deemed necessary for public safety or district needs.
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Rental Agreement and Fees

The standard fee for overnight stays is \$20 per person per night. Additional fees may apply for RV or trailer hookups (\$25 per night). Payment must be submitted along with the signed agreement.

Acknowledgment and Agreement

By signing this agreement, the undersigned acknowledges understanding and acceptance of all terms and conditions.

Responsible Party:

Name: _____

Signature: _____

Date: _____

Event Details:

Event Name: _____

Event Date(s): _____

Emergency Contact:

Name: _____

Phone: _____