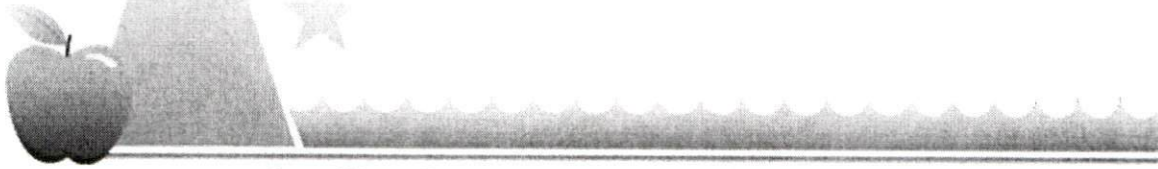


COMMUNITY SCHOOLS JUNEAU SCHOOL DISTRICT



10014 Crazy Horse Drive ~ Juneau ~ Alaska ~ 99801 ~ (907) 523-1760

Facility Use Guide and Fee Schedules

Category I: School and school-related activities with a permanent or contracted school district employee as responsible party. The school district employee must be directly engaged to coach, advise, sponsor the activity and be on site at all times and maintains up to date contact information with Community Schools. Category I rental fees are waived, other costs may be accrued for staffing, etc; (School district employees may not schedule auditorium rentals for personal use without prior permission granted through Community Schools.) Entities involved in the Community Schools Tri-Agency Agreement are included in Category I.

Category II: Youth Public, Non Profit groups/organizations open to all school age children which provide youth activities in which school-age children are the primary beneficiaries.

Category III: State, Local and Federal Government Groups; Local Non Profit Organizations; Private Not for Profit Groups; Partisan, Sectarian or Denominational Groups; Basic Groups (All groups that do not meet criteria for Category I, II, and IV).

Category IV: Private, For Profit/Commercial Businesses/Groups

General Use Requirements

Effective July 1, 2014

All Non Profit Groups will need to provide the following documentation: IRS letter indicating Non Profit status and exemption from federal taxes. Current Board of Directors: name, address, current phone number.

All groups are required to provide a current Certificate of Liability Insurance in the amount of \$1M, naming the Juneau School District as "additional insured". This Certificate will remain on file with Community Schools for the duration of the policy.

Activities for 100 people or more will be required to pay custodial overtime for clean-up (minimum 2 hours @ \$50.00 per hour)

Food, Beverages or Concessions are prohibited without prior written consent from Community Schools. Please discuss with Community Schools when you schedule your event if you would like to sell Food, Beverage or any type of concession before, during or after your performance.

All events (except Category I) require a Building Monitor (and/or Auditorium Assistant) on duty. Building Monitor fees will be invoiced on permit using the following schedule: M-TH: \$20/day flat rate. Weekend rate: Friday-Sunday \$18 per hour. Summer and holidays will be charged at the weekend rate.

Facility Use Agreement (Permit) Processing Fee of \$15.00 for each Facility Use Agreement issued. Changes to issued Facility Use Agreements will be billed an additional processing fee.

Auditorium Fee Schedule				
Auditoriums				
		Category II	Category III	Category IV
JDHS		Per hour unless indicated	Per hour unless indicated	Per hour unless indicated
	Performance Day - 4hr min. Includes Auditorium Manager	\$150/hr	\$150/hr	\$276/hr
	Rehearsal Day - 4hr min includes Auditorium Manager	\$58/hr	\$58/hr	\$120/hr
	Studio Rental/Rehearsal - 4 hr min incl. Aud. Asst	\$52/hr	\$52/hr	\$120/hr
	Scene Shop (by permission only)	\$58/hr	\$58/hr	\$70/hr
	Auditorium Supply fee per permit	\$40	\$40	\$100
TMHS				
	Performance Day - 4hr min. Includes Auditorium Manager	\$125/hr	\$125/hr	\$240/hr
	Rehearsal Day - 4hr min includes Auditorium Manager	\$58/hr	\$58/hr	\$120/hr
	Scene Shop (by permission only)	\$58/hr	\$58/hr	\$70/hr
	Auditorium Supply fee per permit	\$40	\$40	\$100

Auditorium Requirements: (in addition to the General Requirements above)

A Performance Day is any day in which there is a performance scheduled. All fees charged for that date will reflect Performance Day rates.

Performance Day rates include use of the Studio (JDHS), Commons and Dressing Rooms (JDHS & TMHS). The commons may be shared with other activities. JDHS Studio cannot be used during the school day or when the Drama Department is using it for rehearsals. Please contact Community Schools to determine availability. Band and Choir rooms are scheduled as separate spaces.

A Rehearsal Day is any day in which there is NOT a performance scheduled. All fees charged for that date will reflect Rehearsal Day rates. Rehearsal Day rates will include auditorium prep time, loading in of scenery and equipment, and load out of the same and returning the stage to normal. Please be sure to include load in and tear down time with your request.

A detailed auditorium technical rider must be received 2 weeks prior to scheduled time. This is necessary for planning and scheduling of staff.

Performances scheduled for the benefit of students during the school day will be charged at rehearsal rates for that performance and are subject to host school schedules and traffic patterns. No performances will be scheduled on student assessment days.

Auditorium Manager's time will be billed at an additional \$50.00 per hour to either Performance Day rate or Rehearsal Day rate as applicable, if the Auditorium Manager is needed beyond the regular work week of 37.5 hours depending upon the Auditorium Manager's schedule.

Requests for additional time may be subject to overtime rates, dependent upon Auditorium Manager's schedule.

An Auditorium Supply Fee will be assessed on each Auditorium Use permit.

Auditorium Assistant's time will be billed at \$45.00 per hour if the Auditorium Assistant is needed beyond the block schedule or in addition to the Auditorium Manager.

Performances (except Category I) will require the minimum of a Building Monitor (commons area) and Auditorium Manager on duty. The Auditorium Manager may request additional Community Schools staff for logistics and/or safety. If the Auditorium Manager determines that additional Community Schools staff may be required for user group or audience logistics or safety, user groups will be notified in a timely manner and arrangements will be discussed with the Community Schools Supervisor.

Auditorium user groups are responsible for providing their own stage crew.

Scene Shop use is by permission only and subject to individual scheduling by the Auditorium Manager. No incidental use of scene shop will be permitted without Auditorium Manager consent.

Auditorium Cancellation Notice: 30 working days: 100% costs due; 15 working days 50%; less than 15 days 0%
The User shall notify the Community Schools Office of any cancellation in writing. In case of failure to do so, the Community Schools may invoice the charges for the time scheduled or a portion thereof.