

**Community Relations**  
**USE OF SCHOOL FACILITIES AND PROPERTIES**

AR 1330

**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 of any substance, legal or illegal, is prohibited.
- ~~3.4.~~ ~~4.—~~ Use of Tobacco in any form is prohibited. ~~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.~~
5. Alcoholic beverages/illegal or illicit drugs and people under the influence of said items are not permitted in school facilities or on school property at any time.
- ~~4.—~~ ~~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 a sale 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.

**Commented [NB1]:** Aug 7 – rewording re: tobacco

**Commented [NB2]:** Aug 7 – MI do we need to add language re: under influence?  
DC – is it illegal to be in school?  
DJ – not a matter of law for adults  
DC – since building use policy, do we want to address this issue?

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**Commented [NB3]:** Aug 7 – MI – add see reference to advertising policy

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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.
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. The superintendent will approve all KPBSD cancellations.
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 certificates of insurance.
18. Violation of these rules or regulations shall restrict subsequent facility use agreement. ~~\*\*Add wording for copywrite licenses. All District staff shall adhere to the provisions of the federal copyright law and maintain high ethical standards in using copyrighted materials.~~

*(cf. 1325 – Advertising and Promotion)*  
*(cf. 6162.6 - Use of Copyrighted Materials)*

**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.

**Commented [NB4]:** Aug 7 – JK – states may for Cert of Insurance, but states later it is required. IS it always a requirement?  
DJ – no, very rare instances. If student memorial, places not big enough in town, usually at parent’s request

**Commented [NB5]:** Aug 7 – is PTA bound by same rules and regs? Regarding showing movies?  
DJ – yes  
DC – university got sued and big payout  
MI – school district have licensing?  
DJ – no, we do it by site

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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.
7. Once fees have been collected, cancellations initiated by KPBSD must be approved by the superintendent.
8. If a fee paying applicant cancels, a cancellation fee of \$50 will be assessed.

**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, PTAs, band and orchestra parents, drama and other school clubs shall be allowed rent-free use of school facilities for meetings or activities.
2. YOUTH PROGRAMS such as Campfire, Boy/Girl Scouts, to include private educational organizations.
3. NONPROFIT GROUPS, civic/charitable organizations whose purpose is to improve community welfare.
4. GOVERNMENTAL GROUPS (i.e. city, borough, state agencies) conducting civic business.
5. PRIVATE, FOR PROFIT, COMMERCIAL GROUPS All groups that do not meet the criteria of 1, 2, 3 or 4.

**Commented [NB6]:** Aug 7 JK – rewording activities supporting students  
\*This activity has to support students, not in general or their charter  
DC – When would this come into play?  
JK – need to make it clear

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**FEES**

|                        | <b>Standard Rental</b> | <b>Commercial Rental</b> |
|------------------------|------------------------|--------------------------|
| Classrooms–regular     | \$15/hour              | \$40.00/hour             |
| Classrooms–specialized | \$20/hour              | \$50.00/hour             |
| Gymnasium              | \$30/hour              | \$70.00/hour             |
| Kitchens               | \$20/hour              | \$50.00/hour             |
| Dining Areas           | \$20/hour              | \$50.00/hour             |

**OTHER FEE INFORMATION**

1. 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.
2. Commercial ~~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.
3. 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.
4. Specialized Rooms include: home economic, music, art, rehearsal, Little Theater, multipurpose rooms, and small gyms.
5. Kitchen use must include additional payment for food service personnel.
6. Long-term rental agreements may be negotiated. Contact building principal.

**Commented [DT7]:** 10/16/17 MI #2 and #3 are vague. DC as policy has been revised, some parts may have been unaddressed. MI nonprofits should get standard rental rate. CD remove line 3 ST what is an example of a nonprofit that we would charge? CD Large camps, swimming programs

**Commented [DT8]:** 10/16/17 ZK add, except categories 1 and 2 under priority use DC these are not theater fees, separate room use

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**Admission Fees for Open Swim - Pools**

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

**Punch Cards/10 Swims**

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

**Commented [DT9]:** 10/16/17 ZK Need amounts. DJ will check on and report.

**Birthday Party Rental Fees per Hour for Pools**

| KPBSD                  | 1 Lifeguard | 2 lifeguards | 3 lifeguards |
|------------------------|-------------|--------------|--------------|
| Party Pool Rental      | N/A         | \$70         | \$95         |
| Number of participants |             |              |              |

**Commented [DT10]:** 10/16/17 ZK Need numbers from Cindy A.

**Commercial Pool Rentals**

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

**Commented [DT11]:** 10/16/17MI Non-profit rental fee separate from this?  
DJ party fee. Commercial e.g. kayak classes  
DC Challenger is nonprofit. Fees need to be well established.

**Theater/Auditorium**

The District welcomes the 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.

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

An annual schedule of theater events will be made in September for the following school year. An application is not final until all paperwork is processed; this process can take up to 30 days. Permits are issued on a first come, first served basis.

No person shall may use theater equipment without authorization and only trained personnel may shall operate theater equipment. Special lighting or sound equipment requests should be identified on the application when

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submitted. Unforeseen needs may be accommodated with theater manager/technician 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/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.

Use of school facilities permits ~~shall~~**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. **A**ctivity in violation of School Board policy, local, state, or federal law where applicable.

*(cf. 3515 Access and Keys)*

*(cf. 5131.62 Tobacco)*

Rehearsal - 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.

**Commented [DT12]:** 10/16/17 ZK suggested to strike this word, hard to define  
DJ here because of a former entertainer that use a lot of profanity in performance. Been part of policy for around 5 years.  
MI keep it to provide for option "teeth."  
ST likes it. Feels a responsibility to his school. Puts weight on building principal depending.  
Consensus to leave it in.

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**Commented [DT13]:** 10/16/17 MI there are times that non-school personnel have keys. Reword.  
DJ Need to know who is in our buildings. Key should not be issued to others.  
ST agrees with DJ. Lost keys require rekeying, security issue, only employees (including coaches), not community member  
ZK keep policy

**Commented [DT14]:** 10/16/17 ST add language that parents supervising are allowed in during rehearsal but, no spectators.  
ST principal communicates which facilities are available i.e. restroom

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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. Within ten days of the event, The building user will be required to shall submit a report of total tickets sold. within ten days

\*Non-profit - \$1

\*Commercial - \$2

**Theater Rental Rates**

| Base Rates      | Commercial | Non-Profit |
|-----------------|------------|------------|
| Flat Rate       | \$1,500    | \$600      |
| Rehearsal       | \$125      | \$125      |
| Technician Fees | \$65       | \$55       |

| Facility | Main Floor Seating | Balcony | Total | Commercial | Non-Profit | Commercial Rehearsal | Non-Profit Rehearsal |
|----------|--------------------|---------|-------|------------|------------|----------------------|----------------------|
| KCHS     | 728                | 246     | 974   | \$1,500    | \$600      | \$125                | \$125                |
| SoHi     | 808                | 0       | 808   | \$1,500    | \$600      | \$125                | \$125                |
| Nikiski  | 440                | 0       | 440   | \$750      | \$300      | \$63.00              | \$63.00              |
| Homer    | 496                | 0       | 496   | \$750      | \$300      | \$63.00              | \$63.00              |
| Seward   | 314                | 0       | 314   | \$500      | \$200      | \$41.00              | \$41.00              |

**Deposits in Advance**

Users shall pay a damage deposit of \$300 at the time of scheduling the event/performance. 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,

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**Commented [DT15]:** 10/16/17 ZK Rehearsal rates, why the same for comm'l and nonprofit? Thought \$100 was agreed upon for non-profit or increase comm'l.  
 DJ Tech fees are separate from rehearsal.  
 DJ rehearsal should not be open to spectators  
 DJ add language "additional tech"  
 JT Some rehearsals only need lights turned on, tech fees should not be charged.  
 CD Charges are per performance.

**Commented [DT16]:** 12/4/17 Tim Elder comps with Anch/Fairbanks/Juneau. \$600 includes tech  
 MI Check w/Kodiak? TE Could not reach  
 JT must specify clearly profit v non-profit  
 DeC raising tech, room and ticket fee, possible to work into instead of all 3 at once  
 DC costs come from general fund, fees do not offset the costs but to theater 710 account. Fees pay for theater needs.  
 MI keep current rates and implement ticket sale fee only  
 JT local v non-local instead of comm'l v non-profit  
 DeC clarify e.g. local group bring in performer  
 TE very few non-local groups but they are charged comm'l rate  
 What falls under non-profit? Need to clarify.  
 TE Profit rate + ticket fee is too much but o.k. to earn income from tickets sold.  
 DC what does raising rates gain? Make a plan for the fund and have fees be meaningful.  
 LH Can tech fee go to paying tech wages?  
 DC set rates such that they can be explained when increased, include equipment replacement schedule  
 DJ likes DC plan as equipment fund usually has to cover  
 TE some theaters also charge a maintenance fee  
 DC admin investigate idea

**Commented [DT17]:** 11/6/17  
 DebC asked that dance studios not be charged so much. Can there be a 3<sup>rd</sup> category  
 DanC Should SoHi be less than KCHS. People can use smaller theaters to save money. At one point there were 5 categories but were narrowed down.

**Commented [DT18]:** 10/16/17 ZK Some Homer groups allowed more freedom and not required to follow policy, use tech  
 CD school admin must be directed to follow policy  
 MI need continuity for all user groups

**Commented [DT19]:** 10/16/17 ST not enough to cover cost of tech.  
 DC you have to have a tech, even to turn on lights and equipment.

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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.

Applicable late fees will be assessed per policy       .

*-Legal Reference:*

*ALASKA STATUTES*

*18.35.300 - 18.35.330 Health nuisances (smoking)*

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**  
**REVISED:**