

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

Community Relations
USE OF SCHOOL FACILITIES AND PROPERTIES

AR 1330

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 ~~teacher~~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

Community Relations
USE OF SCHOOL FACILITIES AND PROPERTIES

AR 1330

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

Community Relations
USE OF SCHOOL FACILITIES AND PROPERTIES

AR 1330

FEES

	Standard Rental	Commercial Rental
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

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

AR 1330

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.

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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

Community Relations
USE OF SCHOOL FACILITIES AND PROPERTIES

AR 1330

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

AR 1330

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,

Commented [DT15]:

Commented [DT16R15]: 1/9/18 Dan C all locations should have same rules and charge the same rates. Most costs come from general fund, rate change will not change that. If we are raising rate, why (e.g. equipment replacement). Decide what collected fees will pay for and change rate accordingly. Site decision making and control still an option. Non-profits donating equipment is not a good idea. Charge a fee and use that to purchase needs. MI Likes DC idea noting theatre needs are unique. Rates should stay constant and not fluctuate as theater needs arise.

DJ proposed rates were based on comparisons with other districts and need for user to help replace equipment. DebC how much do we bring in for each theater.

JT agrees fees should be raised through ticket sales instead of room use fee. Base increase on employee wage costs.

How do you know and collect for sales? It would be based on an honor policy.

LH tech overtime hours are charged to the tech account.

MI keep current rates, implement ticket fee, clean up category language, maybe add something about ticket sale money is for equipment replacement. Revisit if this doesn't work.

Dan C get something to present to full board and more policy along

ST likes moving forward so principals can have direction and know how to proceed.

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Commented [DT17]: 10/16/17 ZK Rehearsal rates, why the same for comml and nonprofit? Thought \$100 was agreed upon for non-profit or increase comml. DJ Tech fees are separate from rehearsal. DJ rehearsal should not be open to spectators

Commented [DT18]: 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

Commented [DT19]: 11/6/17 DebC asked that dance studios not be charged so much. Can there be a 3rd category

Commented [DT20]: 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 [DT21]: 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.

Community Relations
USE OF SCHOOL FACILITIES AND PROPERTIES

AR 1330

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: