

**ANCHORAGE SCHOOL DISTRICT
ANCHORAGE, ALASKA
FACILITY USER CATEGORIES AND OPERATIONAL CHARGES**

A. USER CATEGORIES - ASD POLICY SECTIONS 854 & 855:

- CATEGORY I DISTRICT EDUCATIONAL USE
NO CHARGE.
- CATEGORY II NONPROFIT YOUTH ORGANIZATION (page 2)
RENTAL CHARGE FOR SUNDAY THROUGH SATURDAY. OPERATIONAL CHARGE FOR SATURDAY, SUNDAY, HOLIDAYS AND WHEN AUDITORIUMS ARE USED.
- CATEGORY III NONPROFIT ADULT ORGANIZATION (page 3)
RENTAL CHARGE FOR SUNDAY THROUGH SATURDAY. OPERATIONAL CHARGE FOR SATURDAY, SUNDAY, HOLIDAYS AND WHEN AUDITORIUMS ARE USED.
- CATEGORY IV EDUCATIONAL INSTITUTIONS (page 3)
RENTAL CHARGE FOR REGULARLY STAFFED HOURS. OPERATIONAL CHARGE FOR SATURDAY, SUNDAY, HOLIDAYS AND WHEN AUDITORIUMS ARE USED.
- CATEGORY V COMMERCIAL USE (page 4)
RENTAL RATES CHARGED AS SET BY THE SCHOOL BOARD.

B. DOCUMENTATION

- **To qualify for Category II Nonprofit Youth Organization or Category III Nonprofit Adult Organization, the following documentation must be updated annually and on file in Community Services:**
 - * IRS letter indicating exemption from federal taxes
 - * Certificate of Insurance listing Anchorage School District as 'Additional Insured'
 - * Current Board of Directors: name, address, phone number

C. SCHEDULE OF RENTAL AND OPERATIONAL CHARGES

- Any part of an hour is billed as one hour
- Fees are assessed for EACH Space Type
 - e.g. use of one classroom or multiple classrooms = 1 fee
 - use of both Gym and MPR in one elementary = 2 fees
- Permit issued upon receipt of payment
- Holiday Fees are double the Week End/Sunday Fees
(Exception: Category V Commercial, as noted)

D. CHANGE POLICY - CHANGES REQUESTED BY THE PERMIT HOLDER

- Changes to active permits are subject to the following fees:

1st Change:	no charge
Additional Changes:	\$10 each
- No charge for District-initiated changes

E. CANCELLATION POLICY

- In the event a permit is canceled by the permit holder, refunds will be issued as follows:

Notification received prior to event:	Refund:
10 or more work days	100%
5 - 9 work days	50%
less than 5 work days	0%
- Refunds will not be issued for amounts less than \$10

F. AUDITORIUMS

- The following items are required for public events in an auditorium:
 - Certificate of Insurance listing the Anchorage School District as an 'Additional Insured' for the date(s) of the event
 - Technical Requirements received 2 weeks prior to event
 - Security/Damage Deposit submitted 2 weeks prior to event

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Attachment D
CURRENT

CATEGORY II						
SPACE TYPE	WEEK DAY FEES			WEEK END FEES		
	HOURLY FEE	MINIMUM PER PERMIT*	MAXIMUM PER PERMIT*	*YOUTH SATURDAY*	MINIMUM PER DAY	OPERATIONAL FEE WEEKEND PER DAY
1. CLASSROOM <i>(Classrooms, Foyers, Locker Rooms)</i>	\$1.00	\$15.00	\$50.00	\$10.00	\$40.00	\$25.00
2. ELEMENTARY GYM	\$5.00	\$40.00	\$200.00	\$15.00	\$60.00	\$25.00
3. ELEMENTARY MPR <i>(Accommodates sports activities)</i>	\$5.00	\$40.00	\$200.00	\$15.00	\$60.00	\$25.00
4. LARGE MEETING RM <i>(Cafeteria, Secondary MPR, Meeting Room 1- KCC)</i>	\$5.00	\$40.00	\$200.00	\$15.00	\$60.00	\$25.00
5. SMALL MEETING RM <i>(Library, IMC, Cove-West)</i>	\$5.00	\$40.00	\$200.00	\$15.00	\$60.00	\$25.00
6. SECONDARY GYM * (charges are calculated for each gym used) <i>(Middle Level, Junior High, Senior High)</i>						
Practice/League Play	\$7.50	\$50.00	no maximum	\$20.00	\$80.00	\$25.00
Public Event/Tournament	\$10.00	\$75.00	no maximum	\$20.00	\$80.00	\$200.00
7. OUTDOOR AREAS * (charges are calculated for each area used) <i>(Ice Rinks, Fields, Tracks, Grassy Areas, Parking Lots)</i>						
Elementary	\$1.00	\$15.00	\$50.00	For Outdoor Areas: Saturday/Sunday fees are the same as Week Day Fees		
Secondary	\$3.00	\$30.00	\$100.00			

NOTE: NO CHARGE FOR PARKING LOTS WHEN USED IN CONJUNCTION WITH OTHER SPACES.

ELEMENTARY & SECONDARY FACILITIES:	*YOUTH SUNDAY*		
Youth Sunday Fees apply to all indoor Space Types	\$30.00	\$125.00	\$50.00
Public Event/Tournament - Secondary Gym	\$30.00	\$125.00	\$200.00

ELEMENTARY & SECONDARY FACILITIES:	*SUMMER PROGRAMS*		
	HOURLY FEE	MINIMUM PER DAY	OPERATIONAL FEE PER DAY
Summer Use Fees apply to all indoor Space Types	\$20.00	\$80.00	\$25.00
Public Event/Tournament - Secondary Gym	\$30.00	\$125.00	\$200.00

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CATEGORIES III & IV						
SPACE TYPE	WEEK DAY FEES		WEEK END & SUMMER FEES			
	HOURLY FEE	MINIMUM PER PERMIT*	HOURLY FEE	MINIMUM PER DAY	OPERATIONAL FEE	
					WEEKDAYS PER DAY	WEEKEND PER DAY
1. CLASSROOM <i>(Classrooms, Foyers, Locker Rooms)</i>	\$10.00	\$25.00	\$30.00	\$125.00	none	\$50.00
2. ELEMENTARY GYM	\$10.00	\$50.00	\$30.00	\$125.00	none	\$50.00
3. ELEMENTARY MPR <i>(Accommodates sports activities)</i>	\$10.00	\$50.00	\$30.00	\$125.00	none	\$50.00
4. LARGE MEETING RM <i>(Cafeteria, Secondary MPR, Meeting Room 1- KCC)</i>	\$10.00	\$50.00	\$30.00	\$125.00	none	\$50.00
5. SMALL MEETING RM <i>(Library, IMC, Cove-West)</i>	\$10.00	\$50.00	\$30.00	\$125.00	none	\$50.00
6. SECONDARY GYM * (charges are calculated for each gym used) <i>Senior High</i>						
Practice/League Play	\$10.00	\$50.00	\$30.00	\$125.00	none	\$90.00
Public Event/Tournament	\$25.00	\$100.00	\$30.00	\$125.00	\$300.00	\$500.00
<i>Middle & Junior High</i>						
Practice/League Play	\$10.00	\$50.00	\$30.00	\$125.00	none	\$90.00
Public Event/Tournament	\$25.00	\$100.00	\$30.00	\$125.00	\$100.00	\$200.00
7. OUTDOOR AREAS * (charges are calculated for each area used) <i>(Ice Rinks, Fields, Tracks, Grassy Areas, Parking Lots)</i>						
Elementary	\$1.00	\$15.00				
Secondary	\$3.00	\$30.00				
NOTE: NO CHARGE FOR PARKING LOTS WHEN USED IN CONJUNCTION WITH OTHER SPACES.			<i>For Outdoor Areas: Saturday/Sunday fees are the same as Week Day Fees</i>			

AUDITORIUMS & LITTLE THEATRES						
CATEGORIES II, III, IV						
FACILITY	WEEK DAY FEES		WEEK END FEES			
	4-HOUR MINIMUM	OVERTIME PER HOUR	4-HOUR MINIMUM	OVERTIME PER HOUR	OPERATIONAL FEE	
					WEEK DAYS PER DAY	WEEK END PER DAY
AUDITORIUMS						
West: Public Event	\$300.00	\$30.00	\$500.00	\$90.00	\$200.00	\$300.00
Stage Only	\$125.00	\$30.00	\$200.00	\$60.00	\$20.00	\$50.00
Chugiak:						
& Public Event	\$200.00	\$30.00	\$350.00	\$75.00	\$100.00	\$150.00
East: Stage Only	\$125.00	\$30.00	\$150.00	\$30.00	\$20.00	\$50.00
<i>Auditorium fees include assistance of Technician Additional Technician is \$50.00 per hour</i>						
LITTLE THEATRES						
Bartlett Dimond Service	\$100.00	\$30.00	\$150.00	\$30.00	\$20.00	\$50.00

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CATEGORY V		
SPACE TYPE	4-HOUR MINIMUM	OVERTIME HOURS **
1. CLASSROOM <i>(Classrooms, Foyers, Locker Rooms)</i>	Weekday	\$75.00
	Weekday <i>(Summer)</i>	\$125.00
	Weekend	\$150.00
	Holidays	\$250.00
2. ELEMENTARY GYM	\$250.00	\$60.00
3. ELEMENTARY MPR <i>(Accommodates sports activities)</i>	\$250.00	\$60.00
4. LARGE MEETING ROOM <i>(Cafeteria, Secondary MPR, Meeting Room 1- KCC)</i>	\$250.00	\$60.00
5. SMALL MEETING ROOM <i>(Library, IMC, Cove-West)</i>	\$250.00	\$60.00
6. SECONDARY GYM	Bartlett, Service or West	
	First Show or Event	\$1,500.00
	Second Show or Event	\$1,000.00
Other Secondary Gymnasium	\$750.00	\$90.00
7. OUTDOOR AREAS <i>(Ice Rinks, Fields, Tracks, Grassy Areas, Parking Lots)</i>	Weekday	\$50.00
	Weekend	\$100.00
	Holidays	\$200.00

**Overtime rates will double on school district holidays except as specified.

AUDITORIUMS & LITTLE THEATRES		
AUDITORIUMS		
West High:	First Show	\$1,500.00
	Second Show	\$1,000.00
Chugiak High:	First Show	\$700.00
&	Second Show	\$500.00
East High:	First Show	\$90.00
&	Second Show	\$90.00
<small>Auditorium fees include assistance of Technician Additional Technician is \$50.00 per hour</small>		
LITTLE THEATRES		
Bartlett High School Dimond High School Service High School	\$375.00	\$60.00