

**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:*

<i>1st Change:</i>	<i>no charge</i>
<i>Additional Changes:</i>	<i>\$10 each</i>
- *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:*

<i>Notification received prior to event:</i>		<i>Refund:</i>
<i>10 or more work days</i>	<i>.....</i>	<i>100%</i>
<i>5 - 9 work days</i>	<i>.....</i>	<i>50%</i>
<i>less than 5 work days</i>	<i>.....</i>	<i>0%</i>
- *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*		OPERATIONAL FEE
				HOURLY FEE	MINIMUM PER DAY	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 <i>(Middle Level, Junior High, Senior High)</i>	* (charges are calculated for each gym used)					
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 <i>(Ice Rinks, Fields, Tracks, Grassy Areas, Parking Lots)</i>	* (charges are calculated for each area used)					
Elementary	\$1.00	\$15.00	\$50.00	<i>For Outdoor Areas: Saturday/Sunday fees are the same as Week Day Fees</i>		
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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Attachment D
CURRENT

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) Senior High						
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
Middle & Junior High						
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				
			<i>For Outdoor Areas: Saturday/Sunday fees are the same as Week Day Fees</i>			
<small>NOTE: NO CHARGE FOR PARKING LOTS WHEN USED IN CONJUNCTION WITH OTHER SPACES.</small>						

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
<small>Auditorium fees include assistance of Technician Additional Technician is \$50.00 per hour</small>						
LITTLE THEATRES						
Bartlett Dimond Service	\$100.00	\$30.00	\$150.00	\$30.00	\$20.00	\$50.00

