

## SCHOOL BOARD POLICY

### COMMUNITY USE OF SCHOOL FACILITIES

#### 850 Use of School Facilities

Upon request, school facilities shall be available to non-school as well as school activities, in order of priority and under the terms and conditions specified below on individual Facilities Use Permits.

Permits will not be granted for any activity which in the judgment of the Superintendent or designee may be in any way detrimental to the best interest of the facility or the educational system. Facilities will not be made available for any use which might result in undue damage or wear, or is not consistent with the use for which the space was designed.

In making space available to the public, the District does not wish to compete with private enterprise. The Rentals Manager reserves the right to reject any application for use of a District facility when a non-Municipal facility could be utilized and there is competition for the ASD's space.

All inquiries regarding application for use of school facilities must be made to the Rental Manager. Non-District persons or groups shall be entitled to the use of school facilities when a Facilities Use Permit for such use has been issued and signed by the Rental Manager.

(Section 850 - Revised February 13, 1995)

Except for regular school activities, no school shall be occupied by other than the building administrators, maintenance personnel, and custodial staff without a Facilities Use Permit in hand, signed by the Rental Manager. District curricular and extra-curricular activities receive scheduling priority.

School facilities located on a military reservation shall be open for after school use to bona fide on-base and on-post organizations and organizations approved by the installation commander. Such use shall be subject to the same policy and procedures that determine use of all other District schools.

### **850.1 District Keys**

District keys shall be issued or loaned only to District personnel or authorized agents by Superintendent or designee.

### **850.2 Maintenance and Custodial Priorities**

Indoor use of school facilities is limited and any long term usage is subject to cancellation for purposes of District maintenance or custodial priorities.

### **850.3 Outdoor Areas**

School playgrounds may be used at other than regular school hours in accordance with the following conditions:

- a. The use shall not interfere in any way with school activities.
- b. No use will be allowed that subjects the grounds to undue damage or wear.
- c. No use of playgrounds will be permitted which creates a hazard or unreasonable restriction of use by others.
- d. All organized use of District grounds must be covered by a Facilities Use Permit.
- e. Playgrounds will be open for casual play at all other times under the above conditions.
- f. No person or group shall effect physical changes to outside grounds without prior approval and subsequent supervision by the District Facilities Maintenance Department and the building principal.
- g. Any substance used to mark school grounds for activities such as softball, soccer, or football must be approved by the District.
- h. The user will remove any waste or litter resulting from an activity.
- i. Permit holders are responsible for participants' and guests' compliance with the Municipality of Anchorage Ordinance that requires the removal of animal waste by the pet's owner (AMC 17.10.010).

#### **850.4 Optimum Facilities Use**

- a. Scheduling of gymnasiums and multi-purpose rooms for Category 2 Youth Related Organizations will be based on optimum use procedures identified by the Rentals Manager. Primary consideration will be provided to programs that:
  - (1) provide youth activities to "at-risk" populations as identified by the Anchorage School District and/or the Municipality of Anchorage.
  - (2) provide youth activities specifically to the neighborhood community served by the school being requested.
- b. Scheduling of outdoor sports facilities for all categories will be based on the completed Joint Application form and the Screening Procedures identified by the Anchorage School District and the Municipality of Anchorage. Use of Anchorage School District facilities will be considered under priorities listed in Section 854.

(Section 851.5 - Adopted March 25, 1996)

(Section 851.5 - Revised November 9, 1998)

#### **850.5 Food Service**

If major kitchen equipment or storage facilities are used, except for school activities, an approved District Student Nutrition employee must be on duty. The person or group will be charged for salaries, fringe benefits, and any other out-of-pocket expenses. No food or other items are to be stored in the kitchen except during the hours stated on the Facilities Use Permit. The principal will assume responsibility for supervision of the kitchen for school functions not involving use of major equipment or storage facilities (no food service employee required).

The sponsoring organization must apply for and obtain appropriate health permits from the Municipality of Anchorage Health Department prior to the issuance of a permit for use of a kitchen.

The District does not provide to using organizations any expendable supplies (e.g., trays, napkins, etc.) unless previously arranged through the Student Nutrition Department. Charges will be assessed for such use.

The using organization is responsible for leaving the kitchen in a clean and acceptable condition whether the group is school or non-school

related and/or whether or not a maintenance and operational charge is being made.

## **851 Procedural Information**

### **851.1 Application Procedures**

Anyone applying for the use of school facilities, except for scheduled school activities, must make advance request to the Rental Office not less than five (5) working days prior to the time it is needed. The time frame for submitted requests for a commercial activity is the exception. (See 851.4a)

Application for use of school space is made by completing a Facilities Use Application form and submitting it to the Rental Office. The form must be signed by an authorized representative of the group making application.

Arrangements for space for teaching classes for which tuition is charged or credit being given by a university or college must be made with the college or university concerned. The use of a facility must be requested by the college.

Application for a school facility shall constitute acceptance by the applicant of the responsibilities stated and the willingness to comply with all rules and regulations as outlined regarding the use of facilities.

The permit holder shall file with the Rental Office evidence that a policy of insurance is in full force and effect providing combined single limits for property damage and bodily injury, naming the District as additional insured. The amount of coverage of this policy will be determined by the Rental Manager. The Superintendent or designee may waive the insurance requirement under unique circumstances.

An application may be rejected for lack of appropriate space or if a previous activity sponsored by the applicant resulted in violation of this section or of other specified conditions of a permit.

### **851.2 Permit Procedures**

Upon receipt of a completed Facilities Use Application form, the Rental Office will confirm availability of space and issue a permit for the activity. For activities which begin before 5 p.m. on regular school days, availability of the space will be confirmed and approved by the appropriate building principal.

Facilities Use Permits will be issued on a first come, first served basis. (Exception: 851.5) Facilities will be reserved only for the available dates within the current school year.

Any financial or other commitment given by an applicant to another person, group, or other concern prior to the receipt in hand by such applicant of a Facilities Use Permit, shall be at the applicant's own risk and shall have no bearing on the Rental Manager's issuance or denial of such a permit or imposition of conditions on such a permit.

### **851.3 Cancellation Procedures**

An approved Facilities Use Permit shall not be considered by the permit holder as a lease and the District reserves the right to cancel a permit. In the event of such cancellation there shall be no claim or right to compensation on account of any loss, damage, or expense whatever. Cancellation of a permit covering an event which has been contractually arranged is the exception.

Permit holders' activities shall be subject to cancellation for a Category 1 use. When such cancellation is necessary, the permit holder must be notified NO LATER THAN two (2) weeks in advance of the canceled date.

The permit holder must notify the Rental Office during working hours of their plans to cancel a scheduled activity prior to the date of intended use. Refunds may be issued as outlined in the Cancellation Policy of the Fee Schedule.

### **851.4 Commercial Use (Category V)**

The Facility Use Application will be processed as outlined below:

- a. Completed Facility Use Applications should be received by the Rental Office at least eight (8) weeks prior to the activity and may be rejected by the District if received less than six (6) weeks prior to the date of the rental.
- b. A damage deposit in the form of a cashiers check of up to \$5,000 shall be required.

Damage deposits required shall be due and payable no later than two (2) weeks prior to the date of use. Damage deposits are

refundable to the permit holder if the Facility Use Permit is canceled. A damage deposit will also be refunded within thirty (30) days of a completed event if damage did not occur during the event.

- c. The permit holder shall file with the Rental Office evidence that a policy of insurance is in full force and effect providing combined single limits for property damage and bodily injury, naming the District as additional insured. The amount of coverage of this policy will be determined by the Rental Manager and will be included in the terms and conditions of the rental agreement.
- d. The District reserves the right to cancel a Rental Agreement and Permit in the event of fire, labor disputes, or natural occurrences such as epidemics, earthquakes, floods, abnormal weather conditions, or for such other reason which is beyond the control of the District if such action is deemed to be 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.
- e. The District reserves the right to deny a permit to a sponsor if the sponsor has previously failed to comply with District policies, rules or regulations or cannot demonstrate adequate experience or ability to successfully promote and produce a public performance in District facilities.
- f. If the application is approved, a Rental Agreement shall be issued. This agreement will define the terms and conditions of the facility rental. The agreement may be canceled at any time by the District if the permittee fails to comply with any of the terms or conditions of this agreement.

## **852 Rules and Regulations**

- a. No person shall be entitled to the use of school facilities, except for scheduled school activities, unless a Facilities Use Permit for such use has been issued and signed by the Rental Manager. A member of the custodial staff must be present for all activities unless alternative arrangements are outlined in a Memorandum of Agreement with the user.
- b. No sub-leasing of facilities shall be permitted.

- c. The permit holder shall be responsible for the conduct and control of both patrons and participants, and must comply with all applicable state and federal laws, city ordinances, District regulations, by-laws, and policies and permit conditions. All measures necessary to ensure the safe, healthy, and lawful conduct of permit activities shall be undertaken and financed by the permit holder. These measures may include, but are not limited to, crowd control and fire and police protection.
- d. Any other permits required from police, fire, health, or other governmental agencies must be obtained and copies presented to the Rental Manager prior to the issuance of any Facilities Use Permit.
- e. In the event of damage to the facility or equipment (other than normal wear and tear) the permit holder shall accept the District estimate of the amount of same and shall pay all appropriate costs.
- f. All organizations using school facilities shall provide adequate adult supervision who shall remain with the group during all activities and be responsible for the group's conformance with all appropriate rules and regulations.
- g. In accepting a Facilities Use Permit the permit holder agrees to defend, indemnify, and hold harmless the School District from any and all damage or claims or suit arising from the use of District facilities by the permit holder, his/her/its employees, or patrons. This obligation shall be incumbent upon the permit holder even if the alleged damage, claim or suit specifically alleges negligence on the part of the School District.
- h. Use of tobacco, possession or use of intoxicating liquor or illegal drugs, fighting, betting, or other forms of illegal activities will not be allowed upon the District premises or within any facility. Possession of firearms is prohibited except when waived by Superintendent for approved classes.
- i. Facilities Use Permits include use of normal furniture and large equipment which is usually assigned to that particular area of the building (e.g., a piano in an auditorium). The permit holder will be expected to furnish his/her own expendable supplies (e.g., basketballs, volleyballs, etc.).

- j. The Facilities Use Permit does not authorize the use of operation of any school equipment other than that stipulated on the permit.
- k. Facilities Use Permits are limited to the specified room or rooms, during the hours and days specified. The permit holder shall insure that the remainder of the building is not entered. Facilities will be opened at the time scheduled for the activity to begin and closed at the time scheduled for its conclusion. There must be strict adherence to the scheduled times. No activity or performance shall last beyond 12:00 midnight, unless an exception is granted by the Superintendent or designee.

(Section 853 k - Revised February 13, 1995)

- l. When an organization is being charged for the use of the facility under Category 5 schedule, set ups will be made by District personnel and a custodian will be available to the organization during the time of use. Category 2, 3, and 4 users must make their own set up and take down except when District staff is required to operate equipment. Category 2, 3, and 4 users must leave the facility in an acceptable, clean condition.
- m. Extra costs, including labor costs for special services performed by District employees will be charged to the using organization when they have requested such service on their application form.
- n. If the facility is not used in accordance with hours shown or additional personnel are required, a revised billing will be made.
- o. The Rental Manager may revoke a Facilities Use Permit for violation of these rules and regulations which occur or come to the Rental Manager's attention after issuance of a Facilities Use Permit.
- p. A Facilities Use Permit may be canceled if a facility is required for school use. A permit may also be canceled due to fires, labor disputes, or natural occurrences such as epidemics, earthquakes, floods, or abnormal weather conditions.
- q. The District will not be responsible for loss of personal property by individuals or groups when buildings are being used for activities under a Facilities Use Permit.
- r. The Rental Manager shall have the authority to impose reasonable conditions in addition to those specified in this section, where

necessary.

- s. Organizations failing to use a facility as scheduled will be responsible for the scheduled fee. Failure to use a scheduled facility for two consecutive dates may result in automatic cancellation of the Facilities use Permit.
- t. General types of non-school activities prohibited:
  - (1) Any activity without a Facilities Use Permit including such use by District employees.
  - (2) Public dances. All dances must be school sponsored or limited to the listed membership and guests of the sponsoring organization.
  - (3) Training and exhibition of animals, except in approved areas, or when the course of instruction requires the presence of an animal. This does not apply to the use of guide dogs by the blind or the training of guide dogs or search and rescue dogs.
  - (4) Any physical change, at any time, to the building (i.e., electrical wiring, telephone installation, etc.) or grounds, (i.e., temporary structures, out buildings, etc.) without the prior review and approval of the District's Maintenance Department. It will be the responsibility of the permit holder to forward a copy of the approval and arrangements made with the Director of Maintenance to accomplish the change to the Rental Manager no later than five (5) working days prior to the intended use. Decorations or application of materials to walls, ceilings, and floors will not be permitted without prior approval of the principal.
  - (5) No equipment or goods may be removed or transferred from public school for other than school functions except as listed in section 856.3 of the District Policy.
  - (6) Furniture and/or equipment should not be moved from room to room unless such instructions appear on the Facilities Use Permit.  
(Section 853 s - Revised August 12, 1991)  
(Section 853 s - Revised February 13, 1995)  
(Section 853 s - Revised March 25, 1996)

## **853 Assignment of Group Priorities**

As Facilities Use Application forms are received they will be processed and permits will be granted in the following categories: (Priority of use shall be in order of category numbers.) However Federal, State, or Municipal election polling places shall receive highest priority in scheduling and be approved without charge.

### **853.1 Category 1 - District Educational Use**

The primary and priority use of school facilities shall be for District student educational programs and related extra-curricular activities including activities sponsored by PTA/PTSA, Booster Clubs, School Alumni Foundations or other school parent organizations when school age youth are the prime beneficiaries of scheduled activities. Community School activities are included in Category 1.

### **853.2 Category 2 – Non Profit Youth Organizations**

The second category shall include youth activities sponsored by organizations established for school age youth or events in which school age youth are the primary beneficiaries. Examples include Boy Scouts, Girl Scouts, Camp Fire, 4-H Clubs, Y.M.C.A., Boys' and Girls' Club of Alaska, Asian and other Youth Cultural Education Programs, youth religious education, recreation programs and supervised youth activities provided by the Municipality of Anchorage Parks and Recreation Department.

(Section 854.2 - Revised September 12, 1994)

### **853.3 Category 3 – Non Profit Adult Organizations**

Category 3 encompasses local nonprofit adult organizations whose proceeds are used for cultural, educational, recreational or charitable purposes. This category shall also include employee bargaining units, all activities sponsored by the federal, state, city, or other governmental entities, and adult organizations subject to the exception of activities falling into Category 5.

### **853.4 Category 4 - Educational Institutions**

This category shall include not for profit educational organizations including colleges and universities.

(Section 854.4 - Revised September 12, 1994)

### **853.5 Category 5 - Commercial Use and Political Use**

This category includes activities where:

- a. The profits earned are accrued to an individual or a profit motive organization.
- b. Gate receipts or donations are to be used for partisan or nonpartisan political activities including political education.
- c. Any of the net profit is to be used for other than a cultural, educational, or charitable activity.
- d. School facilities are used for private teaching for which a tuition charge is made either by a staff member employed by the District or any other outside agency or person. (Such activities must have specific approval by the Superintendent or designee. (See Section 855.2 ASD policy.)

It will be considered a tuition charge if the cost to the student exceeds the minimum necessary to provide books, supplies, equipment, and/or insurance for the class. A REGISTRATION FEE for the class shall be considered a tuition charge.

- e. Any political candidate or political party conducts a campaign activity. This includes current public office holders sponsoring community hearings or meetings of an official and deliberative nature in the conduct of their office.

(Section 854.5 g - Revised September 12, 1994)

(Section 854.5 f - Revised August 12, 1996)

### **853.6 Joint Agreements**

When a Joint Use Agreement for the use of school facilities has been established with an external entity, priority use will be granted within the appropriate group priority.

### 853.7 Adoption of Facilities

Through the Adoption programs, an organization will be granted priority use, not sole use, of the adopted facility. Priority will be granted within the appropriate group priority.

### 854 Facilities Use Fees

The following factors are utilized in computing facilities use costs and charges:

- a. Operational costs include utilities, staffing, and custodial service and will apply when activities are scheduled on weekends, holidays, when auditoriums are used, or other periods, i.e, summer, when buildings are not normally staffed.
- b. Special service costs will be charged if an applicant requests special support service such as furniture set up, special clean up, furniture relocation, etc. Such services should be outlined on the Facilities Use Request form at the time of application.
- c. Commercial rental fees will be based on utilities, maintenance, and operational expenses, and comparable commercial or Municipality of Anchorage rates.

(previous Section 855 e - Deleted September 12, 1994)

d. Basis for Fee Requirements

Rental charges for all categories are set by the School Board.

Category 1 District Educational Use. No charge.

The PTA/PTSA, Booster Clubs and School Alumni Foundations or other school parent organizations will be exempt from any Rental Fees when school age youth are the prime beneficiaries of scheduled activities. Community Schools activities are included in Category 1.

Category 2 Non-Profit Youth Organizations.

A charge based on the Non-Profit Youth Fee Schedule will be assessed for all school youth related organizations. Operational costs will be charged weekends, holidays, when auditoriums are

used and other periods when buildings are not normally staffed.

A Task Force of users of District facilities will advise the Community Services/Rentals Department. The Task Force will meet at least annually.

(Section 855, Category 2 - Revised August 24, 1992)

(Section 855, Category 2 - Revised August 23, 1993)

(Section 855, Category 2 - Revised September 12, 1994)

Supervised youth activities provided by the Municipality of Anchorage Parks and Recreation Division and bona fide on-base and on-post organizations for base and post schools will be exempt from any rental fees.

### Category 3 Non Profit Adult Organizations.

A charge based on the Non Profit Adult Fee Schedule will be assessed for non profit adult organizations. Operational costs will be charged Sundays, weekends, holidays, when auditoriums are used and other periods when buildings are not normally staffed.

Community Councils will be exempt from any rental fees.

(Section 855, Category 3 - Revised September 12, 1994)

### Category 4 Educational Institutions.

A charge based on the Educational Institutions Fee Schedule will be assessed for all educational organizations. Operational costs will be charged Sundays, weekends, holidays, when auditoriums are used and other periods when buildings are not normally staffed.

(Section 855, Category 4 - Revised September 12, 1994)

### Category 5 Commercial Use.

Current public office holders sponsoring community hearings or meetings of an official and deliberative nature in the conduct of their office will be exempt from any Rental Fees.

Commercial organizations providing services or activities in which school age youth are the prime beneficiaries may be charged for facilities use at the Category 3 Adult Non Profit rate upon approval

of the Superintendent or designee. If approved for the Category 3 Adult Non Profit rate, the organization will also receive scheduling priority as a Category 3 organization.

(Section 855, Category 5 - Revised September 12, 1994)

## **855 Special Provisions**

### **855.1 Religious or Partisan Activities**

Non-school partisan or religious groups may be permitted to use school facilities outside of regular school hours under regular policies for school building use. Religious or partisan materials shall not be left in classrooms or other school areas.

### **855.2 Private Teaching in the Schools**

Public school buildings may not be used for private, non Community School, teaching for which tuition charge is made unless specifically authorized by the Superintendent or designee. Those authorized will be charged Non Profit Youth Organization rate (854.2 Category 2), Educational Institution rate (854.4 Category 4) or the Commercial Use rate (854.5 Category 5), as appropriate. Staff members employed by the District and engaged in private, non-Community School, teaching must file a Conflict of Interest as listed in Section 725.4 of District policy.

(Section 856.2 - Revised August 12, 1996)

### **853.3 Use of District-Owned Equipment and Materials by Non-District Individuals or Groups**

District-owned equipment and materials may be loaned to individuals and/or groups if the equipment and/or materials are not needed by the department or a school for the regular instructional program. Approval for the use of non-school equipment and/or material may be given by the Superintendent or designee; approval for the use of school equipment and/or materials may be given by the school principal.

- a. Provisions under this section are not intended to preclude nor to inhibit the borrowing/lending of library/media center materials through inter-library loan as established by the Alaska State Library.

- b. Library/Audio-Visual materials and equipment housed within the facilities of the District but purchased with federal funds are available to private or parochial schools in the Anchorage area as provided by law if not in current use by District programs.
- c. School library/media center materials may be loaned to students and to other private citizens living within the school's attendance area and/or through school/community sponsored library/media center programs if not required for use by the school's instructional program.
- d. Audio-Visual equipment and materials may be loaned to non profit organizations or activities as listed in Section 854, categories 2 and 3.
- e. In the case of damage or mistreatment, a reasonable fine may be assessed for repair or replacement of loaned materials or equipment.
- f. Users of school building facilities shall request use of building equipment through the District Rental Office. The principal will advise the rental office as to the availability or non-availability of the requested equipment.
- g. Any requests to use building equipment outside the building where it is normally housed will require the approval of the Superintendent or designee.

#### **855.4 Criteria for Waiver of Fees**

- a. Activity is in direct support of school activities.
- b. The activity is co-sponsored by the Anchorage School District.
- c. Joint use of District facilities is provided to the organization through a written agreement; waiver of any Facilities Use Fees must be specified in the written agreement.
- d. The activity is an official public meeting or hearing sponsored by a current public office holder or by a Community Council.
- e. A singular activity of an unusual nature deemed to be in the best interest of the community. The waiver requires approval by the Superintendent.

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

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

- |              |   |
|--------------|---|
| CATEGORY I   | <u>DISTRICT EDUCATIONAL USE</u><br>NO CHARGE.   |
| CATEGORY II  | <u>NONPROFIT YOUTH ORGANIZATION (page 2)</u><br>RENTAL CHARGE FOR SUNDAY THROUGH SATURDAY. OPERATIONAL CHARGE FOR SATURDAY, SUNDAY, HOLIDAYS AND WHEN AUDITORIUMS ARE USED. |
| CATEGORY III | <u>NONPROFIT ADULT ORGANIZATION (page 3)</u><br>RENTAL CHARGE FOR SUNDAY THROUGH SATURDAY. OPERATIONAL CHARGE FOR SATURDAY, SUNDAY, HOLIDAYS AND WHEN AUDITORIUMS ARE USED. |
| CATEGORY IV  | <u>EDUCATIONAL INSTITUTIONS (page 3)</u><br>RENTAL CHARGE FOR REGULARLY STAFFED HOURS. OPERATIONAL CHARGE FOR SATURDAY, SUNDAY, HOLIDAYS AND WHEN AUDITORIUMS ARE USED.     |
| CATEGORY V   | <u>COMMERCIAL USE (page 4)</u><br>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*
- *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>..... 100%</i>
<i>5 - 9 work days</i>	<i>..... 50%</i>
<i>less than 5 work days</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*

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

CATEGORY II						
SPACE TYPE	WEEK DAY FEES			WEEK END FEES		
	HOURLY FEE	MINIMUM PER PERMIT*	MAXIMUM PER PERMIT*	*YOUTH HOURLY FEE	SATURDAY* MINIMUM PER DAY	OPERATIONAL FEE WEEKEND PER DAY
<b>1. CLASSROOM</b> <i>(Classrooms, Foyers, Locker Rooms)</i>	\$5.00	\$30.00	\$100.00	\$20.00	\$80.00	\$30.00
<b>2. ELEMENTARY GYM</b>	\$7.00	\$50.00	\$350.00	\$25.00	\$100.00	\$30.00
<b>3. ELEMENTARY MPR</b> <i>(Accommodates sports activities)</i>	\$7.00	\$50.00	\$350.00	\$25.00	\$100.00	\$30.00
<b>4. LARGE MEETING RM</b> <i>(Cafeteria, Secondary MPR, Meeting Room 1- KCC)</i>	\$7.00	\$50.00	\$350.00	\$25.00	\$100.00	\$30.00
<b>5. SMALL MEETING RM</b> <i>(Library, IMC, Cove-West)</i>	\$7.00	\$50.00	\$350.00	\$25.00	\$100.00	\$30.00
<b>6. SECONDARY GYM</b> <i>(Middle School, Senior High)</i>	* (charges are calculated for each gym used)					
Practice/League Play	\$15.00	\$75.00	no maximum	\$35.00	\$140.00	\$30.00
Public Event/Tournament	\$25.00	\$100.00	no maximum	\$35.00	\$140.00	\$200.00
<b>UTDOOR AREAS</b> <i>(Rinks, Fields, Tracks, Assembly Areas, Parking Lots)</i>	* (charges are calculated for each area used)					
Elementary	\$3.00	\$30.00	\$90.00	<i>For Outdoor Areas: Saturday/Sunday fees are the same as Week Day Fees</i>		
Secondary	\$5.00	\$50.00	\$150.00			

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	\$40.00	\$160.00	\$50.00
Public Event/Tournament - Secondary Gym	\$40.00	\$160.00	\$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	\$35.00	\$140.00	\$30.00
Public Event/Tournament - Secondary Gym	\$40.00	\$160.00	\$200.00

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

<b>CATEGORIES III &amp; IV</b>						
SPACE TYPE	WEEK DAY FEES		WEEK END & SUMMER FEES			
	HOURLY FEE	MINIMUM PER PERMIT*	HOURLY FEE	MINIMUM PER DAY	OPERATION FEE	
					WEEKDAYS PER DAY	WEEKEND PER DAY
<b>1. CLASSROOM</b> <i>(Classrooms, Foyers, Locker Rooms)</i>	\$15.00	\$60.00	\$50.00	\$200.00	none	\$75.00
<b>2. ELEMENTARY GYM</b>	\$20.00	\$80.00	\$50.00	\$200.00	none	\$75.00
<b>3. ELEMENTARY MPR</b> <i>(Accommodates sports activities)</i>	\$20.00	\$80.00	\$50.00	\$200.00	none	\$75.00
<b>4. LARGE MEETING RM</b> <i>(Cafeteria, Secondary MPR, Meeting Room 1- KCC)</i>	\$20.00	\$80.00	\$50.00	\$200.00	none	\$75.00
<b>5. SMALL MEETING RM</b> <i>(Library, IMC, Cove-West)</i>	\$20.00	\$80.00	\$50.00	\$200.00	none	\$75.00
<b>6. SECONDARY GYM</b> <i>*(charges are calculated for each gym used)</i> <b>Senior High</b>						
Practice/League Play	\$25.00	\$100.00	\$55.00	\$220.00	none	\$100.00
Public Event/Tournament	\$40.00	\$160.00	\$55.00	\$220.00	\$300.00	\$500.00
<b>Middle School</b>						
Practice/League Play	\$25.00	\$100.00	\$55.00	\$220.00	none	\$100.00
Public Event/Tournament	\$40.00	\$160.00	\$55.00	\$220.00	\$100.00	\$200.00
<b>7. OUTDOOR AREAS</b> <i>*(charges are calculated for each area used)</i> <i>(Ice Rinks, Fields, Tracks, Play Areas, Parking Lots)</i>						
Elementary	\$5.00	\$50.00				
Secondary	\$7.00	\$70.00				
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>			

<b>AUDITORIUMS, AUDITERIAS &amp; LITTLE THEATRES</b>							
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	
<b>AUDITORIUMS &amp; AUDITERIAS</b>							
<b>West:</b>	<b>Public Event</b>	\$400.00	\$50.00	\$650.00	\$100.00	\$200.00	\$300.00
	<b>Stage Only</b>	\$200.00	\$50.00	\$300.00	\$50.00	\$50.00	\$100.00
<b>Chugiak:</b>							
<b>Dimond:</b>	<b>Public Event</b>	\$300.00	\$50.00	\$400.00	\$100.00	\$100.00	\$200.00
<b>East:</b>	<b>Stage Only</b>	\$200.00	\$50.00	\$200.00	\$50.00	\$50.00	\$100.00
<b>South Anchorage:</b>							
<i>Auditorium fees include assistance of Technician Additional Technician is \$50.00 per hour</i>							
<b>LITTLE THEATRES</b>							
<b>Bartlett &amp; Service</b>		\$150.00	\$30.00	\$200.00	\$50.00	\$50.00	\$100.00

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

CATEGORY V		
SPACE TYPE	4-HOUR MINIMUM	OVERTIME HOURS **
<b>1. CLASSROOM</b> <i>(Classrooms, Foyers, Locker Rooms)</i>	Weekday	\$200.00
	Weekday (Summer)	\$350.00
	Weekend	\$350.00
	Holidays	\$700.00
<b>2. ELEMENTARY GYM</b>	\$400.00	\$100.00
<b>3. ELEMENTARY MPR</b> <i>(Accommodates sports activities)</i>	\$400.00	\$100.00
<b>4. LARGE MEETING ROOM</b> <i>(Cafeteria, Secondary MPR, Meeting Room 1- KCC)</i>	\$400.00	\$100.00
<b>5. SMALL MEETING ROOM</b> <i>(Library, IMC, Cove-West)</i>	\$400.00	\$100.00
<b>6. SECONDARY GYM</b>	Bartlett, Service or West	
	First Show or Event	\$1,500.00
	Second Show or Event	\$1,000.00
Other Secondary Gymnasium	\$750.00	\$100.00
<b>7. OUTDOOR AREAS</b> <i>(Ice Rinks, Fields, Tracks, Play Areas, Parking Lots)</i>	Weekday	\$50.00
	Weekend	\$100.00
	Holidays	\$200.00

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

<b>AUDITORIUMS &amp; LITTLE THEATRES</b>				
<b>AUDITORIUMS</b>	West High:	First Show	\$1,500.00	\$100.00
		Second Show	\$1,000.00	\$100.00
	Chugiak High:	First Show	\$800.00	\$100.00
	Dimond High:	Second Show	\$600.00	\$100.00
	East High:			
	South Anchorage High:			
<i>Auditorium fees include assistance of Technician Additional Technician is \$50.00 per hour</i>				
<b>LITTLE THEATRES</b>	Bartlett High School			
	Service High School	\$400.00	\$100.00	