

ADOPT-A-RINK PROGRAM

We are very grateful for your willingness to provide your time, energy, and resources to support the Anchorage School District and the youth of Anchorage. Your efforts are greatly appreciated.

PRIORITY USE, not sole use, of the Ice Rink shall be granted to the adopting organization upon approval of the Adopt-a-Rink Application.

The following pages define the information required to complete an adoption form, and offer some brief instruction regarding how to develop an ice surface. In an effort to make the application process as "user friendly" as possible, we have revised the form and limited stops for approval signatures to two locations. The total time needed to complete an application including meetings with ASD staff should be no more than two hours. To complete the application:

1. **Approval/signature of Elementary School Principal** at the site where you wish to adopt a rink.
2. **Submit the following:**
 - **Adopt-a-Rink Application signed by School Principal**
 - **Certificate of Insurance for group and equipment**
 - **Completed Facilities Use Application**

Submit to:

**Anchorage School District Maintenance/Operations Department,
1301 Labar Street (Carrs Business Park off Huffman)**

While at the Maintenance/Operations Department, you will be asked to meet with the Maintenance Director, Grounds Foreman, Zone Supervisor and the Operations Director. To insure your application is processed in a timely manner it would be advisable to make an appointment. Call the Director of Maintenance at 348-5222.

3. Approval of Maintenance Director.

You will be asked to demonstrate that you understand and can perform the tasks required to build and maintain an ice surface in a safe manner. Once this is completed, he will note his approval on the application form.

4. Approval of Zone Supervisor and Grounds Foreman.

Discuss lighting, water source and usage with Zone Supervisor and Grounds Foreman. Following this brief conference, they will add their approvals to the application form.

An appointment may be set up at this time to meet at the site to insure access and that identification of valves, switches, etc., are clearly understood.

5. Approval of Operations Director.

Discuss security issues regarding the usage of school facilities. Following this meeting, the Operations Director will add his approval on the application form.

It may be necessary to gain access to the school for the purpose of operating water and lighting controls.

The Application form, Certificate of Insurance, and completed Facilities Use Application will be forwarded to Risk Management and the Community Services office where they will be reviewed and receive final approval.

A copy of the approved application form and the Facilities Use Permits will be mailed to you within two weeks.

The Anchorage School District is not responsible for injuries or damage to persons or property of the Applicant or his representatives, incurred during the course of rink maintenance operations.

ADOPT-A-RINK PROGRAM REQUIREMENTS

- Please insure that personnel who perform rink maintenance and repairs have a copy of the approved Adopt-A-Rink Application with them at all times when working on the rink. This will assist in identifying their right to be on school property after hours
- It is the full responsibility of the Applicant to provide all labor necessary to maintain the rink and/or related equipment such as ice, boards, goals, etc., in a safe and usable condition.
- It is the full responsibility of the Applicant to provide all equipment necessary to maintain the rink such as hoses, tanks, hot mop equipment, snow removal equipment, hand tools, power tools, etc.
- It is the full responsibility of the Applicant to provide all materials necessary to maintain the rink such as lumber, posts, fasteners, etc.
- Elementary schools do not have adequate hot water reserves for hot mop operations, and it will not be provided.
- Cold water will be provided by the Anchorage School District at no cost to the Applicant.
- The Anchorage School District reserves the right to close ice rinks and/or terminate the Adopt-A-Rink agreement if:
 - Rink and/or related equipment are not maintained in a safe condition.
 - Flooding and mopping are not supervised at all times.
 - Security of the school facility is compromised through negligence.
 - Required insurance is not continued in force.
 - Flooding or snow removal operations interfere with the safe operation of the school facility, program, or school grounds.
 - Terms of the Facilities Use Permit are not observed.

Special Notes:

- Those performing rink maintenance should consider their personal safety while working on rinks late at night or in the early morning. We advise that you not work alone, but in pairs or small groups. We further recommend you have a means to initiate emergency notification such as a cellular phone should accident or injury occur.
- If you observe any vandalism to schools or school property in progress, do not attempt to personally intervene. Notify the Anchorage Police Department and/or Alaska State Troopers immediately.