ANCHORAGE SCHOOL DISTRICT
ANCHORAGE, ALASKA
FACILITY RENTAL RATES AND OPERATIONAL FEES
FY 2019 - 2020

A. USER CATEGORIES - ASD BP 1330 USE OF SCHOOL FACILITIES:
   CATEGORY I  DISTRICT EDUCATIONAL USE
    No charge.
   CATEGORY II  COMMUNITY EDUCATIONAL USE
    Based on Memorandum of Agreement.
   CATEGORY III  NONPROFIT YOUTH ORGANIZATION (page 2)
    Rental charge for Sunday through Saturday. Operational charge for
    Saturday, Sunday, holidays and when auditoriums / auditerias are used.
   CATEGORY IV  NONPROFIT ADULT ORGANIZATION (page 3)
    Rental charge for Sunday through Saturday. Operational charge for
    Saturday, Sunday, holidays and when auditoriums / auditerias are used.
   CATEGORY V  EDUCATIONAL INSTITUTIONS (page 3)
    Rental charge for regularly staffed hours. Operational charge for
    Saturday, Sunday, holidays and when auditoriums / auditerias are used.
   CATEGORY VI  COMMERCIAL USE (page 4)
    Rental rates charged as approved by the School Board.

B. DOCUMENTATION REQUIRED
   • All facility rental groups are required to provide a current Certificate of Liability Insurance
     in the amount of $1M, with subrogation waiver and naming the Anchorage School District as
     "additional insured".
   • To qualify as Category III Nonprofit Youth or Category IV Nonprofit Adult organization,
     the following documentation must be on file in the Rentals office:
     • IRS letter (501C3) indicating exemption from federal taxes
     • Current Board of Directors (include name and contact information)

C. SCHEDULE OF RENTAL RATES AND OPERATIONAL FEES
   • Facility rental rates are billed in one half hour increments
   • Holiday rates are the same as the school year rates PLUS an additional
     $100 per hour per day (minimum of 4 hours) for indoor spaces. (Exception: Category VI Commercial, as noted)
   • Summer rates are the same as the school year rates PLUS an additional
     $40 per hour per day (minimum of 4 hours) for indoor spaces. (Does not apply to the use of the auditoriums / auditerias)
     (Applies to all Category III Nonprofit youth activities)
     (Applies to Category IV Nonprofit adult and Category V Educational activities for Monday - Friday only)
   • Rates for Auditorium/Auditeria usage on Fridays are calculated at the weekend rate
   • Rates for Auditorium/Auditeria usage include a School Board approved equipment
     replacement fee (surcharge) in the amount of 5%

D. AUDITORIUMS / AUDITERIAS
   • The following items are required and must be submitted directly to the Rentals department:
     • Detailed auditorium technical rider received 2 - 4 weeks prior to event
     • Detailed security plan received 2 weeks prior to event
     • Prepayment and security deposit due 2 weeks prior to event

E. CHANGE POLICY - CHANGES REQUESTED BY THE SCHEDULE HOLDER
   • Changes to active schedules are subject to the following fees:
     1st Change - no charge          Additional Changes - $10 each
     No charge for District initiated changes

F. CANCELLATION POLICY
   • In the event a schedule is canceled by the schedule holder, refunds may 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

G. FEE REVIEW
   • Fees will be reviewed annually.

updated October 15, 2019
## CATEGORY III - Nonprofit Youth Organizations

### School Year Rates

<table>
<thead>
<tr>
<th>SPACE TYPE</th>
<th>WEEK DAY</th>
<th>WEEKEND</th>
<th>OPERATIONAL FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>HOURLY RATE</td>
<td>MINIMUM</td>
<td>WEEKEND PER DAY</td>
</tr>
<tr>
<td></td>
<td>$5.00</td>
<td>$20.00</td>
<td>$6.00</td>
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<tr>
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<td>$5.00</td>
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<tr>
<td></td>
<td>$20.00</td>
<td>$160.00</td>
<td>$50.00</td>
</tr>
<tr>
<td></td>
<td>For Outdoor Areas: Weekend and Holiday rates are the same as Week Day rates</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### ADDITIONAL RATES:
- Summer rates - Same as school year rate PLUS additional $40 per hour per day (minimum 4 hours) for indoor spaces. All days.
- Holiday rates - Same as school year rate PLUS additional $100 per hour per day (minimum 4 hours) for indoor spaces. All days.

## HIGH SCHOOL AUDITORIUMS AND AUDITERIAS

### CATEGORIES III, IV and V

<table>
<thead>
<tr>
<th>FACILITY</th>
<th>WEEK DAY</th>
<th>WEEKEND</th>
<th>OPERATIONAL FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4-HOUR MINIMUM</td>
<td>OVERTIME PER HOUR</td>
<td>4-HOUR MINIMUM</td>
</tr>
<tr>
<td></td>
<td>$600.00</td>
<td>$62.50</td>
<td>$850.00</td>
</tr>
<tr>
<td></td>
<td>$350.00</td>
<td>$62.50</td>
<td>$450.00</td>
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<tr>
<td></td>
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<td>$62.50</td>
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<tr>
<td></td>
<td>$400.00</td>
<td>$62.50</td>
<td>$400.00</td>
</tr>
</tbody>
</table>

### Auditorium / Auditeria Notes
- All fees include a 5% surcharge. Usage of spaces on Fridays is billed at the weekend rate. All fees include the assistance of one auditorium technician. Each additional technician is billed at $50 per straight time hour on Monday through Thursday. On weekends, each additional technician is billed at $75 per hour. Summer rates are the same as the school year rates for auditoriums and auditerias.
- Holiday rates - Same as school year rate PLUS additional $100 per hour per day for rental of these spaces.
## Anchorage School District

**Anchorage, Alaska**

**Facility Rental Rates and Operational Fees**

**FY 2019 - 2020**

### CATEGORY IV, V - Nonprofit Adult Organizations, Educational Institutions

#### School Year Rates

<table>
<thead>
<tr>
<th>Space Type</th>
<th>Week Day</th>
<th>Weekend</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Hourly</td>
<td>Minimum</td>
</tr>
<tr>
<td>HOURLY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PER DAY</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. **Classroom - Elementary**
   - (Classrooms, Foyers)
   - Hourly Rate: $3.00
   - Minimum: $12.00
   - Weekday Rate: $10.00
   - Minimum: $40.00
   - Weekend Rate: None
   - Minimum: $20.00

2. **Classroom - Secondary**
   - (Classrooms, Foyers, Locker Rooms)
   - Hourly Rate: $5.00
   - Minimum: $20.00
   - Weekday Rate: $10.00
   - Minimum: $40.00
   - Weekend Rate: None
   - Minimum: $20.00

3. **Elementary Gym**
   - Hourly Rate: $25.00
   - Minimum: $100.00
   - Weekday Rate: $60.00
   - Minimum: $240.00
   - Weekend Rate: None
   - Minimum: $100.00

4. **Elementary MPR**
   - (Accommodates sports activities)
   - Hourly Rate: $25.00
   - Minimum: $100.00
   - Weekday Rate: $60.00
   - Minimum: $240.00
   - Weekend Rate: None
   - Minimum: $100.00

5. **Meeting Room**
   - (Library, Cafeteria, Secondary MPR)
   - Hourly Rate: $25.00
   - Minimum: $100.00
   - Weekday Rate: $60.00
   - Minimum: $240.00
   - Weekend Rate: None
   - Minimum: $100.00

6. **Secondary Gym**
   - (Charges are calculated for each gym used)
   - Practice/League/Tournament Play
   - Hourly Rate: $30.00
   - Minimum: None
   - Weekday Rate: $60.00
   - Minimum: $240.00
   - Weekend Rate: None
   - Minimum: $100.00

   - Secondary Gym - Large (Bartlett, Service, West)
   - Practice/League Play
   - Hourly Rate: $40.00
   - Minimum: None
   - Weekday Rate: $70.00
   - Minimum: $280.00
   - Weekend Rate: None
   - Minimum: $200.00

7. **Outdoor Areas**
   - (Charges are calculated for each area used)
   - (Ice Rinks, Fields, Tracks, Grassy Areas, Parking Lots)
   - **Elementary**
     - Hourly Rate: $7.00
     - Minimum: $28.00
   - **Secondary**
     - Hourly Rate: $10.00
     - Minimum: $40.00

### Additional Rates:

- Summer rates - Same as school year rate PLUS additional $40 per hour per day (minimum 4 hours) for indoor spaces. Mondays - Fridays.
- Holiday rates - Same as school year rate PLUS additional $100 per hour per day (minimum 4 hours) for indoor spaces. All days.

### High School Auditoriums and Auditerias

#### Categories III, IV and V

<table>
<thead>
<tr>
<th>Facility</th>
<th>Week Day</th>
<th>Weekend</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4-Hour Minimum</td>
<td>Overtime Per Hour</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **West High**
  - Public Event
    - 4-Hour Minimum: $600.00
    - Overtime: $62.50
    - Weekend Minimum: $850.00
    - Overtime: $125.00
  - Stage Only
    - 4-Hour Minimum: $350.00
    - Overtime: $62.50
    - Weekend Minimum: $450.00
    - Overtime: $62.50

- **Bartlett, Chugiak or East High**
  - Public Event
    - 4-Hour Minimum: $450.00
    - Overtime: $62.50
    - Weekend Minimum: $600.00
    - Overtime: $125.00
  - Stage Only
    - 4-Hour Minimum: $350.00
    - Overtime: $62.50
    - Weekend Minimum: $350.00
    - Overtime: $62.50

- **Dimond, Service or South High**
  - All Events
    - 4-Hour Minimum: $400.00
    - Overtime: $62.50
    - Weekend Minimum: $400.00
    - Overtime: $62.50

### Auditorium / Auditeria Notes

- All fees include a 5% surcharge. Usage of spaces on Fridays is billed at the weekend rate. All fees include the assistance of one auditorium technician. Each additional technician is billed at $50 per straight time hour on Monday through Thursday. On weekends, each additional technician is billed at $75 per hour.
- Summer rates are the same as the school year rates for auditoriums and auditerias.
- Holiday rates - Same as school year rate PLUS additional $100 per hour per day for rental of these spaces.
## CATEGORY VI - Commercial

<table>
<thead>
<tr>
<th>SPACE TYPE</th>
<th>4-HOUR MINIMUM</th>
<th>EACH ADDITIONAL HOUR</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. CLASSROOM (Classrooms, Foyers, Locker rooms)</td>
<td>$200.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>2. ELEMENTARY GYM</td>
<td>$500.00</td>
<td>$125.00</td>
</tr>
<tr>
<td>3. ELEMENTARY MPR (Accommodates sports activities)</td>
<td>$500.00</td>
<td>$125.00</td>
</tr>
<tr>
<td>4. SMALL MEETING ROOM (Cove-West)</td>
<td>$400.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>4. MEETING ROOM (Library, Cafeteria, Secondary MPR)</td>
<td>$500.00</td>
<td>$125.00</td>
</tr>
<tr>
<td>5. SECONDARY GYM Bartlett, Service or West</td>
<td>$1,500.00</td>
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<tr>
<td>Other Secondary Gyms</td>
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<tr>
<td>$750.00</td>
<td>$100.00</td>
<td></td>
</tr>
<tr>
<td>6. OUTDOOR AREAS (Ice Rinks, Fields, Tracks, Grassy Areas, Parking Lots)</td>
<td>$100.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>OUTDOOR AREAS - Athletic / Turf fields Middle School athletic fields</td>
<td>$300.00</td>
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</tr>
<tr>
<td>High School athletic fields</td>
<td>$400.00</td>
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### HIGH SCHOOL AUDITORIUMS AND AUDITERIAS

<table>
<thead>
<tr>
<th>AUDITORIUMS</th>
<th>4-HOUR MINIMUM</th>
<th>EACH ADDITIONAL HOUR</th>
</tr>
</thead>
<tbody>
<tr>
<td>West High Public Event</td>
<td>$2,000.00</td>
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<tr>
<td>Stage Only</td>
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<tr>
<td>Bartlett, Chugiak or East High Public Event</td>
<td>$1,200.00</td>
<td>$125.00</td>
</tr>
<tr>
<td>Stage Only</td>
<td>$850.00</td>
<td>$125.00</td>
</tr>
</tbody>
</table>

### AUDITERIAS / LITTLE AUDITORIUM

| Dimond, Service or South High All Events | | |
| $750.00 | $125.00 |

**Auditorium / Auditeria Notes**

All fees include a 5% surcharge. Usage of spaces on Fridays is billed at the weekend rate. All fees include the assistance of one auditorium technician. Each additional technician is billed at $50 per straight time hour on Monday through Thursday. On weekends, each additional technician is billed at $75 per hour.