

Anchorage School District

Rental Client General Code of Conduct:

- Rental clients are not allowed on the premises during school hours while students are present.
- The approved rental permit must be on hand at all times.
- Doors must not be propped open at any time during your event. Doors will be unlocked 15 minutes prior to the event, and locked 15 minutes after the start of the event.
 - Plan to have someone near the doors, or have signage posted with a phone number for someone in your group, for entry if doors are locked.
 - Do not attempt to enter the building by other means or distract faculty who may be on the premises.
- Access ONLY the parts of the building that are reflected on the rental permit.
- Youth must be supervised at all times and should not be allowed to roam the building.
- Use ONLY the equipment approved for use and noted on the rental permit.
 - Items that are inadvertently left out by school staff should not be used.
- If something is damaged during your rental, or was damaged upon arrival, report it immediately to the on-duty custodian and to Rentals@asdk12.org.
 - Rental clients are responsible for repair or replacement of damaged school property or equipment.
 - If damages are not reported prior to the event, the rental client is responsible for repair or replacement.
- If the rental agreement spans more than one day, belongings must be removed after each day's event.
 - ASD is not responsible for any items left by rental clients.
- Respect our policy of no eating or drinking if it applies to the conditions of the space.
- Leave the rooms the way that they were found.
- Ensure that a safety and security plan is in place.
 - All participants must be aware of the Code of Conduct, and the safety plan for evacuations and/or catastrophic events.

Updated 3/20/2024