

Anchorage School District - 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 Community Services Director 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 Community Services. 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.

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. District curricular and extracurricular 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.

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

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

Outdoor Areas

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

- The use shall not interfere in any way with school activities.
- No use will be allowed that subjects the grounds to undue damage or wear.
- No use of playgrounds will be permitted which creates a hazard or unreasonable restriction of use by others.
- All organized use of District grounds must be covered by a Facilities Use Permit.
- Playgrounds will be open for casual play at all other times under the above conditions.
- 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.
- Any substance used to mark school grounds for activities such as softball, soccer, or football must be approved by the District.
- The user will remove any waste or litter resulting from an activity.
- 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).

Optimum Facilities Use

Scheduling of gymnasiums and multi-purpose rooms for Category 3 Non-Profit Youth Organizations will be based on optimum use procedures. Primary consideration will be provided to programs that:

- Provide youth activities to "at-risk" populations as identified by the Anchorage School District and/or the Municipality of Anchorage.
- Provide youth activities specifically to the neighborhood community served by the school being requested.

Food Service Usage Guidelines

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, 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. When no food service employee is required, the

principal will assume responsibility for supervision of the kitchen for school functions not involving use of major equipment or storage facilities.

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 any expendable supplies (e.g., trays, napkins, etc.) unless previously arranged through the Student Nutrition Department. Charges will be assessed for such use.

The sponsoring 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.

Use of School Facilities Application Procedures

Community organizations applying for the use of school facilities must make an advance [online request](#) to the Community Services Office not less than five (5) working days prior to the event date.

Each organization will complete a Facility Use Agreement.

The organization will provide 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 is one million dollars.

A request 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. The school principal will have the right to remove an organization from renting within their school.

Permit Procedures

Upon receipt of an online request, the Community Services Office will confirm availability of space and issue a permit for the activity. For activities which begin before 5pm on regular school days, availability of the space will be confirmed and approved by the building principal.

Facilities Use Permits will be issued on a first come, first served basis. Facilities will be reserved only for the available dates within the current school year. School events will override community reservations, even if the community event was scheduled prior to the school event.

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.

The permit holder must notify the Community Services Office during working hours of their plans to cancel a scheduled activity prior to the date of intended use. Failure to use a scheduled facility for two consecutive dates may result in automatic cancellation of the Facilities Use Agreement.

Commercial Use - Category 5

Completed Facility Use requests should be received by the Community Services Office at least six weeks prior to the activity.

The permit holder shall file with the Community Services 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 is one million dollars and will be included in the terms and conditions of the rental agreement.

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, pandemics, 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.

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.

If the application is approved, a Facilities Use 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.

Facility Use Rules and Regulations

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 by Community Services. A member of the custodial staff must be present for all activities. No sub-leasing of facilities shall be permitted.

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, fire and police protection.

Any other permits required from police, fire, health, or other governmental agencies must be obtained and copies presented to Community Services prior to the issuance of any Facilities Use Permit.

In the event of damage to the facility or equipment (other than normal wear and tear) the permit holder shall accept the District cost estimate and shall pay all appropriate costs.

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.

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, their 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.

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 the Superintendent for approved classes.

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 basketball hoop in the gym). The permit holder will be expected to furnish his/her own expendable supplies (e.g., basketballs, volleyballs, volleyball nets, etc.).

The Facilities Use Permit does not authorize the use of operation of any school equipment other than that stipulated on the permit.

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 unlocked 15 minutes before the scheduled rental activity to begin and locked 15 minutes after the start of the event. The permit holder is responsible for opening the door once it has been locked. 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.

When an organization is being charged for the use of the facility under Category 5 (Commercial) schedule, set up will be made by District personnel and a custodian will be available to the organization during the time of use. Non-profit organizations must set up and take down except when District staff is required to operate equipment. All users must leave the facility in an acceptable, clean condition.

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.

If the facility is not used in accordance with hours shown or additional personnel are required, a revised billing will be made.

The Community Services Director may revoke a Facilities Use Permit for violation of these rules and regulations which occur after issuance of a Facilities Use Permit.

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, pandemics, earthquakes, floods, or abnormal weather conditions.

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.

The Community Services Director shall have the authority to impose reasonable conditions in addition to those specified in this section, where necessary.

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.

General Types of Non-school Activities Prohibited:

Any activity without a Facilities Use Permit including such use by District employees.

Public dances. All dances must be school sponsored or limited to the listed membership and guests of the sponsoring organization.

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.

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. Decorations or application of materials to walls, ceilings, and floors will not be permitted without prior approval of the principal.

No equipment or goods may be removed or transferred from public schools for other than school functions except as listed in District Policy.

Furniture and/or equipment should not be moved from room to room unless such instructions appear on the Facilities Use Permit.

Assignment of Group Priorities

As Facilities Use Requests are received they will be processed and permits will be granted in the following order:

- District Educational Use
- PTA/PTO/PTSA Events
- Non-Profit Youth Events
- Non-Profit Adult Events
- Commercial Events

Federal, State, or Municipal election polling places shall receive highest priority in scheduling and be approved without charge.

Category 1 - District Educational Use

The primary and priority use of school facilities shall be for District student educational programs and related extracurricular activities.

Category 2 - PTA / PTO / PTSA

The second priority use of school facilities includes activities sponsored by PTA//PTO/PTSA, Booster Clubs, School Alumni Foundations or other school parent organizations when school age youth are the prime beneficiaries of scheduled activities.

Category 3 – Non-Profit Youth Organizations

The third 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. The organization must provide proof of tax-exempt status under section 501(c)(3) of the Internal Revenue Code to be considered a non-profit youth organization.

Category 4 – Non-Profit Adult Organizations

Category 4 encompasses local non-profit 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, and other governmental entities. The organization must provide proof of tax-exempt status under section 501(c)(3) of the Internal Revenue Code to be considered a non-profit adult organization.

Category 5 - Commercial Use and Political Use

This category includes activities where:

- The profits earned are accrued to an individual or a profit motive organization.
- Gate receipts or donations are to be used for partisan or nonpartisan political activities including political education.
- Any of the net profit is to be used for other than a cultural, educational, or charitable activity.
- 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.
 - 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.
- 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.

Facilities Use Fees

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

- 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.
- 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.
- Commercial rental fees will be based on utilities, maintenance, and operational expenses, and comparable commercial or Municipality of Anchorage rates.

Basis for Fee Requirements

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

Category 1	District Educational Use
	No rental charge on weekdays. Operational charge for elementary and middle schools on Saturdays. Operational charge for high schools Saturday after 4:00 PM. No school events are allowed on Sundays.
Category 2	PTA / PTO / PTSA
	No rental charge. Operational charge for Saturday, Sunday, holidays and when auditoriums are used.
Category 3	Non-Profit Youth Organization
	Rental charge for Sunday through Saturday. Operational charge for Saturday, Sunday, holidays and when auditoriums are used.
Category 4	Non-Profit Adult Organizations
	Rental charge for Sunday through Saturday. Operational charge for Saturday, Sunday, holidays and when auditoriums are used.
Category 5	Commercial Use
	Rental charge for Sunday through Saturday. Operational charge for Saturday, Sunday, holidays and when auditoriums are used.

Special Provisions

Religious or Partisan Activities

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.

Private Teaching in the Schools

Public school buildings may not be used for private teaching for which tuition charge is made unless specifically authorized by the Superintendent or designee. Those authorized will be charged at the appropriate category rate. Staff members employed by the District and engaged in private teaching must file a Conflict of Interest as listed in District policy.

Criteria for Waiver of Fees

- Activity is in direct support of school activities.
- The activity is co-sponsored by the Anchorage School District.
- 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.
- The activity is an official public meeting or hearing sponsored by a current public office holder or by a Community Council.
- A singular activity of an unusual nature deemed to be in the best interest of the community. The waiver requires approval by the Superintendent.