

Room/Building Use Application

School	Room Name, No., Etc.	Date(s) of Activity
Age(s) of group	Admission <input type="checkbox"/> will, <input type="checkbox"/> will not, be charged.	
(Day of Week)		
From: _____ to _____	Approximate number of people using the facility _____	
(Include time to setup & take-down)		
Purpose for Which Facility Will be Used	Organization	
I have read and agree to the Instructions, and Conditions of Use. If using auditorium, I have also read and agree to AR 1330. <input type="checkbox"/> Certificate of Insurance is attached.		
Person-In-Charge	Signature of Applicant	
Mailing Address	Phone	

See AR1330 for fee information.

A room/building use fee <input type="checkbox"/> will, <input type="checkbox"/> will not, be charged.	Amount \$ _____
A custodial fee <input type="checkbox"/> will, <input type="checkbox"/> will not, be charged.	Amount \$ _____ per hour plus overtime
A technical fee <input type="checkbox"/> will, <input type="checkbox"/> will not, be charged.	Amount \$ _____
	TOTAL \$ _____

Additional conditions/comments: _____

Approval of Local School Administrator	Date
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COPY: School, Applicant, Community Schools (if appropriate)

Instructions

This application must be presented to the local building administrator ten (10) days prior to the date facilities are to be used. If approved, one copy will be retained at the school, one copy will be returned to the party making the request and, if appropriate, one copy will be submitted to the local Community School Programs office.

Where charges for room/building use apply, scheduling or rental fees will be charged according to rates established by the Board of Education. Cost of custodial or other services will be assessed at the conclusion of the activity according to the level of service provided. Such charges will be itemized on this form with one copy retained at the school and one copy sent to the party making the request. All scheduling, rental and/or custodial fees will be paid to the local school. No fees are charged for school or community school sponsored programs and activities, parent advisory committees (PAC's), site councils or PTA groups.

All applicants are responsible for adult supervision, cleanup and building security. Therefore, a mutually satisfactory agreement must be reached with the local building administrator or the custodian for this type of service prior to the start of such activities. If the applicant/permittee seeks to use school premises outside of normal school attendance hours for a community function, the applicant/permittee acknowledges that no school staff will be on duty unless the applicant arranges for a specific staff service in advance. The applicant/permittee agrees that it is responsible for adult supervision, interior cleanup, building security, and exterior maintenance of the sidewalks or walkways, including snow/ice removal and application of traction control. The applicant/permittee further agrees that it is subject to all provisions of the administrative rules and regulations governing the community use of school facilities.

The applicant/permittee agrees to assume the risk of liability for damages because of bodily injury or property damage to any person or entity arising out of the use of the premises, and it agrees to indemnify, defend, and hold the School District harmless from any claims, demands, or suits by any person or entity arising out of that use, unless the liability is on account of the District's sole negligence. The applicant/permittee further agrees to provide the District with a certificate of insurance naming the District as an additional insured, unless the District waives this requirement in writing. Applicant/permittee shall be subject to all provisions of the administrative rules and regulations governing community use of school facilities.

[See E1330(b) for Conditions of Use]

Conditions of Use

1. Sponsoring organizations shall provide competent adult supervision agreed upon at the time the request for facility use is submitted. Principals are program supervisors and shall not be called upon to supervise activities of other groups.
2. Applicants shall supply any special supervision, determined necessary by the principal.
3. Smoking is prohibited.
4. Alcoholic beverages/illegal or illicit drugs are not permitted in school facilities or on school property at any time.
5. Obscenity is prohibited.
6. Firearms or other deadly or defensive weapons, as defined in AS 11.81.900(b) (16) and (19), are not permitted in school facilities or on school property without the express written permission of the Superintendent.
7. Installation of equipment, alteration of existing building facilities, use of materials that affect the condition of floors, walls or other building parts may not be undertaken without specific approval of the principal.
8. Groups or organizations using the facilities shall assume all responsibility for the collection of admission fees, taxes, or other fees in connection with their programs unless prior arrangements have been made with the principal.
9. Advertising or sales of merchandise and printed matter, except that incidental to the program, is forbidden on school grounds.
10. Concessions operated in community school programs shall be supervised by Community School coordinators. Operational costs shall be paid for from receipts, and the profit shall be deposited in the Community School activity fund account.
11. Evening activities and programs shall be concluded thirty (30) minutes prior to the close of the second shift custodian work day and buildings shall be vacated by the close of the second shift custodian's work day unless prior approval has been granted by the principal.
12. Rental agreements are not transferable.
13. Rental fees shall be determined in advance. Custodian, or other service charges, may be assessed at the conclusion of the activity according to the level of service provided.
14. Seating, other special equipment, or facilities arrangements shall be made at the time the rental agreement is issued. Extra compensation shall be paid to cover costs for supervision, transferring equipment, setting up equipment in the building, or other services.
15. Fire and safety regulations shall be observed.
16. Lunchroom facilities may be used by students, parents, and teachers organizations for the purpose of preparing and/or serving meals prepared by the cafeteria staff. Groups not desiring to use the kitchen facilities for food preparation may opt to rent commons, cafeteria, or gymnasium facilities, and have meals catered with permission of the building principal. Cafeteria staff must be present to supervise use of food preparation equipment in kitchen facilities.
17. Violation of these rules and regulations shall restrict subsequent facility use agreement.
18. The District reserves the right to cancel a Room/Building Use Application, if such action is deemed 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.
19. The District is not responsible for loss or damage to personal property by individuals or groups.
20. The District may require a hold harmless agreement and/or certificates of insurance, when appropriate.
21. Violation of these rules or regulations shall restrict subsequent facility use agreement.

Application Procedure

1. School facilities use applications shall be filed with the principal ten days prior to the date when facilities are to be used.
2. One copy of the approved use agreement will be retained at the school, and one copy will be returned to the requesting party, if appropriate.
3. Rental, labor, or other charges assessed shall be itemized on the Room/Building Use Application and one copy submitted to the school, one copy to the party making the request. The principal will be responsible for collecting all charges for rental, labor, supplies, damages, or other fees.

Priority Use of Facilities The following groups have priority for use of school facilities in the following order:

1. BOARD APPROVED PROGRAMS such as PAC's, band and orchestra parents, Community School classes/activities, drama and other school clubs shall be allowed rent-free use of school facilities for meetings or activities. Fees may be charged for technical or special services. Requests shall be submitted to the principal.
2. YOUTH PROGRAMS such as Campfire, Boy/Girl Scouts, to include private educational organizations shall be allowed rent-free use of school facilities for meetings or activities. Requests shall be submitted to the principal. Fees shall include a scheduling charge per request and may include custodial, technical, and special service charges whenever use occurs outside of regular custodial hours.
3. NONPROFIT GROUPS, civic/charitable organizations whose purpose is to improve community welfare and whose receipts are expended for community welfare shall be allowed use of school facilities at no cost to the District. Scheduling and custodial fees must be paid by the group. Requests shall be submitted to the principal.
4. GOVERNMENTAL GROUPS (i.e. city, borough, state agencies) conducting civic business shall be allowed use of school facilities at no cost to the District. Custodial fees must be paid by the group whenever use occurs outside of regular custodial hours. Requests shall be submitted to the principal.
5. BASIC GROUPS – All groups that do not meet the criteria of 1, 2, 3, 4 or 6.
6. PRIVATE, FOR PROFIT, COMMERCIAL GROUPS.

Homer High Teacher Contracts

- *Technical fee of _____ to the facilities use to compensate KPBSD teachers for their time facilitating the college classes paid to teacher by college.*
- *HHS staff does not wish to facilitate college courses*
- *The college will have access to the facility for the 40 scheduled hours at no cost for the facility use. The course will not be offered. This will be evaluated every semester.*

Use of the building:

- *The college will have access to the facility for the 40 scheduled hours at no cost for the facility use.*
 - *When students/teachers from KPC use the facility beyond the scheduled hours, an energy fee would apply at \$10 per hour for specialized classrooms (max 40/semester)*
 - *The extended time will be scheduled when the Room/Building use application is submitted.*
 - *Computer and office access are not included in the agreement*
 - *Sundays will not be available to the college as our teachers traditionally use that day to prepare for the following week.*
- *Equipment and supplies*
 - *KPC purchase it's own kiln and supplies and we will provide a secure location for them*
 - *KPC provide an equipment maintenance fee of \$5 per hour that we will contribute toward the upkeep of our wheels and other ancillary equipment in the shops and labs*