

AR 1330 USE OF SCHOOL FACILITIES

Individuals and/or organizations requesting use of the Mat-Su Borough School District's facilities for events outside of bell-to-bell hours and occurring in common areas (including large / small gyms, library, theater, commons, labs, kitchen, fields, or 4+ classrooms for one purpose) agree to the following terms and conditions. Facility use may be denied by the District to complete all necessary cleaning, repairs, and maintenance. Use of facilities during holidays, professional development days, teacher conference days, and teacher work days will be approved on a case-by-case basis, based on available resources. The District has the right to revoke a facility use agreement for violation of these terms and conditions after issuance of the agreement.

Conditions of Use

1. No person shall be entitled to the use of a District facility except for scheduled school activities, unless a Facility Use Agreement for such has been issued. A District employee must be present (e.g. teacher, principal, custodian, etc.) for any event inside a building and must remain throughout the duration of the event.
2. All school and/or school district rules shall be followed.
3. Individuals/organizations must meet the following insurance requirements and sign an indemnity agreement to hold the school district harmless from any injuries or property damage that may occur while using district facilities:
 - a. A Certificate of Insurance listing the Mat-Su Borough School District as "Additional Insured" shall be provided to MSBSD with general liability limit in the amount of \$500,000 per occurrence, \$1 million aggregate unless the District waives this requirement in writing for a Sponsoring Individual/Organization using the facilities for not-for-profit activities not considered risky or hazardous.
 - b. The sponsoring individuals/organizations shall sign an indemnity agreement which shall read, "To the fullest extent permitted by law, *Sponsoring Individual/Organization* shall indemnify, defend, and hold the MSBSD harmless from any claims, lawsuits, or liability, including costs and attorney's fees, for losses, damages, death, or injuries to persons or property, which arise out of or result from the *Sponsoring Individual's/Organization's* use of MSBSD facilities."
4. Sponsoring individuals and organizations shall provide competent adult supervision for all events and shall stay with the group through the duration of the event.
5. The sub-leasing for a District facility is prohibited.
6. Use or possession of alcoholic beverages and/or illegal drugs, including tobacco and marijuana, is prohibited.
7. Possession or use of firearms or deadly weapons is prohibited on District property or within any District facility unless otherwise exempted by the District in advance of the event.
8. Sponsoring individuals/organizations representing partisan or religious groups must walk through the area used to ensure that partisan or religious information, literature, or documents are removed.
9. Commercial use of schools is prohibited.
10. Fire and safety regulations must be observed.
11. Installation of equipment or alteration of the facilities, use of materials that affect the condition of the floor, walls, or other building parts may not be undertaken.
12. The District is not responsible for loss of or damage to personal property.
13. Kitchen use requires the approval of the Nutrition Services Supervisor and the presence of Nutrition Services support personnel. Fees may be applied. The sponsoring individual/organization is responsible for leaving the kitchen in a clean and acceptable condition.
14. Sale of concessions during non-school activities is limited to the approved outdoor booth and approved indoor kitchen/serving areas. Health permits are the responsibility of the applicant. Any food preparation or service to the public requires a permit from the District Sanitarian of the Dept. of Environmental Conservation.
15. Sponsoring individuals and organizations are responsible for their own set-up and take-down, and must leave the facility in an acceptable, clean condition. Failure to do so may result in additional custodial charges.
16. The District has the right to charge a facilities fee if the event is for-profit during the weekday.
17. The District has the right to require a custodian if an event is over 15 people and/or food is involved during the event.

18. The District does not provide supplies to organizations unless previously arranged. Charges may be assessed for such use. The District reserves the right to require custodial staff and/or supplies for events. A determination for what facility support is required will be made by the Facilities Department as part of the facility use request process, to include turf fields.

19. Animals are prohibited except for the use of service animals and/or their presence is preauthorized by the District.

Procedures for Requesting Facility Use:

Facility use requests must be submitted via the Community Use portal or Arbiter at least one week prior to the date the facilities are to be used, but no earlier than 180 days.

The Facilities Department or authorized designee is responsible for collecting all fees. Please refer to BP 1330 Use of School Facilities for the facility use fee schedule.

The Facilities Department or authorized designee will coordinate schedules with the principal to ensure curricular and co-curricular activities have first priority. When a curricular or co-curricular event supersedes an already scheduled event, the principal must obtain permission from the Office of Instruction if the cancellation is within two weeks of the previously scheduled event.

NOTE: To qualify as a non-profit organization, the following documentation must be updated annually and filed in the Facilities Department:

- A current letter from the IRS indicating exemption from federal taxes or appropriate documentation.
- The name, address, and contact number(s) for the current Board of Directors.

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Matanuska-Susitna Borough School District