

**USE OF SCHOOL FACILITIES**

**RENTAL SCALE FOR ALL OF SCHOOL FACILITIES**

**Upon approval of an Application for Use of School Facilities, private groups or individuals will be charged a fee according to the chart below:**

**USE OF SCHOOL FACILITIES FEE STRUCTURE**

**Category I**      School district activities have priority over all other activities.

**Category II**      School-age youth activities include non-partisan activities or events for school age youth sponsored by non-profits, City Parks and Recreation, or activities sponsored by public educational institutions and government agencies.

**Category III**      Non-profit, non-partisan activities include activities sponsored by individuals or organizations that have obtained IRS approval as a non-profit entity (or filed an application for approval) or local non-profit organizations, whose activities are for cultural or charitable purposes and non-admission is charged.

**User Fee Structure:      NC = no charge**

Facilities Categories	I	II	III Half/Full day	Deposit
Classrooms	NC	NC	\$50/\$100	\$100
H.S./Elem. Library	NC	NC	\$50/\$100	\$100
Large Space*	NC	NC	\$50/\$100	\$100
Kitchen Facility	NC	NC	\$50/\$100	\$100
Specialty Classroom**	NC	NC	\$50/\$100	\$100
C.H.S. Gym	NC	NC	\$75/\$150	\$150
CHS Auditorium	NC	NC	\$75/\$150	\$150

\*Multi-purpose room, outside covered area, band room, MS commons, HS commons, Mat room

\*\* Art room, concession stand/snack shack, Darkroom, welding shop, wood shop, weight room

**Tech support: \$30/hr.**

**Custodial Set-up and Clean Up: \$30/hr. (tables & chairs included in set-up fee)**

*Continued...*

# APPLICATION FOR USE OF SCHOOL FACILITIES

CRAIG CITY SCHOOL DISTRICT  
P.O. BOX 800 ♦ CRAIG, AK 99921

E 1330 (2)

NAME/ORGANIZATION: \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

PERSON IN CHARGE \_\_\_\_\_ PHONE \_\_\_\_\_

FACILITY REQUESTED: \_\_\_\_\_

EQUIPMENT REQUESTED: \_\_\_\_\_

APPROXIMATE NUMBER OF PARTICIPANTS EXPECTED: \_\_\_\_\_

DATE FACILITIES WILL BE USED: \_\_\_\_\_

TIME: FROM \_\_\_\_\_ am pm TO \_\_\_\_\_ am pm

NATURE AND PURPOSE OF MEETING: \_\_\_\_\_

\_\_\_\_\_

WHAT TYPE OF SUPERVISION WILL BE PROVIDED? \_\_\_\_\_

\_\_\_\_\_

## BILLING AND COLLECTION OF EXACT CHARGES WILL BE MADE BY CCSD BUSINESS OFFICE

The undersigned hereby make application to Craig City School District for the use of the School Facilities described above and certifies that the information given in the application is correct. The undersigned further states that s/he has the authority to make this application for the Applicant.

**In consideration for the use of the School Facilities, the Applicant agrees to defend, indemnify, and hold harmless the Craig City School District, its officers, employees, agents, and representatives from and against any and all claims, liabilities, losses, damages, demands, causes of action, suits, and expenses (including attorneys' fees and court costs) arising out of or resulting from:**

- a. Any injury to or death of any person, or damage to property, occurring in or on the School Facilities during the Applicant's use, except where such injury or damage is caused solely by the gross negligence or intentional misconduct of the Craig City School District.
- b. Any negligent or intentional act or omission by the Applicant or its employees, agents, invitees, or participants in connection with the use of the School Facilities.

Continued...

Craig City School District

The Applicant agrees to comply with all applicable federal, state, and local laws, regulations, and ordinances, as well as all rules and policies set by the Craig City School District regarding the use of the School Facilities. The Applicant is responsible for ensuring that all persons involved in their activity comply with these laws, rules, and policies.

The Applicant shall obtain and maintain, at its own expense, appropriate liability insurance coverage during the period of its use of the School Facilities, with minimum limits of \$1,000,000 per occurrence and \$2,000,000 aggregate. The insurance policy shall name the Craig City School District as an additional insured. **The Applicant shall provide a certificate of insurance evidencing this coverage prior to the approval of this APPLICATION FOR USE OF SCHOOL FACILITIES.**

The Applicant hereby specifically acknowledges that the inherent risks of use of the School Facilities include, but are not limited to DEATH, PERSONAL INJURY, and PROPERTY DAMAGE.

**The Applicant hereby voluntarily releases, waives, forever discharges, and agrees to indemnify and hold harmless the Craig City School District from any and all claims, demands, or causes of action, claims, liabilities, losses, damages, demands, causes of action, suits, and expenses (including attorneys' fees and court costs) arising out of the Applicant's use of the School Facilities, including any such claims which allege negligent acts or omissions of Craig City School District.**

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE \_\_\_\_\_

**\*\*\* FOR OFFICE USE ONLY \*\*\***

Circle One:    Category I    Category II    Category III    **Basic Fee:** \$ \_\_\_\_\_  
Circle one:    Per Half Day    Per Full Day    Per Hour

**AGREED RENTAL CHARGE:** \$ \_\_\_\_\_

Estimated Cost for Additional Items \_\_\_\_\_ (Custodian, Equipment, Etc.)

\_\_\_\_\_ APPROVED    \_\_\_\_\_ NOT APPROVED

\_\_\_\_\_  
Building Principal Signature

\_\_\_\_\_  
DATE

\_\_\_\_\_ APPROVED    \_\_\_\_\_ NOT APPROVED

\_\_\_\_\_  
Superintendent Signature

\_\_\_\_\_  
DATE

## Craig School Facilities Checklist

### **Please leave the facilities like you found them**

The performance of this list is the responsibility of the person requesting to use the Craig City Schools facilities. These facilities are for the benefit of everyone in Craig and the school staff appreciates your compliance of a few housekeeping rules. Non-performance may lead to restricted use of the facilities.

### **Please:**

- Sweep, dust mop, and wet mop as necessary to leave the facility the way you found it.
- Pick up your trash and empty any trash containers.
- Clean the lavatories including toilets and sinks – if the use is a sport use, the coach and participants **MUST** clean and disinfect any blood spilled anywhere in the facility.
- If you use the gym, **NO** street shoes are allowed on the gym floor. Dust mop after using the gym floor and take all your trash and floor-dirt out with you. Pick up and clean the lavatories including the toilets, sinks, and floors.
- If you use the auditorium, pick up all trash between the rows of seats and dust between rows. No feet are allowed on or over the seat in front. Wash the seat backs as necessary.
- If the commons area is used and the student lavatories are used, the hallway is to be vacuumed.
- The facility is to be left locked and secure. Double-check all doors. Turn off the lights.

Thank you for your cooperation and consideration of others.

*Updated November 2024*