

# ANCHORAGE SCHOOL DISTRICT USE OF SCHOOL FACILITIES

## User categories – Use of School Facilities

|            |                                                                                                                                                                                                       |
|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Category 1 | <b>District Educational Use</b>                                                                                                                                                                       |
|            | 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 | <b>PTA / PTO / PTSA / Community Council</b>                                                                                                                                                           |
|            | No rental charge. Operational charge for Saturday, Sunday, holidays and when auditoriums are used.                                                                                                    |
| Category 3 | <b>Non-Profit Youth Organization</b>                                                                                                                                                                  |
|            | Rental charge for Sunday through Saturday. Operational charge for Saturday, Sunday, holidays and when auditoriums are used.                                                                           |
| Category 4 | <b>Non-Profit Adult Organizations</b>                                                                                                                                                                 |
|            | Rental charge for Sunday through Saturday. Operational charge for Saturday, Sunday, holidays and when auditoriums are used.                                                                           |
| Category 5 | <b>Commercial Use</b>                                                                                                                                                                                 |
|            | Rental charge for Sunday through Saturday. Operational charge for Saturday, Sunday, holidays and when auditoriums are used.                                                                           |

## Documentation Requirements

The following documentation is required prior to renting an ASD facility:

- All facility rental groups are required to provide a current Certificate of Liability Insurance in the amount of \$1M, with a subrogation waiver and naming the Anchorage School District as "additional insured".
- To qualify as Category 3 Non-profit Youth or Category 4 Non-profit Adult organization, the group must provide an IRS letter (501(c)(3)) indicating exemption from federal taxes.

## Rental Rates and Operational Fees

- Facility rental rates are billed in one half hour increments.
- **Summer rates** are the same as the school year rates PLUS an additional \$40 per hour per day (minimum of 4 hours) for indoor spaces.
  - Summer rates will begin the Monday after school ends.
  - Summer rates will end the Friday before school begins.
  - Does not apply to the rental of the Auditoriums.
- **Holiday rates** are the same as the school year rates PLUS an additional \$100 per hour per day (minimum of 4 hours) for indoor spaces. (Exception: Category 5 Commercial, as noted).
- **Auditorium rates** for use on Fridays are calculated at the weekend rate.

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## Auditoriums

The following items are required and must be submitted to Community Services prior to approval of the rental request:

- Detailed auditorium technical rider, received 2 - 4 weeks prior to the event.
- Detailed security plan, received 2 weeks prior to the event.

## Cancellation Policy

All cancellation requests must be submitted in writing prior to the scheduled event.

Cancellations for events scheduled on weekends and holidays must be submitted in writing by Wednesday at noon, prior to the scheduled event.

Failure to use a scheduled facility for two consecutive dates may result in automatic cancellation of the Facilities use Permit.

## Fee Review

Fees will be reviewed annually.

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| Category 3 – Non-Profit Youth Organizations                                                           |                              |                                   |                         |                                                             |
|-------------------------------------------------------------------------------------------------------|------------------------------|-----------------------------------|-------------------------|-------------------------------------------------------------|
| Space Type                                                                                            | Weekday Hourly Rate          | Weekend Hourly Rate<br>4-hour min | Weekend Minimum Per Day | Weekend Operational Fee Per Day, Single Charge              |
| <b>Classroom – Elementary</b><br>(Classroom, Foyer)                                                   | \$5.00                       | \$5.00                            | \$20.00                 | Classrooms must be rented in conjunction with a gym or MPR. |
| <b>Gym/MPR/Cafeteria– Elementary</b>                                                                  | \$10.00                      | \$30.00                           | \$120.00                | \$40/hr                                                     |
| <b>Meeting Room</b><br>(Library, Secondary MPR)                                                       | \$10.00                      | \$30.00                           | \$120.00                | \$40/hr                                                     |
| <b>Classroom – Secondary</b><br>(Classroom, Foyer, Locker Room)                                       | \$5.00                       | \$5.00                            | \$20.00                 | Classrooms must be rented in conjunction with a gym or MPR. |
| <b>Gym – Secondary</b>                                                                                | \$20.00                      | \$40.00                           | \$160.00                | \$40/hr                                                     |
| <b>Outdoor Areas – Elementary</b><br>(Ice rink, Field, Track, Grassy Area, Parking Lot)               | \$10.00<br>per area used     | \$10.00 - no minimum              | n/a                     | n/a                                                         |
| <b>Outdoor Areas – Secondary</b><br>(Ice rink, Field,, Grassy Area, Parking Lot)                      | \$10.00<br>per area used     | \$10.00 - no minimum              | n/a                     | n/a                                                         |
| <b>Athletic Fields / Turf Fields/ Track</b><br>Middle School                                          | \$30.00                      | \$30.00 - no minimum              | n/a                     | n/a                                                         |
| <b>Athletic Fields / Turf Fields / Track</b><br>High School                                           | \$40.00                      | \$40.00 - no minimum              | n/a                     | n/a                                                         |
| <b>Summer – Additional Rate</b><br>Summer rates are <b>in addition</b> to the standard hourly rate.   | \$50.00<br>(4-hour minimum)  | \$50.00                           | \$200.00                | n/a                                                         |
| <b>Holiday – Additional Rate</b><br>Holiday rates are <b>in addition</b> to the standard hourly rate. | \$100.00<br>(4-hour minimum) | \$100.00                          | \$400.00                | n/a                                                         |

# ANCHORAGE SCHOOL DISTRICT USE OF SCHOOL FACILITIES

| Category 4 – Non-Profit Adult Organizations                                                    |                              |                               |                                      |                               |                                                             |
|------------------------------------------------------------------------------------------------|------------------------------|-------------------------------|--------------------------------------|-------------------------------|-------------------------------------------------------------|
| Space Type                                                                                     | Weekday<br>Hourly Rate       | Weekday<br>Minimum<br>Per Day | Weekend<br>Hourly Rate<br>4-hour min | Weekend<br>Minimum<br>Per Day | Weekend<br>Operational Fee<br>Per Day, Single Charge        |
| <b>Classroom – Elementary</b><br>(Classroom, Foyer)                                            | \$10.00                      | \$40.00                       | \$10.00                              | \$40.00                       | Classrooms must be rented in conjunction with a gym or MPR. |
| <b>Gym/MPR/Cafeteria – Elementary</b>                                                          | \$25.00                      | \$100.00                      | \$60.00                              | \$240.00                      | \$40/hr                                                     |
| <b>MPR – Elementary</b><br>(Accommodates sports activities)                                    | \$25.00                      | \$100.00                      | \$60.00                              | \$240.00                      | \$40/hr                                                     |
| <b>Meeting Room</b><br>(Library, Secondary MPR)                                                | \$40.00                      | \$100.00                      | \$60.00                              | \$240.00                      | \$40/hr                                                     |
| <b>Classroom – Secondary</b><br>(Classroom, Foyer, Locker Room)                                | \$10.00                      | \$20.00                       | \$10.00                              | \$40.00                       | Classrooms must be rented in conjunction with a gym or MPR. |
| <b>Gym – Secondary</b>                                                                         | \$40.00                      | n/a                           | \$60.00                              | \$240.00                      | \$40/hr                                                     |
| <b>Outdoor Areas – Elementary</b><br>(Ice rink, Field, Track, Grassy Area, Parking Lot)        | \$25.00<br>per area used     | n/a                           | n/a                                  | n/a                           | n/a                                                         |
| <b>Outdoor Areas – Secondary</b><br>(Ice rink, Field, Grassy Area, Parking Lot)                | \$25.00<br>per area used     | n/a                           | n/a                                  | n/a                           | n/a                                                         |
| <b>Athletic Fields / Turf Fields / Track</b><br>Middle School                                  | \$75.00                      | n/a                           | n/a                                  | n/a                           | n/a                                                         |
| <b>Athletic Fields / Turf Fields / Track</b><br>High School                                    | \$100.00                     | n/a                           | n/a                                  | n/a                           | n/a                                                         |
| <b>Summer – Additional Rate</b><br>Summer rates are in addition to the standard hourly rate.   | \$50.00<br>(4-hour minimum)  | \$200.00                      | \$50.00                              | \$200.00                      | n/a                                                         |
| <b>Holiday – Additional Rate</b><br>Holiday rates are in addition to the standard hourly rate. | \$100.00<br>(4-hour minimum) | \$400.00                      | \$100.00                             | \$400.00                      | n/a                                                         |

# ANCHORAGE SCHOOL DISTRICT USE OF SCHOOL FACILITIES

| High School Auditoriums and Auditorias<br>Category 3 & 4                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                      |                                               |                                          |                                      |                                            |                                           |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|-----------------------------------------------|------------------------------------------|--------------------------------------|--------------------------------------------|-------------------------------------------|
| Space Type                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Weekday<br>Rate<br>4-hour<br>minimum | Weekday<br>Rate<br>Each<br>Additional<br>Hour | Weekday<br>Operational<br>Fee<br>Per Day | Weekend<br>Rate<br>4-hour<br>minimum | Weekend Rate<br>Each<br>Additional<br>Hour | Weekend<br>Operational<br>Fee<br>Per Hour |
| <b>Auditorium -<br/>West High</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | \$700.00                             | \$100.00                                      | \$200.00                                 | \$900.00                             | \$225.00                                   | \$75/hr                                   |
| <b>Auditorium –<br/>Bartlett/ Chugiak/ East</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | \$600.00                             | \$100.00                                      | \$200.00                                 | \$800.00                             | \$200.00                                   | \$75/hr                                   |
| <b>Auditeria –<br/>Dimond/ Service/ South</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | \$500.00                             | \$100.00                                      | \$200.00                                 | \$700.00                             | \$175.00                                   | \$75/hr                                   |
| <b>Auditorium / Auditoria Notes:</b><br>Friday, Saturday and Sunday are billed at the weekend rate.<br>Summer use is billed at the weekend rate.<br>The fee includes the assistance of two auditorium technicians. <ul style="list-style-type: none"> <li>• Each additional technician is billed at \$75 per hour on Monday through Thursday.</li> <li>• Each additional technician is billed at \$100 per hour on Friday through Sunday.</li> </ul> Holiday rates will include an additional \$100 per hour, per day. |                                      |                                               |                                          |                                      |                                            |                                           |

# ANCHORAGE SCHOOL DISTRICT USE OF SCHOOL FACILITIES

| Category 5 – Commercial                                                                                                                                                                                                                                                                                                                  |                           |                      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|----------------------|
| Space Type                                                                                                                                                                                                                                                                                                                               | 4 – Hour Minimum          | Each Additional Hour |
| <b>Gym – Elementary</b>                                                                                                                                                                                                                                                                                                                  | \$500.00                  | \$125.00             |
| <b>MPR – Elementary</b><br>(Accommodates sports activities)                                                                                                                                                                                                                                                                              | \$500.00                  | \$125.00             |
| <b>Meeting Room</b><br>(Library, Cafeteria, Secondary MPR)                                                                                                                                                                                                                                                                               | \$600.00                  | \$150.00             |
| <b>Gym – Secondary</b>                                                                                                                                                                                                                                                                                                                   | \$1,500.00                | \$200.00             |
| <b>Outdoor Areas</b><br>(Ice rink, Field, Grassy Area, Parking Lot)                                                                                                                                                                                                                                                                      | \$200.00                  | \$50.00              |
| <b>Parking Lot - Food Trucks</b><br>Elementary/Middle/High                                                                                                                                                                                                                                                                               | no minimum<br>\$10 / hour | n/a                  |
| <b>Athletic Fields /<br/>Turf Fields / Track</b><br>Middle School                                                                                                                                                                                                                                                                        | \$400.00                  | \$100.00             |
| <b>Athletic Fields /<br/>Turf Fields / Track</b><br>High School                                                                                                                                                                                                                                                                          | \$500.00                  | \$125.00             |
| <b>Auditorium - West High</b>                                                                                                                                                                                                                                                                                                            | \$2,000.00                | \$150.00             |
| <b>Auditorium – Bartlett/ Chugiak/ East</b>                                                                                                                                                                                                                                                                                              | \$1,500.00                | \$150.00             |
| <b>Auditeria – Dimond/ Service/ South</b>                                                                                                                                                                                                                                                                                                | \$1200.00                 | \$150.00             |
| <b>Auditorium / Auditeria Notes:</b><br>The fee includes the assistance of one auditorium technician. <ul style="list-style-type: none"> <li>• Each additional technician is billed at \$100 per hour on Monday through Thursday.</li> <li>• Each additional technician is billed at \$200 per hour on Friday through Sunday.</li> </ul> |                           |                      |