

Community Schools
Guidelines and General Procedures for All Facility Use

A. PRIORITY USE OF FACILITIES

The School Board has established priorities for facility use. Activities are scheduled by the Community Schools Office according to their priority and advance notice of request.

Category I	School District activities
Category II	School age youth activities
	Public Education Institution/Government agency activities
Category III	Non-profit, non-partisan activities
Category IV	Non-profit, partisan activities
Category V	Commercial activities
Category VI	Commercial educational activities for school age youth

B. RENTAL FEES

The School District has established rental fee schedules for facility use. There are no rental fees for Category I and Category II activities. Category VI activities will be charged Category III (non-profit) user fees.

C. FACILITY USE AGREEMENTS

1. KIBSD maintains joint use agreements with Kodiak City Parks & Recreation and Kodiak College for their activities. These uses are included in Category II priorities.
2. Application for use of school facilities should be made to the Community Schools Office and a Facility Use Agreement must be signed by the responsible person representing the scheduled group.
3. Terms and Responsibilities:
 - a. School facility and times: Limited to room and area during the hours and dates stated in the agreement. The sponsoring organization must take responsibility for ensuring that the rest of the building is not entered. Hours stated for use in the agreement will be the actual time the facility will be available for use.
 - b. Arrangements and conditions: The sponsoring organization is responsible for the following:
 1. Conduct and control of participants.
 2. Adherence to State, Municipal and School District regulations.
 3. Adequate adult supervision be provided.
 4. No one operates school equipment other than items stipulated.
 5. No smoking in building; no alcohol or illegal drugs; no gambling or disorderly activity.
 6. Damage to building or equipment (other than normal wear) will be charged to the sponsoring organization.

- c. AN AGREEMENT MAY BE DENIED if a previous activity sponsored by the applicant resulted in violation of this section or other specified conditions of the Agreement.
- d. Cancellation or change in location may be necessary due to School District activity. One week notice will be given if possible.
- e. The Community Schools Supervisor may impose reasonable conditions in the agreement when necessary.

4. Category IV Stipulations - in addition to other applicable requirements:

- a. Scheduled use must be approved by building principal.
- b. Scheduled use must be outside of regular school hours.
- c. Sectarian or denominational books, papers, tracts or documents used by sponsoring organization must be removed from the facility. (Alaska Statutes Section 14.03.090).
- d. If requested by the District, the sponsor shall provide the School District with a certificate of insurance, limits of liability no less than \$1,000,000 combined single limit.
- e. If requested by the District, the sponsor shall provide an off-duty police officer(s) for security.

5. Category V Stipulations in addition to other applicable requirements:

- a. Use of school facilities and/or equipment which is in direct conflict with private enterprise in the area will be referred to non-school facilities when possible.
- b. The sponsor shall provide the school district with a certificate of insurance, limits of liability no less than \$1,000,000 combined single limit.
- c. The sponsor shall provide an off-duty police officer(s) for security during the activity when requested by the District.

6. Category VI Stipulations in addition to other applicable requirements:

- a. Use of school facilities and/or equipment which is in direct conflict with private enterprise in the area will be referred to non -school facilities when possible.
- b. If requested by the District, the sponsor shall provide the school district with a certificate of insurance, limits of liability no less than \$1,000,000 combined single limit.
- c. To qualify for Category VI the sponsor must submit a petition to the Community Schools office. Each petition will be evaluated on an individual basis on the educational value of the activity.

7. Clean-up: Any group using school facilities signing a Facility Use Agreement with the Community Schools Office will either make arrangements to pay for custodial clean-up or do their own clean-up meeting School District requirements. Any group expecting 100 people or more will be required to pay for custodial clean-up. Custodial time on weekends will be a minimum of two hours at overtime rates. Any custodial fee will be billed following the activity. Report any accidents/damage to the Community Schools Office.

D. RENTAL FEE PAYMENT

An estimated rental fee will be stated on the Facility Use Agreement to be signed. Following the activity a bill will be sent for the actual time plus any necessary custodial and staff time. A deposit may be requested by Community Schools for some activities, to be paid at the signing of the Facility Use Agreement.

E. FACILITY AVAILABILITY BEYOND THE SCHOOL DAY

Community Schools staff will be available to provide access to town School District facilities until 10 pm Monday-Friday and from 8am until 5pm on Saturday. Community Schools staff work in accordance with the school district calendar, therefore facilities will not be available during school holidays and vacation time. Kodiak City Parks & Recreation and Kodiak Arts Council will provide access to appropriate facilities for their sponsored programs independent of Community Schools Staff.

F. NONDISCRIMINATION STATEMENT

Groups or individuals signing a use agreement will not discriminate because of race, color, national origin, gender, age, disability, religion, marital status, changes in marital status, pregnancy, parenthood, veteran's status, veteran's disability, or political affiliation, nor will the groups or individuals deny access to the activity based upon any of the above listed reasons.