

ANACORTES SCHOOL DISTRICT #103

Procedure No. 4260-P
Community Relations

RULES GOVERNING USE OF SCHOOL FACILITIES FOR NON-SCHOOL ACTIVITIES

CONDUCT

Use of alcoholic beverages, narcotics, tobacco, illegal drugs, profanity, gambling, and unruly conduct or any other unlawful activities on school grounds, within school buildings, and on school property is prohibited. Dangerous weapons are not permitted on school property.

Proper footwear must be worn on appropriate surfaces as specified by district staff.

The application of material to walls, ceiling, or floors is prohibited unless approved in advance.

All activities will be conducted in a safe and reasonable manner. Activity organizers and supervisors will be held accountable for the safe, orderly, and reasonable conduct of all participants and spectators, if any, and are responsible for the conduct of any individual(s) who may be on school premises as a result of the scheduled activity.

See reverse side of the Facility Use Application for general rules of conduct.

School administrative officers reserve the right to enter school buildings at any time and have the right to enforce district rules and regulations.

RESPONSIBILITY OF FACILITY APPLICANT/USER

A school district employee or an approved non-employee activity supervisor shall be on site at all times during an approved use. Approved non-employee supervisors will be made known to the district prior to use of the facility.

Provide acceptable and adequate supervision for all activities applied for. The District reserves the right to review the planned activity and to determine adequate levels of supervision.

School sponsored student events require onsite supervision by district employees in addition to other volunteer adult supervisors who may be in attendance.

One activity supervisor may be issued a key for facility use when school staff is not present. The named supervisor is responsible to unlock and secure the facility being used. Keys may not be loaned to others and must be returned to the issuing school office the next business day following use.

Know the location and how to operate light controls, security systems, emergency systems, etc., prior to facility use. Secure facilities after scheduled use.

Provide an appropriate level of control over the scheduled activity, its participants and spectators to protect participants and attendees and in order to protect facilities from damage and misuse.

Activities using district facilities on a no-charge basis are responsible for total cleanup of areas used. Any district cleanup required as the result of failure to fulfill this responsibility may be billed to the user organization on a time and materials basis.



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Report all facility problems to building principal. Damages to the facility when rented by group become the responsibility of the applicant and/or the named activity supervisor.

Failure of the applicant to comply with facility use rules of conduct or policy may result in the revocation of current and/or denial of future use agreements.

SUMMER USE

Summer use of any facility may be restricted or denied in order to provide maintenance and cleaning of facilities. Summer use of facility must be approved by the central office.

SCHEDULING

Scheduling of activities will be the responsibility of the building principal. A single application may be made for a series of meetings of like character. However, if any of the meetings/activities are found to conflict with school programs, such meetings will be cancelled and/or rescheduled.

Class 1 Users: have priority use of school facilities based upon prior scheduling.
Class 2 Users: have second priority use of school facilities.

The school district has absolute right of cancellation without liability. Every effort will be made to provide the user 24 hour notice.

SPECIAL CONDITIONS

Whenever high school and middle school production kitchen facilities are used, a food service employee must be present.

The use of the football field and stadium requires special approval and such use may be restricted.

Police, security, fire or emergency aid units, and/or traffic control may be required at events at the discretion of the District. It will be the responsibility of the lessee to make arrangements and pay for any such additional services which may be required.

INSURANCE/WAIVER OF LIABILITY

The user of school facilities must hold the Anacortes School District, its School Board and District employees harmless from any and all claims by any person arising from the use of the premises except for the sole negligence of Anacortes School District.

Each application for use of facilities shall be evaluated as to the need for the applicant to provide proof of bodily injury and property damage liability coverage. If required, such proof of insurance must be provided prior to the use of school facilities and the insurance certificate must name Anacortes School District as additionally insured.

The Superintendent or designee may qualify applications as a district-approved activity on a case-by-case basis.



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FEES

Fees for building use will be assessed according to rates established by the Board of Directors.

All fees will be billed by the central office and will be paid to the Accounts Receivable Department in the Central Office.

Organizations with accounts outstanding may be denied use of school facilities until full payment is received.

Applicants may be required to post a deposit equal to the total estimated amount of facility use in advance of use.

Any loss or damage resulting from the activity use will be billed to the applicant in addition to the established use fee.

USER CLASSIFICATIONS

All educational and athletic facilities shall be available for use by the community under this fee schedule and prioritization program as long as such use will not interfere with school activities or reflect negatively on the Anacortes School District, except where the risk of damage to equipment or facilities is high, i.e. all athletic fields should be available for community use after hours unless bad weather or high impact activities pose substantial risk of damage to the field, **or** maintenance activities are required. Facilities usage will be administered according to ASD policies and procedures and state and federal laws

The users of the Anacortes School District facilities shall be grouped and prioritized in the following manner. The users in Group I shall have top priority before the other groups have use of the facilities and other priority use shall be in the order listed below:

Group I – School Affiliated Nonprofit Groups

Nonprofit groups affiliated with the Anacortes School District whose purpose is to support the mission of the Anacortes School District, i.e. PTAs, ASB Clubs, Anacortes Senior College, foundations, sanctioned booster clubs, groups/councils authorized by the district to support or advise school programs and activities.

Group II – Nonprofit groups that support youth and/or ASD mission

Nonprofit groups/events that:

1. Support community youth 20 years of age or younger with open enrollment and open participation of all ability levels. i.e. scouting organizations, City of Anacortes Parks and Recreation youth programs, little leagues, etc.
2. Support and/or augment the mission of the Anacortes School District.

Special events (beyond regular league play) charging donations, entry fees, admission fees, etc. *may* be charged additional user fees at the discretion of the District. *This does not apply to the sale of concessions.*

Proof of insurance (naming ASD as an additional insured) and Nonprofit status is required.



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Group III Nonprofit groups that support “select” youth activities

Nonprofit groups/events that are exclusively for youth 20 years of age or younger whose participants are selected on a competitive or tryout basis and whose activities are not open to youth of all ability levels. If an organization includes both “select” and “non-select” activities (i.e., select/premier and club soccer teams); user fees shall be determined by applying Group III rates for the non-select activities.

Special events (beyond regular league play) charging donations, entry fees, admission fees, etc. *may* be charged Group V user fees at the discretion of the District. *This does not apply to the sale of concessions.*

Proof of insurance (naming ASD as an additional insured) and nonprofit status is required.

Group IV Nonprofit Adult Groups and Service Clubs

Not-for-profit local adult groups which have as their prime focus the interest and needs of the adults of the local community, which includes adult organizations with a nonprofit status, adult organizations approved by the United Way, senior citizen groups, City of Anacortes Parks and Recreation adult programs, adult activities sponsored by government agencies, and organized community groups.

Criteria for this classification include, but are not limited to the following:

1. No admission charge
2. Purpose of activity is non-fund raising
3. Activity is non-commercial

Proof of insurance (naming ASD as an additional insured) and nonprofit status is required.

Group V – Commercial or For-Profit Groups

Includes all commercial and/or promotional activities such as for-profit presentations, wedding receptions and private parties.

Proof of liability insurance naming Anacortes School District as an additional insured will be required.

In the event there is a conflict in scheduling a facility, the group with the higher priority shall prevail. However, once a date has been reserved by an organization, the reserving organization will not be bumped except in extenuating circumstances and only after a review and approval by the Director of Operations. If there is scheduling conflict within a group, the user with the greater longevity with the District and most in-district participants will receive first consideration.

The District reserves the following rights:

1. To assign priorities and reduce fees based on equity and diversity in accordance with federal and state law and District policy.
2. To cancel an approved application whenever it is deemed in the best interest of the District at its sole discretion.
3. To add a utility surcharge based on fluctuating energy costs.

An Administrative charge of \$10.00 per change will be applied for contract changes initiated by the user. The District reserves the right to change the contract due to program needs. This administrative charge applies across the entire fee schedule.



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The authorization of the use of District facilities does not constitute an endorsement of a group's activities, nor the purpose it represents.

FEES

Facility	Group I	Group II	Group III	Group IV	Group V
Classroom	Free Use	\$50.00/Team/Season Single Event incurred costs	\$50.00/Team/Season Single Event \$13.00/hr plus incurred costs	\$20.00/hr plus incurred costs	\$30.00/hr plus incurred costs
Computer Lab	Free Use	\$50.00/Team/Season Single Event incurred costs	\$50.00/Team/Season Single Event \$15.00/hr plus incurred costs	\$20.00/hr plus incurred costs	\$30.00/hr plus incurred costs
Library	Free Use	\$50.00/Team/Season Single Event incurred costs	\$50.00/Team/Season Single Event \$15.00/hr plus incurred costs	\$20.00/hr plus incurred costs	\$30.00/hr plus incurred costs
Cafeteria	Free Use	\$50.00/Team/Season Single Event incurred costs	\$50.00/Team/Season Single Event \$15.00/hr plus incurred costs	\$20.00/hr plus incurred costs	\$30.00/hr plus incurred costs
Kitchen additional fee for Food Service Staff Req'd	Free Use	\$50.00/Team/Season Single Event \$15.00/hr plus incurred costs	\$50.00/Team/Season Single Event \$15.00/hr plus incurred costs	\$20.00/hr plus incurred costs	\$30.00/hr plus incurred costs
Elementary Gym	Free Use	\$50.00/Team/Season Single Event incurred costs	\$50.00/Team/Season Single Event \$15.00/hr plus incurred costs	\$20.00/hr plus incurred costs	\$40.00/hr plus incurred costs
Aux. Gym	Free Use	\$50.00/Team/Season Single Event incurred costs	\$50.00/Team/Season Single Event \$15.00/hr plus incurred costs	\$20.00/hr plus incurred costs	\$40.00/hr plus incurred costs
AMS & AHS Gym	Free Use	\$50.00/Team/Season Single Event plus incurred costs	\$50.00/Team/Season Single Event \$25.00/hr plus incurred costs	\$25.00/hr plus incurred costs	\$75.00/hr plus incurred costs
Locker Rooms	Free Use	\$50.00/Team/Season Single Event incurred costs	\$50.00/Team/Season Single Event \$15.00/hr plus incurred costs	\$20.00/hr plus incurred costs	\$50.00/hr plus incurred costs



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AMS Fields Rice Field	Free Use	\$50.00/Team/Season Single Event incurred costs	\$50.00/Team/Season Single Event \$15.00/hr plus incurred costs	\$20.00/hr plus incurred costs	\$40.00/hr plus incurred costs
War Memorial Stadium	Free Use	\$50.00/Team/Season Single Event incurred costs	\$50.00/Team/Season Single Event \$50.00 plus incurred costs	\$50.00/hr plus incurred costs	\$100.00/hr plus incurred costs

An administrative charge of \$10.00 per change will be applied for contract changes (above three changes per contract year) initiated by the user. The district reserves the right to change the contract due to program needs. This administrative charge applies across the entire fee schedule.

The district reserves the right to add a utility surcharge based on fluctuating energy costs.

Staff fees incurred on non-school days will be charged at a minimum 2 hours. Staff fees are based on current negotiated agreement rates (with time and a half for Saturdays and double time for Sundays and Holidays).

DIRECT LABOR CHARGES

Direct labor charges may change as increases in wage rates are approved by the School Board.

Direct labor is calculated as: hourly base rate * benefit level (21%)

Overtime hours are calculated as: hourly base wage* 1.5* benefit level (21%)

Holiday hours are calculated as: hourly base wage* 2* benefit level (21%)

APPLICATION PROCESS

Principals are responsible for approving applications for use of their respective facility during the school year. Scheduling is approved on an "as available" basis.

Applicants will pick up a facilities use form from specific school. Applicant submits the completed form to the school principal for review and approval. Application for facility use should normally be submitted two weeks prior to the first intended use. If insurance is required, this lead time is essential because use of the facility is not approved until proof of liability insurance is submitted to the district office.

Principals will schedule the request and verify there are no conflicts with other school or non-school activities. The principal will make a determination of user classification and notify the applicant of the anticipated charges.

The principal will send one copy of the approved application form to the district office where a determination will be made regarding the need of liability insurance. Principals should advise applicants of the possibility of the need for insurance based on risk management guidelines.



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Following the use of facilities, the building principal will submit a report of actual hours facility was used and will note any extra labor or cleanup required. This report will be submitted to the district office. The district office will bill the applicant based on the report of usage and the established facility use rates. Multiple-day users will be billed monthly.

BRODNIAK HALL SCHEDULING/USE APPROVAL

Scheduling

Scheduling Brodniak Hall during the school year will be coordinated between the high school principal and the auditorium manager in order to effectively facilitate the use of the hall by the schools and community.

A separate application form is required for the use of Brodniak Hall given the wide range of services and equipment available in this facility. A calendar of events will be maintained and coordinated by the high school principal and the auditorium manager.

Scheduling is based on an 'as available' basis.

Conduct

The following are enforced by state law: smoking and use of tobacco products are prohibited on all school properties. The use of illegal drugs and drug paraphernalia are not permitted on school premises. Dangerous weapons are not permitted on school premises.

Additionally, the district prohibits the use of alcoholic beverages, profanity, gambling, and unruly conduct or any other unlawful activities on school grounds, within school buildings, and on school property.

The application of material to walls, ceiling, or floor is prohibited unless approved in advance.

All activities will be conducted in a safe and reasonable manner. Activity organizers and supervisors will be held accountable for the safe, orderly, and reasonable conduct of all participants and spectators, if any, and are responsible for the conduct of any individual(s) who may be on school premises as a result of the scheduled activity.

See reverse side of Facility Use Application for general rules of conduct.

School administrative officers reserve the right to enter school buildings at any time and have the right to enforce district rules and regulations.

Food and beverages are not permitted in the auditorium. If food and beverages are required or desired by facility users, arrangements must be made for use of the cafeteria facility.

Insurance/Hold Harmless

Insurance certificates and hold harmless agreements are required for use of Brodniak Hall if event is not district sponsored.



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Fees

A separate fee schedule and staffing wage will be established by the Superintendent and approved by the Board. Fees shall be established based on all direct costs of operating the auditorium at the level of services requested by facility users.

Brodniak Hall		
<i>All fees plus 2 hour custodial fee</i>		
<i>Operational Charges</i>	Full auditorium	\$75 per hour
	Main lecture	\$60 per hour
	Lecture hall only	\$20 per hour
	Stage only	\$25 per hour
	Full rehearsal	\$40 per hour
	Load in/load out	\$20 per hour
<i>Equipment Charges</i>	Band and Choir rooms	\$20 per hour
	Band and Choir risers	\$10 per riser
	Acoustic shell	\$40.00
	Grand piano	\$60.00
	Piano tuning	\$125.00
	Audio recording	\$30.00
	Marley dance floor	\$15 per section
	Gaff/floor tape	\$18 per roll
	Folding/stacking chairs	.50 cents each
	Folding tables	\$5 each
<i>Light Set Charges</i>	No changes	\$35.00
	Limited changes	\$70.00
	Major changes	\$125.00
<i>Deposits</i>	Required advance deposit for all bookings	\$100.00
	Cancellation up to two-weeks prior to event	100% refund
	Cancellation 5 days or less prior to event	50% refund
	Cancellation 24 hours or less prior to event	No refund



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The District shall establish minimum levels of staff support for the stage and lighting services requested by a given applicant. Costs for staff will be fully recovered in the final billing for services.

A written estimate will be provided to each facility requester by the auditorium manager.

Wages		
<i>Brodniak Hall Workers</i>	Beginning Stage Tech	Minimum wage
	Intermediate Stage Tech	\$9 per hour
	Advanced Tech I	\$9.50 per hour
	Advanced Tech II	\$10 per hour
	Auditorium Manager	\$21 per hour + 21% for benefits

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