



KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Assistant Superintendent

Dave Jones

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January 26, 2010

MEMORANDUM

TO: Board of Education

FROM: Dave Jones, Assistant Superintendent

THROUGH: Steve Atwater, Superintendent

SUBJECT: Policy Work Session

We will be discussing three different matters related to Board Policy at the work session on Monday.

1. 403(b) Plan Amendment

AR 3350 Payroll-IRS Retirement Plans deals with 403(b) and 457 retirement plans. We are in the process of amending the District 403(b) plan to allow loans to current and past employees from their own account balances. A memo and materials relevant to the amendment can be found in your packet under Item 10(b).

2. Fund Balance Policy

AS 14.17.505 Fund Balance in School Operating Fund establishes that the year ending unreserved portion of fund balance cannot exceed 10 percent of the total district expenditures for that fiscal year. 4AAC 09.160 Fund Balance details the type of dollars that are eligible to be listed as a reserve and not be included in the 10 percent calculation. The statute and administrative code provide the Board with the details establishing a maximum unreserved fund balance, but the District does not currently have a formal Fund Balance Policy in place. The establishment of a Fund Balance Policy was an item of discussion with both the Finance Committee and the Policy Committee at their meetings on January 11, 2010. This item is being brought forward from those committees to the entire Board to discuss so a Board Policy on Fund Balance can be established at the Board's discretion. I am including eight pages of materials from the committee meetings for your review and discussion at the work session.

3. Use of School Facilities and Properties

It has been requested that we review BP 1330 Use of School Facilities and Properties at this work session. I am attaching a copy of BP 1330, AR 1330, E 1330 (a&b) and E 1330(c) for your review. We will discuss these items in detail at the work session.

Attachments



BEST PRACTICE

Appropriate Level of Unrestricted Fund Balance in the General Fund (2002 and 2009) (BUDGET and CAAFR)

Background. Accountants employ the term *fund balance* to describe the net assets of governmental funds calculated in accordance with generally accepted accounting principles (GAAP). Budget professionals commonly use this same term to describe the net assets of governmental funds calculated on a government's budgetary basis.¹ In both cases, fund balance is intended to serve as a measure of the financial resources available in a governmental fund.

Accountants distinguish up to five separate categories of fund balance, based on the extent to which the government is bound to honor constraints on the specific purposes for which amounts can be spent: *nonspendable fund balance*, *restricted fund balance*, *committed fund balance*, *assigned fund balance*, and *unassigned fund balance*.² The total of the last three categories, which include only resources without a constraint on spending or for which the constraint on spending is imposed by the government itself, is termed *unrestricted fund balance*.

It is essential that governments maintain adequate levels of fund balance to mitigate current and future risks (e.g., revenue shortfalls and unanticipated expenditures) and to ensure stable tax rates. Fund balance levels are a crucial consideration, too, in long-term financial planning.

In most cases, discussions of fund balance will properly focus on a government's general fund. Nonetheless, financial resources available in other funds should also be considered in assessing the adequacy of unrestricted fund balance (i.e., the total of the amounts reported as committed, assigned, and unassigned fund balance) in the general fund.

Credit rating agencies monitor levels of fund balance and unrestricted fund balance in a government's general fund to evaluate a government's continued creditworthiness. Likewise, laws and regulations often govern appropriate levels of fund balance and unrestricted fund balance for state and local governments.

Those interested primarily in a government's creditworthiness or economic condition (e.g., rating agencies) are likely to favor increased levels of fund balance. Opposing pressures often come from unions, taxpayers and citizens' groups, which may view high levels of fund balance as "excessive."

Recommendation. The Government Finance Officers Association (GFOA) recommends that governments establish a formal policy on the level of unrestricted fund balance that should be maintained in the general fund.³ Such a guideline should be set by the appropriate policy body and should provide both a temporal framework and

¹ For the sake of clarity, this recommended practice uses the terms GAAP fund balance and budgetary fund balance to distinguish these two different uses of the same term.

² These categories are set forth in Governmental Accounting Standards Board (GASB) Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, which must be implemented for financial statements for periods ended June 30, 2011 and later.

³ Sometimes restricted fund balance includes resources available to finance items that typically would require the use of unrestricted fund balance (e.g., a contingency reserve). In that case, such amounts should be included as part of unrestricted fund balance for purposes of analysis.

specific plans for increasing or decreasing the level of unrestricted fund balance, if it is inconsistent with that policy.⁴

The adequacy of unrestricted fund balance in the general fund should be assessed based upon a government's own specific circumstances. Nevertheless, GFOA recommends, at a minimum, that general-purpose governments, regardless of size, maintain unrestricted fund balance in their general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures.⁵ The choice of revenues or expenditures as a basis of comparison may be dictated by what is more predictable in a government's particular circumstances.⁶ Furthermore, a government's particular situation often may require a level of unrestricted fund balance in the general fund significantly in excess of this recommended minimum level. In any case, such measures should be applied within the context of long-term forecasting, thereby avoiding the risk of placing too much emphasis upon the level of unrestricted fund balance in the general fund at any one time.

In establishing a policy governing the level of unrestricted fund balance in the general fund, a government should consider a variety of factors, including:

- The predictability of its revenues and the volatility of its expenditures (i.e., higher levels of unrestricted fund balance may be needed if significant revenue sources are subject to unpredictable fluctuations or if operating expenditures are highly volatile);
- Its perceived exposure to significant one-time outlays (e.g., disasters, immediate capital needs, state budget cuts);
- The potential drain upon general fund resources from other funds as well as the availability of resources in other funds (i.e., deficits in other funds may require that a higher level of unrestricted fund balance be maintained in the general fund, just as, the availability of resources in other funds may reduce the amount of unrestricted fund balance needed in the general fund);⁷
- Liquidity (i.e., a disparity between when financial resources actually become available to make payments and the average maturity of related liabilities may require that a higher level of resources be maintained); and
- Commitments and assignments (i.e., governments may wish to maintain higher levels of unrestricted fund balance to compensate for any portion of unrestricted fund balance already committed or assigned by the government for a specific purpose).

Furthermore, governments may deem it appropriate to exclude from consideration resources that have been committed or assigned to some other purpose and focus on unassigned fund balance rather than on unrestricted fund balance.

Naturally, any policy addressing desirable levels of unrestricted fund balance in the general fund should be in conformity with all applicable legal and regulatory constraints. In this case in particular, it is essential that differences between GAAP fund balance and budgetary fund balance be fully appreciated by all interested parties.

Approved by the GFOA's Executive Board, October, 2009.

⁴ See Recommended Practice 4.1 of the National Advisory Council on State and Local Budgeting governments on the need to "maintain a prudent level of financial resources to protect against reducing service levels or raising taxes and fees because of temporary revenue shortfalls or unpredicted one-time expenditures" (Recommended Practice 4.1).

⁵ In practice, a level of unrestricted fund balance significantly lower than the recommended minimum may be appropriate for states and America's largest governments (e.g., cities, counties, and school districts) because they often are in a better position to predict contingencies (for the same reason that an insurance company can more readily predict the number of accidents for a pool of 500,000 drivers than for a pool of fifty), and because their revenues and expenditures often are more diversified and thus potentially less subject to volatility.

⁶ In either case, unusual items that would distort trends (e.g., one-time revenues and expenditures) should be excluded, whereas recurring transfers should be included. Once the decision has been made to compare unrestricted fund balance to either revenues or expenditures, that decision should be followed consistently from period to period.

⁷ However, except as discussed in footnote 4, not to a level below the recommended minimum.

Fund Balance

Description: Fund balance is the cumulative difference between revenues and expenditures; it approximates available resources absent significant liabilities. Components of fund balance consist of reserved funds, which are not available for appropriation, and unreserved funds, which are available for appropriation. Unreserved fund balance includes designated funds, which reflect targeted future spending plans authorized by the governing body, and undesignated funds.

Fund Balance Illustrative Chart

Reserved

1. Encumbrances
2. Inventory
3. Prepaid Expenses Including Fuel
4. Retirement Incentive Program
5. Self-Insurance
6. Federal Impact Aid

Unreserved

Designated (For specific purposes)

Undesignated (No specific purpose)

Alaska Statute and Alaska Administrative Code govern accounting for school district fund balance in keeping with Generally Accepted Accounting Principles and standards.

AS 14.17.505 Fund Balance in School Operating Fund. (a) A district may not accumulate in a fiscal year an unreserved portion of its year-end fund balance in its school operating fund, as defined by department regulations that is greater than 10 percent of its expenditure for that fiscal year. (b) The department shall review each district's annual audit under AS 14.14.050 for the preceding fiscal year to ascertain its year-end operating fund balance. The amount by which the unreserved portion of that balance exceeds the amount permitted in (a) this section shall be deducted from the state aid that would otherwise be paid to the district in the current fiscal year.

4AAC 09.160 Fund balance (a) Eligible reserves in the year-end fund balance in a school's operating fund may be only in the following categories:

- (1) encumbrances,
- (2) inventory,
- (3) prepaid expenses including fuel,
- (4) retirement incentive program,
- (5) self-insurance and
- (6) federal impact aid received in response to the application submitted during the fiscal year of the audit under 4 AAC 09.130.

(b) Other uses of a school's balance must be listed under the unreserved portion of the fund balance as "designations".

Why Do We Need Fund Balance?

An appropriate fund balance is a critical factor in the long range financial planning of a school district to assure sound financial practices and management.

There is a need to maintain a cash flow to provide financial reserves for unanticipated expenditures and/or revenue shortfalls of an emergency nature.

Examples

- Mandated, but not funded, State or Federal programs
- Increased utility costs due to abnormal price increase or unusually cold weather
- Greater than expected inflation
- Unexpected decrease in Federal, State or Local revenue
- Unexpected deficits in other operating funds (SNS, Transportation)
- Unexpected decrease in student enrollment

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
 SCHEDULE OF COMPLIANCE - AS 14.17.505
 Year Ended June 30, 2009

	School Operating Fund		
	Reserved Fund Balance	Unreserved Fund Balance	Total
	Reserved:		
Encumbrances	\$ 3,650,412	\$ -	\$ 3,650,412
Inventories	793,795	-	793,795
Prepaid Expenses	857,300	-	857,300
Self Insurance Health Care	4,344,173	-	4,344,173
Unreserved:			
Designated			
School Incentive Purchases	-	631,750	631,750
Charter Schools	-	570,373	570,373
Subsequent Year Operations	-	4,524,843	4,524,843
Facilities Maintenance	-	1,106,344	1,106,344
Undesignated	-	4,683,677	4,683,677
	\$ 9,645,680	\$ 11,516,987	\$ 21,162,667

Unreserved fund balance as a percentage of current year expenditures:

Unreserved fund balance	=	11,516,987	=	10.00%
Current year expenditures	=	115,170,166	=	

KPBSD
 Unreserved Fund Balance Detail
 6/30/2009

Unreserved

Designated

School Incentive Purchases	\$ 631,750	5.49%
Subsequent Year Operations	\$ 4,524,843	39.29%
Charter Schools	\$ 570,373	4.95%
Facilities Maintenance	\$ 1,106,344	9.61%

Undesignated

\$ 4,683,677 40.67%

Total Unreserved \$ 11,516,987 100.00%

Unreserved Expenditure Authority Over Existing 10% \$ 115,170,166 FY 09 Expenditures

KPBSD

School Incentive Purchases	\$ 631,750
Subsequent Year Operations	\$ 4,524,843
Undesignated	<u>\$ 4,683,677</u>

Total KPBSD Authority \$ 9,840,270 8.54%

KPB Facilities Maintenance \$ 1,106,344 0.96%

Charter Schools \$ 570,373 0.50%

Total Unreserved \$ 11,516,987 10.00%

Series 1000**BP 1330 Use of School Facilities and Properties****KPBSD Policy Manual****BP 1330****Community Relations****USE OF SCHOOL FACILITIES AND PROPERTIES**

The Board encourages community groups to use school facilities for civic, educational, cultural, and recreational purposes. School related activities shall take precedence over other use of school facilities. When not in conflict with this primary mission, facilities should be available for community use as much as possible, subject to the following limitations:

1. Rental fees should be charged as defined by regulation.
2. Facility use must preserve facilities and properties for District educational programs.
3. Facility use should be scheduled through the principal.
4. Facility users must comply with all applicable state and federal laws, city and borough ordinances, School Board policies, School District administrative directives, and permit conditions. All measures necessary to insure the safe, healthy and lawful conduct of the activities, including but not limited to crowd control measures and fire and police protection shall be undertaken and financed by the rental agreement holder.

(cf.0100 - Philosophy)

(cf.0430 - Community School Program)

(cf.6145.5 - Student Organizations and Equal Access)

Legal Reference:**ALASKA STATUTES**

04.16.080 Sales or consumption at school events

14.03.100 Use of school facilities

14.36.010-14.36.070 Community schools

ALASKA ADMINISTRATIVE CODE

4 AAC 32.0100-32.030 Community schools

Elementary and Secondary Education Act, 20 U.S.C. § 7905, as amended by the No Child Left Behind Act of 2001 [P.L. 107-110]

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Revised: 2/02/2009

AR 1330 Use of School Facilities and Properties

E 1330(ab) Room Building Use Application

E1330c Application for Community Possession of a Firearm or Deadly or Defensive Weapon on School Grounds

Series 1000

AR 1330 Use of School Facilities and Properties

KPBSD Policy Manual

AR 1330

Community Relations

USE OF SCHOOL FACILITIES AND PROPERTIES

Conditions of Use

1. Sponsoring organizations shall provide competent adult supervision agreed upon at the time the request for facility use is submitted. Principals are program supervisors and shall not be called upon to supervise activities of other groups.
2. Applicants shall supply any special supervision, determined necessary by the principal.
3. Smoking is prohibited.
4. Alcoholic beverages/illegal or illicit drugs are not permitted in school facilities or on school property at any time.
5. Firearms or other deadly or defensive weapons, as defined in AS 11.81.900(b) (16) and (19), are not permitted in school facilities or on school property advance approval of *E 1330c Application for Community Possession of Firearms*.
6. Installation of equipment, alteration of existing building facilities, use of materials that affect the condition of floors, walls or other building parts may not be undertaken without specific approval of the principal.
7. Groups or organizations using the facilities shall assume all responsibility for the collection of admission fees, taxes, or other fees in connection with their programs unless prior arrangements have been made with the principal.
8. Advertising or sales of merchandise and printed matter, except that incidental to the program, is forbidden on school grounds.
9. Evening activities and programs shall be concluded thirty (30) minutes prior to the close of the second shift custodian work day and buildings shall be vacated by the close of the second shift custodian's work day unless prior approval has been granted by the principal.
10. Rental agreements are not transferable.
11. Rental fees shall be determined in advance. Custodian or other service charges, may be assessed at the conclusion of the activity according to the level of service provided.
12. Seating, other special equipment, or facilities arrangements shall be made at the time the rental agreement is issued. Extra compensation shall be paid to cover costs for supervision, transferring equipment, setting up equipment in the building, or other services.
13. Fire and safety regulations shall be observed.
14. Lunchroom facilities may be used by students, parents, and teachers organizations for the purpose of preparing and/or serving meals prepared by the cafeteria staff. Groups not desiring to use the kitchen facilities for food preparation may opt to rent commons, cafeteria, or gymnasium facilities, and have meals catered with permission of the building principal. Cafeteria staff must be present to supervise use of food preparation equipment in kitchen facilities.
15. The District reserves the right to cancel an *E 1330a Room/Building Use Application* if such action is deemed necessary and in the best interest of the District. In the event of such revocation or cancellation, the District will refund any advance payment made and there shall be no claim or right to damages or expenses on the part of the permittee.
16. The District is not responsible for loss or damage to personal property by individuals or groups.
17. The District may require a hold harmless agreement and/or certificates of insurance, when appropriate.
18. Violation of these rules or regulations shall restrict subsequent facility use agreement.

Application Procedure

1. School facilities use applications shall be filed with the principal ten (10) days prior to the date when facilities are to be used.
2. One (1) copy of the approved *E 1330a Room/Building Use Application* will be retained at the school, one (1) copy will be returned to the requesting party, if appropriate.
3. Rental, labor, or other charges assessed shall be itemized on the report of building use form and one (1) copy submitted to the school, one (1) copy to the party making the request. The principal will be responsible for

collecting all charges for rental, labor, supplies, damages, or other fees.

Priority Use of Facilities

The following groups have priority for use of school facilities in the following order:

1. BOARD APPROVED PROGRAMS such as Parent Advisory Committees (PACs), site councils, PTAs, band and orchestra parents, Community School classes/activities, drama and other school clubs shall be allowed rent-free use of school facilities for meetings or activities. Fees may be charged for technical or special services. Requests shall be submitted to the principal.
2. YOUTH PROGRAMS such as Campfire, Boy/Girl Scouts, to include private educational organizations shall be allowed rent-free use of school facilities for meetings or activities. Fees shall include a scheduling charge per request and may include custodial, technical, and special service charges whenever use occurs outside of regular custodial hours. Requests shall be submitted to the principal on *E 1330a Room/Building Use Application*.
3. NONPROFIT GROUPS, civic/charitable organizations whose purpose is to improve community welfare and whose receipts are expended for community welfare shall be allowed use of school facilities at no cost to the District. Scheduling and custodial fees must be paid by the group. Requests shall be submitted to the principal.
4. GOVERNMENTAL GROUPS (i.e. city, borough, state agencies) conducting civic business shall be allowed use of school facilities at no cost to the District. Custodial fees must be paid by the group whenever use occurs outside of regular custodial hours. Requests shall be submitted to the principal.
5. BASIC GROUPS - All groups that do not meet the criteria of 1, 2, 3, 4, or 6.
6. PRIVATE, FOR PROFIT, COMMERCIAL GROUPS.

Fees

Scheduling fee (used when other fees not applied) \$15 for priority Use Categories 2 and 3.

<u>Facility Use</u> ¹	<u>Standard Rental</u> ²	<u>Commercial Rental</u> ³
Classrooms-regular	\$15.00/hour	\$25.00/hour
Classrooms-specialized ⁴	\$20.00/hour	\$35.00/hour
Gymnasium	\$30.00/hour	\$55.00/hour
Kitchens ⁵	\$20.00/hour	\$35.00/hour
Dining Areas	\$20.00/hour	\$35.00/hour
Swimming Pools (includes life guard)	\$20.00/hour*	\$45.00/hour

*Private party rental of the swimming pool is \$35.00/hour and includes a life guard.

1. Additional fees may be charged for technical services and special equipment such as projectors, projector operators, special custodial services, building supervision, set up and removal of chairs or bleachers.
2. Standard Rental rate shall apply to churches, clubs, restricted membership organizations, political, and business groups. Scheduling and custodial fees must be paid by the group. Requests shall be submitted to the principal.
3. Commercial Rental rates shall apply to (1) any activity that profits an individual or organization (2) any activity where the gate receipts or donations are to be used for partisan political activities including political education (3) any activity whenever admission is charged. Scheduling and custodial fees must be paid by the group. Requests shall be submitted to the principal.
4. Specialized Rooms include: home ec., music, art, rehearsal, Little Theater, multipurpose rooms, and small gyms.
5. Kitchen use must include additional payment for food service personnel.

Theater/Auditorium

The District welcomes use of the school theater/auditorium facilities for presentation of performances for community enjoyment with the understanding that school functions have first call upon facilities. Theater/auditorium use inquiries must be made to the theater manager.

A E 1330a Room/Building Use Application must be approved by the principal and the theater manager prior to use.

An annual schedule of theater events will be made in September for the following school year. A minimum of thirty (30) days is necessary to schedule an event and permits are issued on a first come, first served basis.

No person may use theater equipment without authorization and only trained personnel may operate theater equipment. Special lighting or sound equipment requests should be identified on the application when submitted. Unforeseen needs may be accommodated with theater manager approval.

It is forbidden to change, cut, knock out, remove, or in any way alter or modify the basic building structure including the stage floor, proscenium, apron, ramp, doors and walls without theater manager permission. This includes curtains and valance, teasers, stage microphone pickup, doorbell, piping for mounting stage lights, fire extinguishers, work lights, curtain rods, pulley and rope, intercom system, or breezeway stair railing. No special wiring may be added or existing wiring removed, relocated, or modified for any special effects. This applies to any and all wiring on stage, in the light booth, or other location within the building complex.

Use of school facilities permits will be limited to the theater/auditorium dressing room on the dates and times requested. All user groups are subject to the rules as outlined by the *E 1330a Room/Building Use Application*.

Theater rules prohibit:

1. food, drinks, gum, smoking, obscenity, or feet on the furniture;
2. tampering with switches, equipment, or property;
3. issue of keys to non-school personnel;
4. loan of school property critical to the operation of the theater/auditorium;
5. animals in the theater, unless they are essential to a performance and approved by the theater manager;
6. activity in violation of School Board policy, local, state, or federal law where applicable.

cf. 3515 Access and Keys

cf. 5131.62 Tobacco

Three theater use categories determine fee charges.

Category I – School Use. Priority is given to School District programs including Kenai Peninsula College courses. In order to qualify for this use category, Kenai Peninsula College must charge tuition and give credits to all participants in the course.

FEES: No rental charges. Custodial, technical and utility charges as required or necessary.

Category II – Non-profit organizations. Includes groups or organizations operated to benefit school-age youth (e.g. TeenCenter, Boy Scouts, Campfire) or non-profit organizations whose net proceeds are used for cultural, charitable, educational, non-partisan political activities and have received a letter of exemption from the IRS; any city, borough, state, federal activities; adult organizations not conducting Category III commercial ventures. All commercial concerts, whether they are sponsored by a non-profit organization or not, do not qualify under this category. Non-profit groups are subject to the rules and regulations as outlined in the Basic Provisions Agreement.

FEES: \$300 per performance, \$75 per rehearsal, plus custodial and technical charges as required or necessary. A rehearsal period is four hours in length, an additional charge will be assessed to all groups that exceed the allotted rehearsal period.

Category III – Commercial Use. (1) any activity that profits an individual or organization, agent or promoter eligible for fees or reimbursement, or (2) any activity where the gate receipts or donations are to be used for partisan political activities including political education. All commercial concerts fall into this category. The District reserves the right to deny a permit to a sponsor if the sponsor has previously failed to comply with District policies, rules or regulations or cannot demonstrate adequate experience or ability to successfully promote and produce a public performance in District facilities.

FEES: Theater managers determine the rate within the following range. \$1000-\$1500 per performance in theater/auditoriums with 600 or more seats; \$500-\$750 per performance in theater/auditoriums with less than 600 seats; and custodial and additional technical personnel charges as may be required or necessary. Rehearsal fee

will be \$100. A rehearsal period is four hours in length. An additional charge of \$30/hour will be assessed to groups that exceed the allotted rehearsal period. A custodial charge of \$30/hour will be charged to all groups.

Deposits in Advance

Category II users shall pay a damage deposit of \$300 not later than two (2) weeks prior to opening night. This deposit will be refunded when it is determined that no damage occurred in all areas used by the applicant. In the event of damage, applicant liability is not limited. If the user cancels after contracts are signed the user shall forfeit the deposit fee.

Category III use of school facilities requests must be submitted four (4) weeks in advance and accompanied by a non-refundable \$300 deposit per performance that shall be considered a portion of the total use fee. Category III users shall pay a damage deposit of \$300 not later than two (2) weeks prior to opening night. This deposit will be refunded when it is determined that no damage occurred in all areas used by the applicant. In the event of damage, applicant liability is not limited. If the user cancels after contracts are signed the user shall forfeit the deposit fee.

The applicant/lessee agrees to assume the risk of liability for damages because of bodily injury or property damage to any person or entity arising out of the use of the premises, and it agrees to indemnify, defend, and hold the School District harmless from any claims, demands, or suits by any person or entity arising out of that use, unless the liability is on account of the District's sole negligence. The applicant further agrees to provide the District with a certificate of insurance naming the District as an additional insured, unless the Superintendent waives this requirement in writing. All parties to this agreement shall be subject to all provisions of the administrative rules and regulations governing community use of school facilities.

Legal Reference:

*ALASKA STATUTES
18.35.300 - 18.35.330 Health nuisances (smoking)*

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Revised: 2/02/2009**

BP 1330 Use of School Facilities and Properties
E 1330(ab) Room Building Use Application
E1330c Application for Community Possession of a Firearm or Deadly or Defensive Weapon on School Grounds

Room/Building Use Application

School _____	Room Name, No., Etc. _____	Date(s) of Activity _____
Age(s) of group _____	Admission <input type="checkbox"/> will, <input type="checkbox"/> will not, be charged.	
(Day of Week) _____		
From: _____ to _____	Approximate number of people using the facility _____	
(Include time to setup & take-down)		

Purpose for Which Facility Will be Used _____	Organization _____
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I have read and agree to the Instructions, and Conditions of Use. If using auditorium, I have also read and agree to AR 1330.

Certificate of Insurance is attached.

Person-In-Charge _____	Signature of Applicant _____
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Mailing Address _____	Phone _____
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See AR1330 for fee information.

A room/building use fee <input type="checkbox"/> will, <input type="checkbox"/> will not, be charged.	Amount \$ _____
A custodial fee <input type="checkbox"/> will, <input type="checkbox"/> will not, be charged.	Amount \$ _____ per hour plus overtime
A technical fee <input type="checkbox"/> will, <input type="checkbox"/> will not, be charged.	Amount \$ _____
	TOTAL \$ _____

Additional conditions/comments: _____

Approval of Local School Administrator _____	Date _____
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COPY: School, Applicant, Community Schools (if appropriate)

Instructions

This application must be presented to the local building administrator ten (10) days prior to the date facilities are to be used. If approved, one copy will be retained at the school, one copy will be returned to the party making the request and, if appropriate, one copy will be submitted to the local Community School Programs office.

Where charges for room/building use apply, scheduling or rental fees will be charged according to rates established by the Board of Education. Cost of custodial or other services will be assessed at the conclusion of the activity according to the level of service provided. Such charges will be itemized on this form with one copy retained at the school and one copy sent to the party making the request. All scheduling, rental and/or custodial fees will be paid to the local school. No fees are charged for school or community school sponsored programs and activities, parent advisory committees (PAC's), site councils or PTA groups.

All applicants are responsible for adult supervision, cleanup and building security. Therefore, a mutually satisfactory agreement must be reached with the local building administrator or the custodian for this type of service prior to the start of such activities. If the applicant/permittee seeks to use school premises outside of normal school attendance hours for a community function, the applicant/permittee acknowledges that no school staff will be on duty unless the applicant arranges for a specific staff service in advance. The applicant/permittee agrees that it is responsible for adult supervision, interior cleanup, building security, and exterior maintenance of the sidewalks or walkways, including snow/ice removal and application of traction control. The applicant/permittee further agrees that it is subject to all provisions of the administrative rules and regulations governing the community use of school facilities.

The applicant/permittee agrees to assume the risk of liability for damages because of bodily injury or property damage to any person or entity arising out of the use of the premises, and it agrees to indemnify, defend, and hold the School District harmless from any claims, demands, or suits by any person or entity arising out of that use, unless the liability is on account of the District's sole negligence. The applicant/permittee further agrees to provide the District with a certificate of insurance naming the District as an additional insured, unless the District waives this requirement in writing. Applicant/permittee shall be subject to all provisions of the administrative rules and regulations governing community use of school facilities.

[See E1330(b) for Conditions of Use]

Conditions of Use

1. Sponsoring organizations shall provide competent adult supervision agreed upon at the time the request for facility use is submitted. Principals are program supervisors and shall not be called upon to supervise activities of other groups.
2. Applicants shall supply any special supervision, determined necessary by the principal.
3. Smoking is prohibited.
4. Alcoholic beverages/illegal or illicit drugs are not permitted in school facilities or on school property at any time.
5. Obscenity is prohibited.
6. Firearms or other deadly or defensive weapons, as defined in AS 11.81.900(b) (16) and (19), are not permitted in school facilities or on school property without the express written permission of the Superintendent.
7. Installation of equipment, alteration of existing building facilities, use of materials that affect the condition of floors, walls or other building parts may not be undertaken without specific approval of the principal.
8. Groups or organizations using the facilities shall assume all responsibility for the collection of admission fees, taxes, or other fees in connection with their programs unless prior arrangements have been made with the principal.
9. Advertising or sales of merchandise and printed matter, except that incidental to the program, is forbidden on school grounds.
10. Concessions operated in community school programs shall be supervised by Community School coordinators. Operational costs shall be paid for from receipts, and the profit shall be deposited in the Community School activity fund account.
11. Evening activities and programs shall be concluded thirty (30) minutes prior to the close of the second shift custodian work day and buildings shall be vacated by the close of the second shift custodian's work day unless prior approval has been granted by the principal.
12. Rental agreements are not transferable.
13. Rental fees shall be determined in advance. Custodian, or other service charges, may be assessed at the conclusion of the activity according to the level of service provided.
14. Seating, other special equipment, or facilities arrangements shall be made at the time the rental agreement is issued. Extra compensation shall be paid to cover costs for supervision, transferring equipment, setting up equipment in the building, or other services.
15. Fire and safety regulations shall be observed.
16. Lunchroom facilities may be used by students, parents, and teachers organizations for the purpose of preparing and/or serving meals prepared by the cafeteria staff. Groups not desiring to use the kitchen facilities for food preparation may opt to rent commons, cafeteria, or gymnasium facilities, and have meals catered with permission of the building principal. Cafeteria staff must be present to supervise use of food preparation equipment in kitchen facilities.
17. Violation of these rules and regulations shall restrict subsequent facility use agreement.
18. The District reserves the right to cancel a Room/Building Use Application, if such action is deemed necessary and in the best interest of the District. In the event of such revocation or cancellation, the District will refund any advance payment made and there shall be no claim or right to damages or expenses on the part of the permittee.
19. The District is not responsible for loss or damage to personal property by individuals or groups.
20. The District may require a hold harmless agreement and/or certificates of insurance, when appropriate.
21. Violation of these rules or regulations shall restrict subsequent facility use agreement.

Application Procedure

1. School facilities use applications shall be filed with the principal ten days prior to the date when facilities are to be used.
2. One copy of the approved use agreement will be retained at the school, and one copy will be returned to the requesting party, if appropriate.
3. Rental, labor, or other charges assessed shall be itemized on the Room/Building Use Application and one copy submitted to the school, one copy to the party making the request. The principal will be responsible for collecting all charges for rental, labor, supplies, damages, or other fees.

Priority Use of Facilities The following groups have priority for use of school facilities in the following order:

1. BOARD APPROVED PROGRAMS such as PAC's, band and orchestra parents, Community School classes/activities, drama and other school clubs shall be allowed rent-free use of school facilities for meetings or activities. Fees may be charged for technical or special services. Requests shall be submitted to the principal.
2. YOUTH PROGRAMS such as Campfire, Boy/Girl Scouts, to include private educational organizations shall be allowed rent-free use of school facilities for meetings or activities. Requests shall be submitted to the principal. Fees shall include a scheduling charge per request and may include custodial, technical, and special service charges whenever use occurs outside of regular custodial hours.
3. NONPROFIT GROUPS, civic/charitable organizations whose purpose is to improve community welfare and whose receipts are expended for community welfare shall be allowed use of school facilities at no cost to the District. Scheduling and custodial fees must be paid by the group. Requests shall be submitted to the principal.
4. GOVERNMENTAL GROUPS (i.e. city, borough, state agencies) conducting civic business shall be allowed use of school facilities at no cost to the District. Custodial fees must be paid by the group whenever use occurs outside of regular custodial hours. Requests shall be submitted to the principal.
5. BASIC GROUPS – All groups that do not meet the criteria of 1, 2, 3, 4 or 6.
6. PRIVATE, FOR PROFIT, COMMERCIAL GROUPS.

**Application for Community Possession of a Firearm or
Deadly or Defensive Weapon on School Grounds**

Name or Organization _____
Address _____
Contact Name _____
Phone Number _____

Description of Event _____
Location of Event _____
Date of Event _____
Time of Event _____

Narrative justification for request (include description of firearm or deadly or defensive weapon/purpose for possession on school grounds/names of participants/safety practices/etc).

Building Administrator
Date:

Local Law Enforcement Official
Date:

Superintendent
Date:

A copy of this request must be carried on the person of any individual given permission to have a firearm or weapon on school grounds. Approval is only valid for the date of this event.