

ANCHORAGE SCHOOL DISTRICT USE OF SCHOOL FACILITIES

User categories – Use of School Facilities

Category 1	District Educational Use
	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	PTA / PTO / PTSA / Community Council
	No rental charge. Operational charge for Saturday, Sunday, holidays and when auditoriums are used.
Category 3	Non-Profit Youth Organization
	Rental charge for Sunday through Saturday. Operational charge for Saturday, Sunday, holidays and when auditoriums are used.
Category 4	Non-Profit Adult Organizations
	Rental charge for Sunday through Saturday. Operational charge for Saturday, Sunday, holidays and when auditoriums are used.
Category 5	Commercial Use
	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 4-hour min	Weekend Minimum Per Day	Weekend Operational Fee Per Day, Single Charge
Classroom – Elementary (Classroom, Foyer)	\$2.00	\$5.00	\$20.00	Classrooms must be rented in conjunction with a gym or MPR.
Gym – Elementary	\$7.00	\$30.00	\$120.00	\$120.00
MPR – Elementary (Accommodates sports activities)	\$7.00	\$30.00	\$120.00	\$120.00
Meeting Room (Library, Cafeteria, Secondary MPR)	\$5.00	\$30.00	\$120.00	\$120.00
Classroom – Secondary (Classroom, Foyer, Locker Room)	\$3.00	\$5.00	\$20.00	Classrooms must be rented in conjunction with a gym or MPR.
Gym – Secondary	\$20.00	\$40.00	\$160.00	\$120.00
Outdoor Areas – Elementary (Ice rink, Field, Track, Grassy Area, Parking Lot)	\$7.00 per area used	n/a	n/a	n/a
Outdoor Areas – Secondary (Ice rink, Field, Track, Grassy Area, Parking Lot)	\$10.00 per area used	n/a	n/a	n/a
Athletic Fields / Turf Fields Middle School	\$30.00	n/a	n/a	n/a
Athletic Fields / Turf Fields High School	\$40.00	n/a	n/a	n/a
Summer – Additional Rate Summer rates are in addition to the standard hourly rate.	\$40.00 (4-hour minimum)	\$40.00	\$160.00	n/a
Holiday – Additional Rate Holiday rates are in addition to the standard hourly rate.	\$100.00 (4-hour minimum)	\$100.00	\$400.00	n/a

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Category 4 – Non-Profit Adult Organizations					
Space Type	Weekday Hourly Rate	Weekday Minimum Per Day	Weekend Hourly Rate 4-hour min	Weekend Minimum Per Day	Weekend Operational Fee Per Day, Single Charge
Classroom – Elementary (Classroom, Foyer)	\$3.00	\$12.00	\$10.00	\$40.00	Classrooms must be rented in conjunction with a gym or MPR.
Gym – Elementary	\$25.00	\$100.00	\$60.00	\$240.00	\$120.00
MPR – Elementary (Accommodates sports activities)	\$25.00	\$100.00	\$60.00	\$240.00	\$120.00
Meeting Room (Library, Cafeteria, Secondary MPR)	\$25.00	\$100.00	\$60.00	\$240.00	\$120.00
Classroom – Secondary (Classroom, Foyer, Locker Room)	\$5.00	\$20.00	\$10.00	\$40.00	Classrooms must be rented in conjunction with a gym or MPR.
Gym – Secondary	\$40.00	n/a	\$60.00	\$240.00	\$120.00
Outdoor Areas – Elementary (Ice rink, Field, Track, Grassy Area, Parking Lot)	\$25.00 per area used	n/a	n/a	n/a	n/a
Outdoor Areas – Secondary (Ice rink, Field, Track, Grassy Area, Parking Lot)	\$25.00 per area used	n/a	n/a	n/a	n/a
Athletic Fields / Turf Fields Middle School	\$75.00	n/a	n/a	n/a	n/a
Athletic Fields / Turf Fields High School	\$100.00	n/a	n/a	n/a	n/a
Summer – Additional Rate Summer rates are in addition to the standard hourly rate.	\$40.00 (4-hour minimum)	\$160.00	\$40.00	\$160.00	n/a
Holiday – Additional Rate Holiday rates are in addition to the standard hourly rate.	\$100.00 (4-hour minimum)	\$400.00	\$100.00	\$400.00	n/a

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High School Auditoriums and Auditorias Category 3 & 4						
Space Type	Weekday Rate 4-hour minimum	Weekday Rate Each Additional Hour	Weekday Operational Fee Per Day	Weekend Rate 4-hour minimum	Weekend Rate Each Additional Hour	Weekend Operational Fee Per Day
Auditorium - West High	\$700.00	\$100.00	\$200.00	\$900.00	\$225.00	\$300.00
Auditorium – Bartlett/ Chugiak/ East	\$600.00	\$100.00	\$200.00	\$800.00	\$200.00	\$300.00
Auditeria – Dimond/ Service/ South	\$500.00	\$100.00	\$200.00	\$700.00	\$175.00	\$300.00
<p><i>Auditorium / Auditoria Notes:</i> Friday, Saturday and Sunday are billed at the weekend rate. Summer use is billed at the weekend rate. The fee includes the assistance of one auditorium technician.</p> <ul style="list-style-type: none"> • Each additional technician is billed at \$75 per hour on Monday through Thursday. • Each additional technician is billed at \$100 per hour on Friday through Sunday. <p>Holiday rates will include an additional \$100 per hour, per day.</p>						

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