

Copper River School District
Facility-Use Application

School Requested:		Room(s)
Activity Planned:		___ Youth - Ages _____ ___ Adult
Expected Attendance:	For Profit ___ Yes ___ No	Date Application Received (office-use only):

DATE(S) REQUESTED:

TIME:

AREA OR ROOM(S):

Monday(s) _____

_____ to _____

Tuesday(s) _____

_____ to _____

Wednesday(s) _____

_____ to _____

Thursday(s) _____

_____ to _____

Friday(s) _____

_____ to _____

Saturday(s) _____

_____ to _____

Sunday(s) _____

_____ to _____

- Requested times should include any required set-up.

Describe direct benefit of event to students &/or school: _____

Total Hours Requested:	
Total Charge:	

_____ I have read and agree to comply with the CRSD Facility-Use Permit Rules. I
(initial) understand that the failure to comply with the CRSD Facility-Use Rules may result in the
denial of future applications.

_____ I agree to pay all fees associated with this application.
(initial)

Name of Organization (Please Print)

Name of Authorized Representative Signing
Application (Please Print)

Mailing Address

Signature of Authorized Representative & Date

Phone Number

Email Address

Name & Phone Number of Authorized Substitute

Signature of Authorized Substitute & Date

Name & Phone Number of Authorized Substitute

Signature of Authorized Substitute & Date

FACILITY-USE PERMIT APPROVAL
CRSD Use only

Principal/Lead Teacher Signature

Permit #
School Site

Date Applicant Notified

Date Returned to School Office

COPPER RIVER SCHOOL DISTRICT FACILITY-USE FEE SCHEDULE
Effective February 1, 2018

The Copper River School District Board of Education believes that the schools belong to the citizens of the community and that community use of school facilities fosters understanding and support for school programs, as outlined in Board Policy # 1330: Use of School Facilities.

Area	Regular Hours (per hour charge)	After Hours* (per hour charge)
District Classrooms	\$25	\$25
Glennallen Auditorium	\$75	\$75
GHS Gym with Floor Covering	\$75+ \$150 charge	\$75+ \$150 charge
Glennallen, Kenny Lake, & Slana Multi-purpose Room	\$50	\$50
District-Office Conference Room	\$25	\$25
Outdoor Facilities	No Charge	No Charge

*Custodial wages of \$30/hour will be added if needed in addition to per hour charge for after-hours & weekends

There will be a Facility-Use charge for all applications except for school-sponsored activities and governmental groups (i.e. state and federal agencies) conducting civic business during regular hours.

- Failure to comply with the CRSD Facility-use Rules may result in the denial of future Facility-use applications.
- A Copper River School District food service employee must be present during any and all use of the GES food-service kitchen. The group or organization using the kitchen will pay wages of the employee. If a food service employee is not available, kitchen use will not be allowed.
- For use of the KLS kitchen, a person having a food handler's card must be present during any and all use.

Group/Organization fees are to be paid in full prior to facility use. Payment should be given to the school. Make checks payable to: CRSD. Include school name in memo line of check. If paying in cash, please have the exact amount. Receipts will be issued at time of payment.

Non-profit organizations or community groups that want to use gym facilities for regularly scheduled weekly activities, such as men's or women's basketball, will not be charged if the activity is after regular hours. The CRSD may limit this type of weekly school activity. Applications are approved on a first come first serve basis. The person

signing the CRSD Facility-Use Application will be responsible for any charges related to damages (See #7 in the CRSD Facility-Use Rules).

Facility Use Permit Administrative Regulations

Glennallen Jr./Sr. High (907) 822-5286

KennyLake (907) 822-3870

Glennallen Elementary (907) 822-3232

Slana (907) 822-5868

Rules and Regulations:

1. All fees associated with applicant's signed permit must be paid in full prior to facility use, with the exception of public open gym usage. A receipt will be issued at time of payment.
2. No person shall be entitled to the use of school facilities, except for scheduled school activities, unless a Facility Use Permit for such use has been issued and signed by the Principal or Lead Teacher.
3. Installation of equipment, alteration of existing building facilities, hanging of posters, use of materials that affect the condition of floors, walls or other building parts may not be undertaken without specific approval of the principal.
4. No sub-leasing of facilities shall be permitted.
5. The permit holder shall be responsible for the conduct and control of both patrons and participants, and must comply with all applicable state and federal laws.
6. Any other permits required from fire, health or other government agencies must be obtained and copies presented to the Principal prior to the issuance of any Facilities Use Permit. Where requested the user shall provide a certificate of insurance and/or a \$500.00 damage deposit.
7. In the event of damage to the facility or equipment (other than normal wear and tear) the permit holder shall accept the District estimate of the amount of same and shall pay all appropriate costs.
8. All organizations using school facilities shall provide adequate adult supervision who shall remain with the group during all activities and be responsible for the group's conformance with all appropriate rules and regulations.
9. In accepting a Facilities Use Permit, the permit holder agrees to defend, indemnify, and hold harmless the District from any and all damage or claims or suit arising from the action of the permit holder, his/her/its employees, or patrons which the facility is utilized by the permit holder. This obligation shall be incumbent upon the permit holder even if the alleged damage, claim or suit specifically alleges negligence on the part of the District.
10. Use of tobacco or possession of firearms, possession or use of intoxicating liquor or illegal drugs, fighting, betting or other forms of illegal gambling will not be allowed upon the School District Premises or within any facility.
11. Facilities Use Permits include use of normal furniture and large equipment which is usually assigned to that particular area of the building (e.g., a piano in an auditorium). The permit holder may be required to furnish his/her own expendable supplies (e.g., basketballs, volleyballs, etc.).
12. The Facilities Use Permit does not authorize the use or operation of any school equipment other than that stipulated on the permit.
13. Facilities Use Permits are limited to the specified room or rooms during the hours and days specified. The permit holder shall insure that the remainder of the building is not entered. Facilities will be opened at the time scheduled for the activity to begin and closed at the time scheduled for its conclusion.
14. Advertising or sales of merchandise and printed matter, except that incidental to the activity, is forbidden on school grounds.
15. Users must make their own set up and take down and leave the facility in an acceptable, clean condition. Organizations will be charged for any required set ups by District personnel or if a custodian is required during or after the time of use.
16. Extra costs, including labor costs for special services performed by District employees, will be charged to the using organization when they need services.
17. If the facility is not used in accordance with hours shown or additional personnel are required, a revised billing will be made.
18. The Principal may revoke a Use Permit for violation of these rules and regulations which occur or come to his/her attention after issuance of a Facilities use Permit.
19. A Facilities Use Permit may be cancelled if a facility is required for school use. A permit may also be cancelled due to maintenance, repairs, fire, labor disputes, or acts of God, such as epidemics, earthquakes, floods, or abnormal weather conditions.
20. The district will not be responsible for loss of personal property by individuals or groups when building is being used for activities under a Facilities Use Permit.
21. The Principal shall have the authority to impose reasonable conditions in addition to those specified in this section, where necessary.
22. The District will not discriminate because of race, religion, gender, disability, marital status, change in marital status, national origin, color, age, pregnancy, or parenthood nor will the District deny access to the activity based upon any of the above listed reasons.

23. A 48-hour cancellation notice is required.

24. A copy of the signed Facility Use Permit must be on the premises and in the possession of the group's or entity's authorized representative during the facility use period.

GLENNALLEN HIGH SCHOOL GYM FACILITY USE PROCESS

IMPORTANT: Include this form with your facility-use application.

GLENNALLEN HIGH SCHOOL GYM FLOOR & BLEACHER GUIDELINES

Floor Guidelines

1. Players/students shall only wear clean court shoes that have not been worn outside. This means you will have to bring (or keep at school) a clean pair of shoes with you. Any small particles of gravel in the soles of shoes can greatly damage the floor.
2. Liquids are the biggest enemy of wood floors. The only liquid which will be allowed in the gym is bottled water. If water is spilled, clean it up immediately. Sodas and juice will not be permitted because, when spilled, they cause the bleacher wheels to become sticky and pick up particles of gravel/dirt. This can result in "ruts" worn into the floor.
3. Food will not be permitted in the gym. Concessions will continue to be sold at games, and the Commons Area will be the designated eating area.
4. User groups must dust the floor with a treated mop (provided by the school) after use. This includes school classes, coaches holding practices, and community groups.
5. Never use any household cleaning products on the gym floor.
6. School district custodial personnel will remove heel marks using an approved cleaner.
7. If possible, please do not wear high-heeled shoes on the floor for any event, as the heels can damage the floor.
8. For any non-sporting activity, the floor covering system may need to be utilized. This includes events such as graduation ceremonies. Other events may require the cover, as determined by the principal or athletic director. CRSD staff must put down and pick up the floor covering.
9. Furniture must not be placed on the floor. When necessary, chairs must have protective rubber feet.

Bleacher Guidelines

10. The bleachers are a telescopic system. Under no circumstances will anyone, except CRSD custodial or maintenance personnel, open or close the bleachers.
11. No one may climb or sit on the bleachers when they are in the closed position.
12. Trash or other articles left in the bleachers can cause damage when the bleachers are being closed. Please clean up when you leave the bleachers.

Thank you for helping us take care of this facility!

User Signature

Date